

2025

**BROCHURE
OF TRAINING
PROGRAMME**



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WELCOME TO HAMMERSMITH TRAINING CONSULT

Hammersmith Training Consult is a leading firm of consultants with expertise in the provision of human capital development solutions and related consultancy services to clients in Public and Private sector organisations across the globe. At Hammersmith Training Consult, we understand the importance of capacity building as an effective tool for enhancing the proficiency of staff in any given organisation. As a result, we deliver quality training which makes positive impact on the delegates, thereby equipping them for better performance in their work schedules.

Our Approach

We use the holistic approach in designing and delivering training solutions, based on the outcomes of researches into trends in organisational and environmental developments, the outcomes of the evaluation of our deliveries and participants' feedback. This has made the courses to be innovative, practical-oriented and solutions to problems surrounding every aspect of personal and organisational development. It has also led to the revision of our courses, following which many have been enriched the more, with new ones added in 2025.

Our Courses

Our courses are innovatively tailored to address organization-specific issues and objectives, aimed at improving organisational performance and effectiveness. The courses cover all aspects of personal and organisational development. We are fully committed to assisting corporations, governmental and non-governmental organisations develop the requisite Skills and Knowledge necessary to maintain competitive advantage

and ultimately ensure organisational effectiveness in today's highly competitive business world. These courses have been specifically designed to meet the professional needs of our clients; as they address current and emerging challenges at the workplace. We are experts in transforming ordinary staff into highly competent professionals and world class managers and leaders. It is our belief that an organisation is only as good as its productive workforce and that the attainment of relevant Skills and Knowledge is a prerequisite to ultimate personal and organisational development, enhanced performance and success in the very dynamic and competitive business world.

Our Talents

Our strength lies in our cutting-edge talents, domiciled in a pool of experienced, highly motivated, globally rated resource persons and consultants from the academia, public and private sector organisations, non-governmental organisations and civil societies who make all our courses to be bridges between theory and practice. Our courses are therefore, practically oriented, having immediate impact on participants' work-related knowledge, skills and attitudes, thereby transforming them into strategic thinkers embedded with quality, excellence, strength, pragmatism, boldness and innovation. Most participants have returned to implement the newly acquired knowledge at their workplaces immediately.

Evaluation of Our courses

Hammersmith Training Consult evaluates its courses, paying attention to how the courses are delivered and receiving feedback from participants at the end of the courses. The results have greatly influenced the planning, implementation and the modification of our courses.

The Outcomes and Benefits of Our Courses

Testimonies abound of how the attendance of our courses has afforded individuals and organisations the opportunity to achieve and maintain increased sustainable performance. Senior Management Staff of different organisations who are HTC alumni have realized their potentials as a result of attending the courses. These courses have provided our participants platforms for meeting and networking and exchanging ideas with other participants from different backgrounds and cultures coming from different organisations, countries and continents. Our alumni have had their horizons expanded, contacts increased and experiences broadened. They have therefore, applied the newly acquired knowledge, skills and attitudes in their organisations. Consequently, the work places of sponsoring organisations have had re-orientations reflecting modernization and globalization. Certainly, organisations sponsoring their staff to our courses will reap maximum value for their money and huge returns on their training related investments.

OUR CORE VALUES



Range of Courses

We organise a wide range of courses which are both open and in-house. The open courses can also be organized on bespoke basis, so as to give clients the opportunity of building the capacity of large numbers of their staff in critical areas addressed by the identified courses.

Duration

Our courses are organised for duration of either one week or two weeks. The duration of any course is determined by the choice of our patrons, the sponsoring organisations. Any of the courses can be organised for either one or two weeks.

Fees

Fees charged by Hammersmith Training Consult are as indicated below.

Duration	Fee
Two Weeks	\$9,600
One week	\$5,500

Accommodation

Hammersmith Training Consult has some hotels at different training locations which offer discount to our delegates. Such arrangements can be made on request from delegates ahead of the training. This will afford participants the opportunity of enjoying corporate/ discounted rates with reputable hotels.

Course Venues

Our open courses are organised and delivered at different venues: London (UK), Dubai (UAE), Amsterdam (Netherlands), Madrid (Spain), Houston (Texas) USA and Africa.



London

A leading global city, London is the capital of England and the United Kingdom. It is the world's cultural centre and the most visited city in the world.

London has some special attractive features that have made it to positively influence multi-sectoral developments and enhance learning during courses. It is a major centre of higher education, accommodating 43 Universities, some of which are world renowned; one of the world's leading financial centres, accommodating 480 overseas banks; a major retail centre having the highest non-food retail sales more than any city in the world; Europe's city of the future; and a popular centre for tourism, with the most extensive transport network and largest airport system in the world that attracts 16 million tourists/visitors yearly with the most extensive transport network in the world.



Dubai

Dubai is the headquarters of the Emirate of Dubai, the most populous and second largest of the seven Emirates of the United Arab Emirates, located on the Eastern Coast of the Arabian Peninsula and in the South Western corner of the Arabian Gulf.

Being a global cosmopolitan and metropolitan city, Dubai facilitates the simultaneous attainment of multiple goals of human capital development, tourism, shopping, and business development by people attending courses there. Dubai is one of the best places to live in the Middle East and one of the fastest growing economies of the world reputed to be the shopping capital of the Middle East with the largest shopping mall in the world. This city has several attractions, prominent amongst which are the world's tallest building, the world's highest observatory, the World's only 7-Star hotel, a miracle garden having 45 million flowers—the largest in the world and one of the busiest airports in the world, with another one under construction, which upon completion is envisaged to be the largest in the world. Dubai provides an ambient environment ideal for requisite human capital development programmes.



Houston (Texas) USA

Houston is founded on a broad economic base and a very rich cultural background. It is a port city with businesses covering energy, manufacturing, aeronautics, transport, healthcare services, building and oilfields equipment. The city houses the headquarters of many Fortune 500 companies. It is the first in export business, international waterborne tonnage handled and second in total cargo tonnage in the United States of America. It is a multi-cultural centre with many cultural institutions, exhibitions, and celebrations. These have made Houston to attract over 7million visitors annually. Its climate is humid sub-tropical with mild winter. Houston has a rich educational system that consists of eight universities and several colleges, which has pulled many people to it. It has a good integrated transport system made up of good networks of roads, rail and air transport systems. The city has three airports, two of which render commercial services. One of the two commercial airports is the George Bush International Airport known to be among the 10 busiest in terms of total passenger number, the 4th in terms of non-stop domestic and international destinations with 182 destinations and a model 'port of entry' for international travellers in the USA.



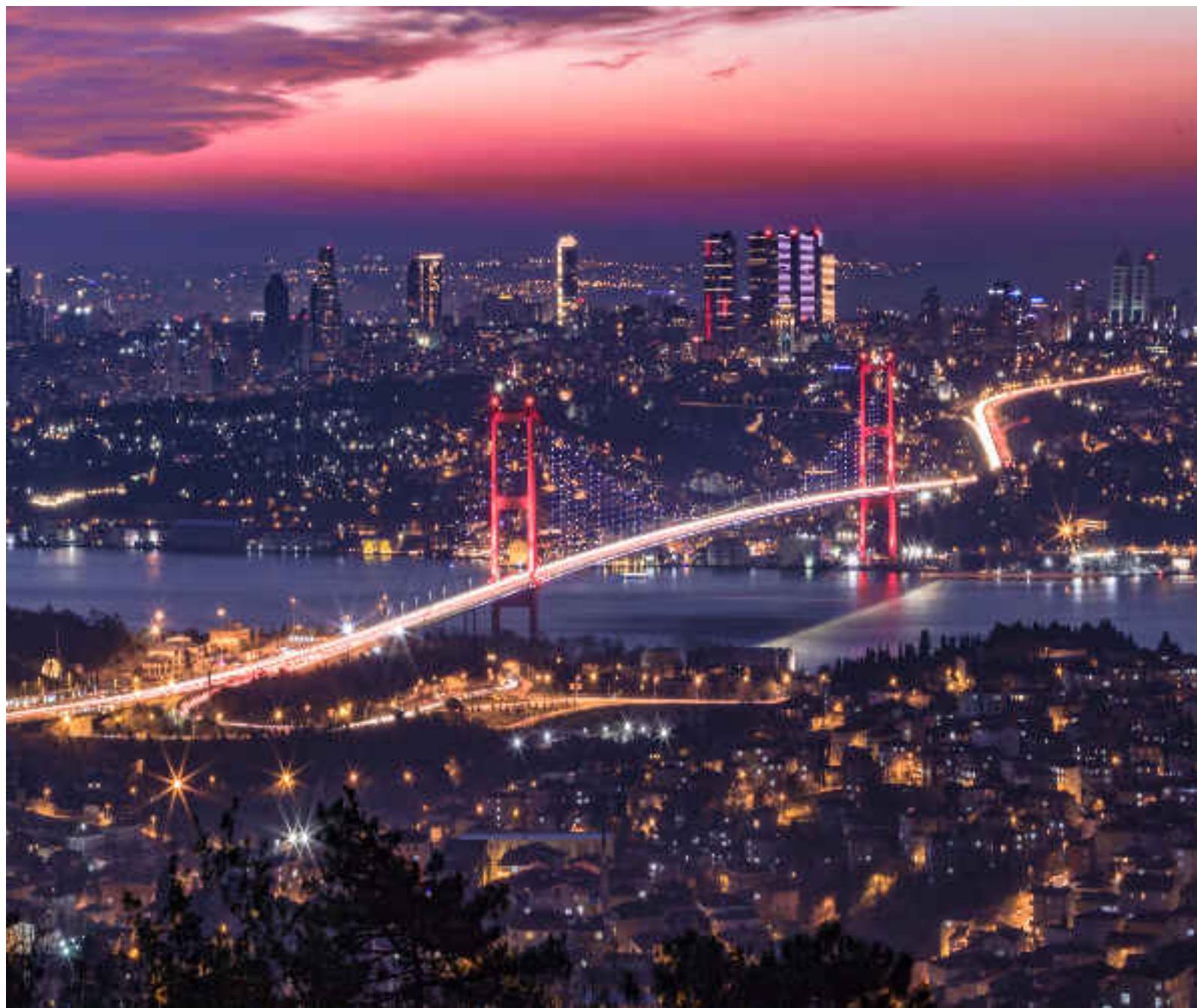
Miami (Florida) USA

Miami, officially the City of Miami, is an American city that is the seat of Miami-Dade County, and is the cultural, economic and financial center of South Florida. Miami is a major center and leader in finance, commerce, culture, media, entertainment, the arts, and international trade. The metro area is by far the largest urban economy in Florida and the 12th largest in the United States, with a GDP of \$344.9 billion as of 2017. In 2019, Miami ranked seventh in the United States and 31st among global cities in terms of business activity, human capital, information exchange, cultural experience, and political engagement.

Greater Downtown Miami has one of the largest concentrations of international banks in the United States, and is home to many large national and international companies. Downtown Miami is Florida's largest and most influential central business district.

Miami is split roughly into north, south, west and Downtown areas. The heart of the city is Downtown Miami, which is on the eastern side and includes the neighborhoods of Brickell, Virginia Key, Watson Island, as well as Port Miami.

Miami is also a major tourism hub for international visitors, ranking second in the country after New York City.



Istanbul (Turkey)

Istanbul, Turkish İstanbul, formerly Constantinople, ancient Byzantium, largest city and principal seaport of Turkey is the most populous city in Europe with more than 14 million people, Istanbul forms the financial and cultural center of Turkey and confidently straddles the borders between Asia and Europe. It is a very large city of fantastic history, culture and beauty. İstanbul, the bustling metropolis of Türkiye, is a city full of charm, where the past goes hand in hand with the present and every step brings to light a relic of times gone by with its beautiful historic landmarks, quintessential cuisine, vibrant nightlife, festivals of art and music, celebration of faith, labyrinths of marketplaces and shopping arcades, the beating heart of İstanbul, and the soul of Bosphorus under the watchful eye of the Maiden's Tower is a traveller's dream. Istanbul is Turkey's largest port and the hub of its industry. Textiles, food processing, flour milling, tobacco processing, cement, and glass are the city's principal manufactures. The tourism and finance sectors are growing sources of income for Istanbul.



Paris (France)

Paris is the capital and most populous city of France, with an estimated population of 2,165,423 residents in 2019 in an area of more than 105 km² (41 sq mi), making it the 34th most densely populated city in the world in 2020. It has been one of the world's major centres of finance, diplomacy, commerce, fashion, gastronomy, science, arts, and has sometimes been referred to as the capital of the world or "the City of Light". Paris, France's capital. Beyond such landmarks as the Eiffel Tower and the 12th-century, Gothic Notre-Dame cathedral, the city is known for its cafe culture and designer boutiques along the Rue du Faubourg Saint-Honoré.

The Paris Region had a GDP of €739 billion (\$743 billion) in 2019, which is the highest in Europe. According to the Economist Intelligence Unit Worldwide Cost of Living Survey, in 2021, Paris was the city with the second-highest cost of living in the world, tied with Singapore, and after Tel Aviv. Paris hosts several United Nations organisations: the UNESCO, the Young Engineers / Future Leaders, the World Federation of Engineering Organizations, and other international organisations such as the OECD, the OECD Development Centre, the International Bureau of Weights and Measures, the International Energy Agency, the International Federation for Human Rights, the International Organisation of La Francophonie; along with European bodies such as the European Space Agency, the European Banking Authority or the European Securities and Markets Authority.



Geneva (Switzerland)

Geneva is the second-most populous city in Switzerland (after Zürich) and the most populous city of Romandy. The city of Geneva (ville de Genève) had a population 201,818 in 2019 (Jan. estimate). Geneva is a city in Switzerland that lies at the southern tip of expansive Lac Léman (Lake Geneva). Surrounded by the Alps and Jura mountains, the city has views of dramatic Mont Blanc. Headquarters of Europe's United Nations and the Red Cross, it's a global hub for diplomacy and banking. French influence is widespread, from the language to gastronomy and bohemian districts like Carouge. It is a global city, a financial centre, and a worldwide centre for diplomacy due to the presence of numerous international organizations, including the headquarters of many agencies of the United Nations and the Red Cross. Geneva hosts the highest number of international organizations in the world. It is also where the Geneva Conventions were signed, which chiefly concern the treatment of wartime non-combatants and prisoners of war. Today, the city of Geneva is a cultural center second to none featuring world class entertainment, top rated restaurants and unlimited opportunities for recreation.



Marrakesh (Morocco)

Marrakesh, a former imperial city in western Morocco, is a major economic center and home to mosques, palaces and gardens. The ancient section of the city, known as the medina, was designated a UNESCO World Heritage site in 1985. It is the first of Morocco's four imperial cities, it lies in the centre of the fertile, Irrigated Haouz Plain, south of the Tensift River. Marrakech was founded by the Almoravids, religious nomads who emerged from the south to build their capital on the Tensift River in 1062. Under the leadership of Youssef Ben Tashfine, Marrakech became a cosmopolitan centre of culture and learning with Andalusian-style mosques and palaces with population of over 2 million including suburbs. Marrakech is the capital of the mid-southwestern region of Marrakech-Tensift-El Haouz, close to the foothills of the High Atlas Mountains. The Jemaa el Fna is the heart of the city, which is divided between the medina, the French-built New Town (ville nouvelle), Gueliz, and the suburbs.

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LEADERSHIP AND MANAGEMENT FACULTY

In response to changes in work environment, we have enriched the contents of many of the courses offered by the Leadership and Management Faculty. The aim is to enable participants sharpen their leadership styles and find it extremely easy to apply the newly acquired knowledge, skills and attitude in their respective functions. This is based on the notion that; high quality leadership and management skills drive organisational effectiveness and that participants at its courses contribute immensely to the improvement of the effectiveness of their organisations upon returning to their desks.





21ST CENTURY LEADERSHIP INSPIRING EXCELLENCE AND ENGAGEMENT

OVERVIEW

Going beyond the personality of the individual, leading in the 21st Century is viewed not solely on the domain of those in charge, rather something in which everyone participates. This course will educate the participants on the distinctive aspect of the 21st Century leadership and the necessary skills require to lead effectively.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

At the end of the course, participants will be able to:

- Develop the right leadership skills for the 21st century
- Identify the leadership challenges in the 21st century
- Set strategic direction based on target driven benchmark and key performance indicators for the achievement of organisational goals

OUTLINE

- 21st Century Leadership Skills
- High Performance Leadership
- Leadership Wisdom
- Knowledge Creation with Courage
- Inspiring Excellence and Engagement in Organisation
- Strategic Road-mapping for the Achievement of an Organisation
- Strategic Change Management
- Motivation and Reward System
- Effective Service Delivery
- Leadership Challenges in the 21st Century
- Leadership Partnership for Performance Improvement
- Target Setting, Performance Management and Benchmarking
- Goal Setting in the 21st Century
- Inspiring others through Motivation
- Managing Subordinates in the 21st Century
- Creativity and Innovation
- Problem Solving Techniques

Booking Information

Location and Date:

London: 10th – 21st February, 12th – 23rd May, 7th – 18th July, 27th Oct – 7th November

Dubai: 30th June – 11th July, 21st July – 1st August, 22nd Sept. – 3rd October

Houston (Texas): 17th – 28th February, 26th May – 6th June

Doha (Qatar): 24th March – 4th April

Istanbul (Turkey): 31st March – 11th April

Paris (France): 24th Nov. – 5th December

Accra (Ghana): 9th – 20th June

**Fee: \$9,600(2 weeks)
\$5,500(1 week)**

STRATEGIC LEADERSHIP, PLANNING AND GOAL ACHIEVEMENT

OVERVIEW

Strategic leadership is a core requirement for success in today's turbulent environment. While it is good to plan, as failure to plan is planning to fail. Essentially, planning is not enough. Organizations should develop the capability to competently implement their strategic plans.

This course intends to help participants develop the ability to eliminate gaps in their corporate plans by being proactive and more responsive to developments in their operating environment. It will also help them to implement plans effectively for enhanced organizational performance and results.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

At the end of the course, participants will be able to:

- Apply strategic management techniques for goal achievement
- Clarify the vision, mission and goals of their organizations
- Produce functional strategic plans
- Evaluate the strategic plans of their organizations
- Create intelligent linkages between strategic plans and implementation

OUTLINE

- Strategic Planning: Concepts and Functions
- Strategic Management
- Strategic Leadership
- Vision, Mission, Values, and Goals of an Organization
- Evaluating Self-Leadership Style
- The Ethics and Skills of Leadership
- Performance Appraisal
- Strategic Leadership
- Environmental Analysis (SWOT) and Force Field Analysis
- Development of Strategic Options and Choices
- Innovation and Creativity in Leadership
- Strategic Plan Implementation Techniques and Processes
- Change Management Strategies
- Goal Setting Techniques
- Effective Planning for Achievement

Booking Information

Location and Dates:

London: 10th – 21st November

Dubai: 20th – 31st October

Marrakech (Morocco): 5th – 16th May, 9th – 20th June

**Fee: \$9,600(2 weeks)
\$5,500(1 week)**

GETTING AND STAYING AHEAD: GOAL SETTING AND TECHNIQUES FOR ACHIEVEMENT

OVERVIEW

Goal setting can be described as a personal planning process. It helps participants to identify what they want to achieve in their personal life and professional life. Goal setting has been proven to be a more effective method of achieving targets as opposed to aspirations. This course will help participants create goals that are actionable, measurable, focused and result oriented.

WHO TO ATTEND

Management Staff; Senior and middle-level staff; Heads of Departments, Sections, and Units.

OBJECTIVES

At the end of the course, participants will be able to:

- Set realistic goals
- Understand the psychology of Goal Setting and initiation of its process
- Assess the use of time management techniques to achieve goals
- Evaluate stakeholder management in goal setting.

OUTLINE

- Getting and Staying Ahead
- Goal Setting and Techniques for Achievement
- Job Descriptions and their Relationship to Objectives and Performance Criteria
- Establishing and Evaluating Vision and Mission Statements
- Evaluating the Essence of Key Performance Indicators (KPIs)
- Organisational Efficiency
- Motivation and Leadership for Goal Achievement
- Developing and Agreeing Action Plans
- Target Setting: Principles and Practice
- Benchmarking Best Practices
- Effective Time Management
- Effective Planning for Organisational Growth
- Self-Development and Discipline

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 17th – 28th March, 9th – 20th June, 1st – 12th September, 22nd Sept. – 3rd October, 3rd – 14th November

Dubai: 13th – 24th January, 27th Jan. – 7th February, 31st March – 11th April, 18th – 29th August, 17th – 28th November

Kigali (Rwanda): 26th May – 6th June

Istanbul (Turkey): 13th – 24th October

Miami (Florida): 30th June – 11th July

Fee: \$9,600(2 weeks)

\$5,500(1 week)

GLOBAL BEST PRACTICES AND APPROACH FOR SUCCESSFUL LEADERSHIP

OVERVIEW

The dynamism and complex changes in the business environment have brought about the need for effective management. Effective leadership is key survival in business, given the 21st century challenges. This course is designed to explore the demands of leadership and the skills required to lead effectively and to take the participants from the personal dimensions of their leadership style and capability through to the organizational dimensions of innovation and strategy and shaping corporate culture.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

At the end of this programme, participants will be able to:

- Develop the requisite leadership attributes
- Apply appropriate leadership style suitable to the organization
- Lead people in the organization effectively
- Lead the organization for result

OUTLINE

- Successful Leadership in Modern Organisation: An Overview
- Leadership and Effective Decision Making
- Team Building and Leadership
- Leadership and Accountability
- Managing Organisational Change
- Issues in Leadership
- Performance Appraisal
- Evaluating Self-Leadership Style
- Strategic Leadership
- Innovation and Creativity in Leadership
- The Ethics and Skills of Leadership
- Approaches to Leadership
- Leading for Result in the Organization

Booking Information

Location and Date:

London: 30th June – 11th July, 28th July – 8th August, 25th Aug. – 5th September, 6th – 17th October, 13th – 24th October, 10th – 21st November

Dubai: 26th May – 6th June, 14th – 25th July, 11th – 22nd August, 18th – 29th August, 15th – 26th September, 24th Nov. – 5th December, 1st – 12th December

Miami (Florida): 13th – 24th Jan, 22nd Sept. – 3rd October

Accra (Ghana): 24th March – 4th April

Kigali (Rwanda): 16th – 27th June

Houston (Texas): 23rd June – 4th July

Paris (France): 27th Oct – 7th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

HIGH PERFORMANCE STRATEGIC LEADERSHIP: CREATING AND DELIVERING VALUE

OVERVIEW

Creating a high-performance working culture begins and ends with good leadership. To bring out the best in their people, leaders need to be expert motivators with good understanding of their teams and the confidence to communicate effectively in a range of situations to achieve the best results. This course is designed to educate participants on the nature and characteristics of the leadership most conducive and appropriate to high performing teams. Also, to equip those heading project teams with the requisite leadership techniques and skills for understanding performance.

WHO TO ATTEND

Senior and Middle level staff, Managers, Team Leaders, and Supervisors.

OBJECTIVES

The objectives of the course are to:

- Enable participants to understand the characteristics of leaders of high performing teams
- Introduce participants to what it entails to lead effectively for value creation
- Expose participants to a deeper understanding of key stages of project development
- Enable participants know the techniques and skills for excellence performance.

OUTLINE

- Key Leadership Tasks and Performance Measurement
- Leadership Styles and Styles Flexibility
- Factors Required for a High-Performance Work Team
- Talent, Skills and Work Ethic
- Influence, Authority and Power
- Emotional Intelligence and Rapport
- Aims, Objectives and Goal Alignment
- Problem-Solving and Decision-Making
- Effective Communication
- Characteristics of High Performing organisation
- Incentives, Motivation and Efficacy
- Delegation and Empowerment
- Coaching, Mentoring, and Self-Directed Learning
- Dealing with Challenging Interpersonal Relations
- Skills and Techniques for Leading Projects Successfully
- Conflict Resolution Techniques
- Monitoring and Evaluating Performance.

Booking Information

Location and Date:

London: 19th – 30th May, 11th – 22nd August, 3rd – 14th November

Dubai: 17th – 28th March, 16th – 27th June, 8th – 19th September

Doha(Qatar): 27th Jan. – 7th February

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADING WITH EMOTIONAL INTELLIGENCE: PSYCHOLOGY OF LEADERSHIP

OVERVIEW

For leaders, having emotional intelligence is essential for success. Unbridled emotions can mar performance. This is why some intelligent and technically skilled employees, with uncontrollable emotions, have problems managing others and collaborating with teams, and so perform poorly. It is imperative for leaders to have critical levels of emotional intelligence, for them to perform effectively. This course has been designed to assist leaders to increase their performances by improving the management of their emotions.

WHO TO ATTEND

Team Leaders, Middle and Senior Staff in both private and public organisations.

OBJECTIVES

At the end of the course, participants will be able to:

- Identify the influence of emotions on leadership performance
- Describe emotional intelligence
- Apply emotional intelligence in their day-to-day activities as they relate with people

OUTLINE

- Overview of Leading with Emotional Intelligence: Psychology of Leadership
- Leading with Integrity through Difficult and Pressure-Filled Challenges
- Recognising and Addressing People's Blind Spots as Leaders
- Balancing Intrinsic and Extrinsic Motivations to Find Sweet Spots of Capabilities
- The Role of Developing Greater Confidence in Raising Effective Leaders.
- Fostering Effective Teamwork through Empowered Leaders
- Integrated Life That Balances Individuals
- Understanding the Impact of People's Lives on Their Leadership Styles
- Brain Science of Emotions That Drive Behaviour
- Developing Self-Awareness and Emotional Intelligence
- Mental Adaptability to Handling Problems
- Maintaining Emotional Confidence
- Self-Motivation & Effective Stress Management
- Dimensions of Emotional Intelligence
- Emotional Intelligence - Self Evaluation
- Emotional Intelligence & Leadership
- Inspiring and Motivating Sustained Development, Growth and Learning

Booking Information

Location and Date:

London: 20th – 31st January, 3rd – 14th February, 10th – 21st March, 12th – 23rd May, 4th – 15th August, 8th – 19th Sept.

Dubai: 6th – 17th October

Kigali (Rwanda): 16th – 27th June, 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEVERAGING THE POWER OF DESIGN THINKING, CREATIVITY, AND INNOVATION

OVERVIEW

As problem-solving approach revolves around human needs, design thinking focuses on the problem first before moving on to the solution. A culture that empowers employees requires more than just throwing money at the situation. Leaders need to invest in listening to their employees and understanding their pain points before moving on to solutions.

One of the most common employee problems is lack of autonomy, flexibility, and control over personal work. Using the design thinking practice of listening, empathizing, and defining the problem into a question, leaders can understand what aspects of independence and control make people both happy and unhappy in their work. This course aims at educating the participants on the power of design thinking, creativity, and innovation.

WHO TO ATTEND

Team Leaders, Middle and Senior Staff in both private and public organisations.

OBJECTIVES

The objectives of the course are to:

- Make the participants to be more creative and innovative to develop new ways of accomplishing tasks
- Enable the participants to tap into their creativity quotients
- Make the participants know how to present their ideas to others to secure agreement
- Improved understanding of complexities of the business challenges
- Teach the participants the skills needed to identify ways of implementing improvement opportunities.

OUTLINE

- Distinctions between Design and Design Thinking
- How Design Thinking Complements the Practice of Management
- Whole-Brain Creativity Problem Solving
- Creativity at Work Design Innovation Protocol
- Framework for Design Thinking
- Differences between Creativity and Innovation
- Turning Creativity into Innovation
- Creativity and Innovation at Work
- Logical and Lateral Thinking
- Methods and Tools for Generating Ideas and Creative Stimulation
- Creative Problem-Solving and Creativity Techniques
- Business Application of Neuro-Linguistic Programming
- Building a Climate for Creativity and Innovation
- Problems affecting diverse Stakeholders and Multiple Systems
- Using Visualization to Address Business Problems.

Booking Information

Location and Date:

London: 19th – 30th May, 23rd June – 4th July, 25th Aug. – 5th September, 29th Sept – 10th October, 8th – 19th December
Dubai: 20th – 31st January, 24th March – 4th April

Fee: \$9,600(2 weeks)

\$5,500(1 week)

DIGITAL ECONOMY REGULATION AND CONTROL

OVERVIEW

Digitalization is changing the economic and political relationships in the global economy which has poses a myriad of legal and regulatory challenges. Governing the digital economy to harness its benefits while addressing its risks requires international cooperation. Emerging technologies like artificial intelligence (AI), machine learning, big data analytics, blockchain technology and the internet of things (IoT) are coming up with new ways for consumers to interact and they are disrupting the existing business models. This course is design to provide participants with understand on how to protect citizen fundamental rights and freedoms, by shaping a digital economy and regulation that promotes a flourishing democratic society.

WHO TO ATTEND

Staff in the ICT, Telecommunication and Regulatory Sector.

OBJECTIVES

At the end of this course, participants will:

- Understand the deepen and collective dynamics of cross-border regulation
- Know how digitalization has affected global economic governance
- Network with diverse range of professionals through collaborative learning techniques.

OUTLINE

- Overview of Regulation and Digital Economy
- Challenges Faced by Traditional Regulation
- The Evolution of Regulation and Innovation
- Emerging Themes in Digital Regulations
- Digital Regulation Principles
- New Avenues in Today's Economy
- Electronic Commerce and Consumer Privacy
- New Economy Policy and Regulatory Challenges
- Technological Challenges
- Digital Regulators and the Digital Economy
- The Digital Economy: Promise and Peril in the Age of Network Intelligence
- Promoting Competition and Innovation
- Regulation in the Digital Economy
- Pro-Competition Regime for Digital Markets
- New Approach to Digital Regulation
- Strategy in the New Economy Strategy & Leadership
- Regulating the Cyber Security of Consumer Connected Products
- Regulatory Competition in the Digital Economy

Booking Information

Location and Date:

London: 3rd – 14th March, 11th – 22nd August, 27th Oct – 7th November, 24th Nov. – 5th December

Dubai: 10th – 21st November

Marrakech (Morocco): 10th – 21st March

Istanbul (Turkey): 19th – 30th May

Houston (Texas): 23rd June – 4th July

Kigali (Rwanda): 21st July – 1st August

Doha (Qatar): 29th Sept – 10th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

AI TRANSFORMATION FOR TELECOMS LEADERS

OVERVIEW

The rapid advancement of AI technologies has dramatically expanded the technological possibilities of many organisations. Global telecommunications leaders are no strangers to this transformation. The industry began to change dramatically in the 1980s with the break-up of regional telecom monopolies under market liberalization. This course will expose Telecommunications Service Providers and Regulators in the Telecom sectors at the organisational level with the AI frameworks and AI tools to craft their strategies to ensure delivery of their pressing business concerns.

WHO TO ATTEND

Staff in the ICT and Telecommunication Regulatory Sector.

OBJECTIVES

The course objectives are:

- To Prepare Telecoms leaders for an AI-ready world: Implementing AI at a strategic level
- To make participants understand the general perceptions about AI technologies and how it transforms businesses.

OUTLINE

- Understand the Key Ingredients of AI Strategy
- AI and Operations Strategy in a Digital Era: Applications in Telecoms
- Emerging Technologies in Telecoms, Creating a Common Base
- Digital Transformation Strategies and Organisational Culture
- Waves of Transformation
- Overcoming Data Privacy Issues + Unlocking IoT
- AI for Internal Telecom Operations
- Building an Agile Telecom Business as a Pre-requisite for AI Effectiveness: Individual Application
- Supporting Customer AI Transformation
- Perceptions of AI: Challenges and Concerns
- The Impacts of Robotics, Artificial Intelligence on Business and Economics
- Artificial Intelligence and Business Strategy towards Digital Transformation
- Digital Transformation Leaders

Booking Information

Location and Date:

London: 24th March – 4th April, 19th – 30th May, 23rd June – 4th July, 25th Aug. – 5th September, 29th Sept – 10th October

Dubai: 8th – 19th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADERSHIP AND CHANGE MANAGEMENT IN THE DIGITAL ERA

OVERVIEW

Leaders in the 21st century are trying to find different means of achieving and improving greater productivity for the success of their organisations. To achieve greater productivity, the leaders need to acquire the necessary skills needed in order to effectively manage change in this digital age. This course has been designed to introduce participants to the modern leadership that is related to effective change management.

WHO TO ATTEND

Senior and Middle level Management Staff, Heads of Departments, Section, Units and others who are ready to take advantage of change and changing environment.

OBJECTIVES

The objectives of the course are to:

- Expose participants to elements of change and leadership management
- Introduce participants to the techniques of managing change
- Introduce participants to various leadership styles that can be used to manage change
- Make participants to be effective change managers
- Develop 21st century leaders taking advantage of digital era

OUTLINE

- Leadership and Change Management in the Digital Era
- Strategies of Leadership
- Inspirational Leadership
- Digital leadership Assessment
- Liberating Leadership
- Change Management and Leadership
- Leadership Styles and Styles Flexibility
- Planning and Introducing Change
- Monitoring Change
- Critical Success Factors
- Assessing and Identifying Personal Leadership Style
- Transformational Leadership
- Problem-Solving and Decision-Making
- Overcoming Barriers to change
- Sustaining Positive Organisational Change
- Developing Leadership Skills
- Providing Support and Empathy
- Creating Performance-Enhancing Environment
- Effective use of ICT

Booking Information

Location and Date:

London: 24th Feb. – 7th March, 7th – 18th April, 2nd – 13th June, 18th – 29th Aug., 20th – 31st Oct., 24th Nov. – 5th Dec.

Dubai: 31st March – 11th April, 21st April – 2nd May, 12th – 23rd May, 1st – 12th Sept., 29th Sept – 10th Oct., 10th – 21st Nov.

Marrakech (Morocco): 9th – 20th June, 28th July – 8th August

Miami (Florida): 30th June – 11th July

Fee: \$9,600(2 weeks)

\$5,500(1 week)

DIGITAL INNOVATIVE SOLUTION: ACHIEVING STRATEGY THROUGH EXCELLENCE LEADERSHIP

OVERVIEW

As businesses are griping with the need to grow, change, evolve and adapt to an omnipresent, digital innovation landscape is pushing businesses to step up their game in a growingly competitive market, with increased market disruption and challenging to be more innovative. Efficient digital leadership can be a major driving force in determining the success of digital transformation and innovation in every sector hence, requires organizations to re-adjust their structure and strategies from top to bottom with increasing speed and urgency to keep up with customer, employer, and market demands which is one of the aims of this course that will benefit the participants.

WHO TO ATTEND

Senior and Middle level staff, Managers, Team Leaders, and Supervisors.

OBJECTIVES

At the end of this course participants will be able:

- To understand how organisation should evolve to extract the most value from digital technologies and leadership
- To understand how to develop and execute a digital strategy
- To understand how to become a much more agile organization and beat the competition.

OUTLINE

- Innovative & Transformational Digital Leadership ideas and Fundamentals
- Digital Era of Leadership
- The Role of Leadership in Digital Innovation
- The Digital Business Transformation Journey
- Digital Strategy: Platforms and Ecosystems Strategy
- Corporate Digital Responsibility
- Innovative & Transformational Digital Leadership Ideas and Fundamentals
- Effective Digital Leadership as Key to Digital Transformation
- Align Talent, Leadership, and Business Strategies
- Emerging Trends for Leaders in a Digital Era
- Next-General Leadership
- The Role of Leadership in Digital innovation
- Digital Culture for Digital Transformation
- Digital Transformation Governance
- The Future of Customer Experience
- Future-Proof Winning Agile Leadership Mindsets
- The Culture of Digital Business Transformation
- Emerging Technologies
- Digital Innovation and the Future of Digital Marketing
- Digital Transformation Trends & Statistics.

Booking Information

Location and Date:

London: 20th – 31st January, 19th – 30th May, 23rd June – 4th July, 25th Aug. – 5th September, 8th – 19th December
Istanbul (Turkey): 10th – 21st March

Dubai: 24th March – 4th April, 29th Sept – 10th October

Fee: \$9,600(2 weeks)
\$5,500(1 week)

LEADERSHIP, CRITICAL THINKING AND INNOVATION

OVERVIEW

Dynamism, which has forced change, thrown up numerous opportunities, and engendered competition in societies, is forcing leaders of organisations to think and innovate. Leaders who fail to think critically and innovate cannot start new businesses, and transform existing ones. Such leaders are less productive; and their organisations are less profitable and less competitive. To survive and be profitable and competitive, organisations need leaders with the skills to make them innovative. This course has been designed to impart the requisite skills in leaders of organisations so as to enable them think critically and be innovative.

WHO TO ATTEND

Senior Team Members in organisations.

OBJECTIVES

At the end of this course, participants will be able to:

- Identify the challenges of leaders in dynamic and competitive environments
- Enumerate the benefits of critical thinking and innovation
- Describe the framework for critical thinking and innovation

OUTLINE

- Effective Leadership in a Dynamic and Competitive Business Environment
- Critical Thinking for Organisational Effectiveness
- Developing Critical Thinking Skills
- Innovation in Business
- Innovation Methodology and Framework
- Identifying, Evaluating, and Innovating Around Opportunities
- Innovating from Customers' Perspectives
- Developing Leadership Courage for Critical Thinking and Innovation
- Building Shared Understanding for Critical Thinking and Innovation
- Building and Managing Teams for Critical Thinking and Innovation
- Strategies for Sustaining Critical Thinking and Innovation
- Developing the Skills for Critical Thinking and Innovation
- Best Practices in Critical Thinking and Innovation
- Partnering for Critical Thinking and Innovation
- Strategies for Sustaining Critical Thinking and Innovation in Organisations.

Booking Information

Location and Date:

London: 23rd June – 4th July, 20th – 31st October

Dubai: 27th Jan. – 7th February, 3rd – 14th February, 21st April – 2nd May, 12th – 23rd May, 28th July – 8th August, 18th – 29th August

Miami (Florida): 31st March – 11th April

Fee: \$9,600(2 weeks)
\$5,500(1 week)

BUSINESS PROCESS OPTIMISATION AND MODELLING: A PRACTICAL APPROACH

OVERVIEW

Business performance is ultimately measured by a comparison of track record with existing scorecards, balance sheets, or key performance indicators (KPIs) which focuses on business process optimization and design that incorporates unanticipated and predictable variations within the business systems. This course in general enables the participants to optimize the process of change as it naturally occurs in dynamically varying environments, markets and organizations.

WHO TO ATTEND

Management Staff; Senior and middle-level staff; Heads of Departments, Sections, and Units; and Trainers.

OBJECTIVES

At the end of this course, participants will be able to:

- Discuss business processes and their components
- Apply process analysis concepts and techniques
- Develop business process architecture
- Analyse process customer requirements
- Specify measures of business process performance.

OUTLINE

- Business Process Modelling Concepts
- Business Process Optimization Efforts and Methods
- Business Process Design
- Modelling Business Processes
- Excellent Service Delivery
- Information Management
- Total Quality Management
- Business Process Architecture
- Process Innovation Activities
- Improvement Initiatives
- Business Process Redesign (BPR)
- Business Process Optimization and Design
- Techniques for Transforming Business Processes
- Business Re-Engineer
- Understand and Managing Drivers of Key Performance Indicators (KPIs)
- Evaluating Business Performance

Booking Information

Location and Date:

London: 13th – 24th January, 27th Jan. – 7th February, 17th – 28th March, 2nd – 13th June, 11th – 22nd August

Dubai: 3rd – 14th February, 12th – 23rd May

(Qatar): 8th – 19th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PROFESSIONAL DEVELOPMENT SOLUTIONS FOR VISIONARY LEADERSHIP

OVERVIEW

Building an enabling environment for creativity and innovation as well as using creative and innovative leadership techniques are crucial to appropriate utilization of resources to achieve common goals. This course is therefore designed to equip participants with the knowledge and skills to create a work environment that stimulates their staff to be more creative and innovative, using their management initiative.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

At the end of the course, participants will be able to:

- Create a conducive environment for creativity
- Identify the role of visionary leadership in creativity and innovation
- Apply the dynamics of creativity process and creativity thinking
- Assess their leadership characteristics and qualities
- Build effective teams for high performance.

OUTLINE

- Overview of Visionary Leadership
- Creative Process
- Characteristics of Creative Leaders (with self-assessment exercise)
- Power of a Vision in transforming organisation
- Creating the Right Environment for Creativity and Innovation
- Building Teams for Creativity, Innovation and Group Genius
- Change Management
- Professionalism in Leadership
- Developing Leadership Skills
- Leadership Challenges in an organisation
- Transformational Leadership
- Effective Communication Skills
- Self-Development and Actualization.

Booking Information

Location and Date

London: 10th – 21st March, 28th July – 8th August, 4th – 15th August, 1st – 12th September, 27th Oct – 7th November

Dubai: 9th – 20th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)

HIGH POTENTIALS LEADERSHIP: ATTITUDES AND BEHAVIOURS

OVERVIEW

To achieve long-term organisational success, the organisation, be it public or private sector must be ready to develop high potential leaders to handle the formidable challenges that is linked with more complex leadership. This course has been designed to introduce participants to the strategies, techniques, and skills that leaders need to possess in order to attain high organisational performance.

WHO TO ATTEND

Senior and Middle Level Management Staff, Heads of Departments, Sections and Units.

OBJECTIVES

The objectives of the course are to:

- Enable participants review the qualities of high potentials leadership
- Encourage participants to set target for high performance in their organisations
- Expose participants to the skills needed for sustaining effective leadership position

OUTLINE

- Overview of High Potentials Leadership
- Distinction between Leadership and Management
- Developing Talent and Leadership
- Leading Teams
- Leadership Essentials
- Developing effective Appraisal System
- Corporate Performance Management Systems
- Achieving and Sustaining Peak Performance
- Assessing Individual Leadership Styles
- Developing Leadership Skills and Potentials
- Leading Diverse Teams
- Problem Solving
- Innovation Drive
- Potentials Creativity within Groups
- Challenges of Co-Leadership

Booking Information

Location and Date:

London: 31st March – 11th April, 7th – 18th April, 12th – 23rd May, 26th May – 6th June, 9th – 20th June, 17th – 28th November

Dubai: 13th – 24th January, 10th – 21st February, 3rd – 14th March, 14th – 25th April, 25th Aug. – 5th Sept.

Paris (France): 27th Jan. – 7th February

Istanbul (Turkey): 3rd – 14th February

Miami (Florida): 16th – 27th June, 27th Oct – 7th Nov.

Accra (Ghana): 12th – 23rd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ACHIEVING SUCCESS THROUGH VALUE CREATION

OVERVIEW

To be successful in today's business world, organisations need to be strategic and innovative in creating value for the businesses they deal on. This enables them to be at the top of the ranking scale in the competitive world. This course is targeted at equipping the participant with the best business knowledge to achieve success in their daily activities within and outside the shore of their working environment.

WHO TO ATTEND

Senior and Middle level staff in any organisation.

OBJECTIVES

The objectives of this course are:

- To enable participant to understand the idea of value creation for the success of their organisation
- To expose delegates to the merits of value creation and how it can re-orient the workforce
- To help delegates to imbibe the spirit of value creation for service delivery.

OUTLINE

- Overview of Value Creation and Business Success
- Value-Creation Strategies
- Quality Decision Making for Better Business Success
- The effect of Social Value Creation in Business Model
- Sustainability and Accountability in Service Delivery
- Creating Sustained Competitive Advantages
- Steps for Value Creation
- Value Creation in the Digital age
- Achieving Success through Insight, Imagination and Innovation
- Designing Value-Creation Capabilities
- Proactive Respond to Needs
- Effective Service Delivering and Customer Satisfaction
- Managing and Exceeding Expectations
- Organizational Intelligence Gathering for Value Creation
- Model of Business Strategy
- Research and Development
- Corporate Governance tools for Value Creation and Growth.

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 17th – 28th March, 7th – 18th April, 12th – 23rd May, 13th – 24th October

Dubai: 30th June – 11th July, 7th – 18th July, 21st July – 1st August, 27th Oct – 7th November

Miami (Florida): 17th – 28th February, 2nd – 13th June

Houston (Texas): 24th Feb. – 7th March, 12th – 23rd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ACHIEVING EXCELLENCE THROUGH SUSTAINABLE LEADERSHIP

Organisations that are practicing sustainability are growing in success and popularity because they are benefiting so many, and because stakeholders of such organizations feel a sense of purpose in being a part of them. Sustainable organizations have the foundational elements of being supportive, vision-driven, responsible, growth-oriented, collaborative, and resourceful. Adopting these elements of sustainability as a leader will ultimately encourage more effective leadership and make a positive impact on the work environment. This course sets out to provide the platform for empowering participants with the skills.

WHO TO ATTEND

Senior and Middle Level Management Staff; Heads of Departments; and Staff in the communication units.

OBJECTIVES

The objectives of the course are to:

- Enable participants review the qualities of excellence leadership
- Introduce participants to the strategies for attaining sustainable leadership
- Encourage participants to lead for high performance in their organisations

OUTLINE

- Overview Achieving Excellence Through Sustainable Leadership
- Leadership and Management Excellence
- Leadership Styles and Skills
- Problem Solving Techniques
- Aligning People Toward the Vision
- Communication Skills (Assertiveness)
- Training and Development
- Aligning Leadership Style with Organisational Goals
- Developing and Using Effective Influencing Skills
- Developing Insight into what Motivate Team Members
- Effective Interpersonal Relationship
- Self-Confidence and Will-Power
- Creating and Maintaining Performance-Friendly Environment
- Maintenance of Personal Effectiveness
- Self-Development for Emotional Intelligence
- Ensuring Execution

Booking Information

Location and Date:

London: 13th – 24th January, 27th Jan. – 7th February, 17th – 28th March, 2nd – 13th June, 11th – 22nd August
Dubai: 3rd – 14th February, 12th – 23rd May, 8th – 19th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INTERNET OF THINGS: BUILDING CONCEPTS AND APPLICATION IN CURRENT WORLD

OVERVIEW

The rapid development and implementation of IoT (Internet of Things) based technologies have allowed for various possibilities in technological advancements for different aspects of life. In this age, IoT is one of the tools that invoke a world where technology speaks. IoT as an emerging technology provides ubiquitous connectivity among different things in the world. With rising technological developments in society, new possibilities have occurred and IoT technologies are nowadays assumed to be one of the key pillars of the fourth industrial revolution due to significant potential in innovations and useful benefits for the population. In this course, participant will be enlightened on the significant role of IoT and its applications in current world.

WHO TO ATTEND

Staff in the ICT and Telecommunication Regulatory Sector.

OBJECTIVES

The objectives of this course are:

- To enlighten participants with concept of application for internet of things with the discussion of social and governance issues that arise as the future vision of internet of things
- To enable participants, understand the feasibility of IoT and its application in today work
- To provide participants with the understanding of IoT concept and insights into the four building blocks of IoT (Things, Gateways, Network infrastructure, and Cloud infrastructure)

OUTLINE

- Overview of Internet of Things: Building Concepts and Application
- Principle Application and Vision in Internet of Things (IoT)
- Main Issues and Challenges of IoT
- Future Trends and Current State of Smart City Concepts
- The Internet of Things: Insights into the Building Blocks
- Internet of Things: The Ultimate Solution for the Future
- IOT & "Its Smart Applications
- Internet of Things (IoT): A Vision, Architectural Elements, and Future Directions
- Cloud-Based Big Data Analytics
- Validating Technologies and Challenges in IoT
- IoT and Related Future Internet Technologies
- Putting the Internet of Things forward to the Next Level
- Data Management
- Security Issues and Challenges in Internet of Things
- Main Concepts of IoT in Modern Technology
- (IoT): Opportunities, issues and Challenges towards a Smart and Sustainable Future

Booking Information

Location and Date:

London: 20th – 31st January, 9th – 20th June, 30th June – 11th July, 14th – 25th July, 22nd Sept. – 3rd October, 6th – 17th October, 24th Nov. – 5th December, 8th – 19th December
Dubai: 3rd – 14th February, 26th May – 6th June, 3rd – 14th Nov.

Doha(Qatar): 5th – 16th May

Geneva(Switzerland): 4th – 15th August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ECONOMIC DEVELOPMENT: USING ANALYTICAL FRAMEWORKS FOR SMART POLICY DESIGN

OVERVIEW

Many communities are finding success cultivating a competitive advantage by using their unique assets to attract new investment and support existing businesses. These place-based assets might include residents and their skills; local architecture and infrastructure; technical, and medical institutions; local and regional business and employment concentrations; cultural, natural, and artistic resources; and general quality of life. This course aims to enhance participants understanding of how historical legacies, processes of change and structural features influence the relations between institutions and actors and, in turn, the policymaking and implementation process. Also, to examine how economic theory and rigorous evidence can be harnessed to design development policies that respond to organisations.

WHO TO ATTEND

Senior and Middle level staff, Managers, Team Leaders, and Supervisors.

OBJECTIVES

At the end of this programme, participants will:

- Acquire the practical skills and techniques that can be immediately applied to a policy-related project
- Have the ability to meaningfully engage with public policy principles, processes, challenges, and interventions using analytical frameworks
- Gain the confidence to perform evidence-based policy impact evaluations and make better and more informed decisions.
- Understand the tools to make persuasive recommendations to policy stakeholders or a policy organisation

OUTLINE

- Understanding Inclusive Policy
- Analytical Frameworks and Guidance
- Assessing a dynamic political Economy for Climate Action
- Determine-Design-Evaluate Framework
- Conflict management and Problem-Solving Skills
- Representation, Accountability, and Public Policy
- Policy Development Methods and Techniques
- Professional Analytical Services in Policy Analysis
- Localized Pilot Schemes and New Policy Initiatives
- Legal Implications for Policy Implementation
- Environmental Monitoring and Data Analysis

Booking Information

Location and Date:

London: 10th – 21st February, 12th – 23rd May, 7th – 18th July, 27th Oct – 7th November

Dubai: 24th March – 4th April, 30th June – 11th July, 21st July – 1st August, 22nd Sept. – 3rd October

Houston (Texas): 17th – 28th Feb., 26th May – 6th June

Geneva (Switzerland): 9th – 20th June

Istanbul (Turkey): 31st March – 11th April

Miami (Florida): 21st July – 1st August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

DRIVING INNOVATION AND GROWTH USING BLUE OCEAN STRATEGY

OVERVIEW

Innovation is the lifeblood of our global economy and the strategic priority for virtually every organisations around the world. This course on Blue Ocean Strategy offers participants a new perspective on strategy formulation and execution. They will immerse themselves in Blue Ocean Strategy concepts, tools and frameworks, and start to create 'blue oceans' of uncontested market space to help make competition irrelevant. They will also gain key insights on how these concepts complement and exceed traditional approaches to strategy.

WHO TO ATTEND

Team Leaders, Middle and Senior Staff in both private and public organisations.

OBJECTIVES

At the end of this programme, participants will:

- Acquire an in-depth understanding of Blue Ocean Strategy tools and concepts
- Learn to engage colleagues in a Blue Ocean Strategy process
- Start developing a Blue Ocean Strategy for their organisation in order to break away from the competition through 'Value Innovation'

OUTLINE

- Understanding Blue Oceans: Concepts & Meaning
- Blue Ocean Strategies and Disruptive Innovation
- Caveats for Successful Innovation
- Utility Maps and Value Creation in the Blue Ocean
- Creating value innovation: buyer versus manufacturer
- Blue Ocean vs Red Ocean Strategy
- Significant relationship between Blue Ocean and attainment of value Innovation
- Creative Problem-Solving and Creativity Techniques
- Principles of Blue Ocean Strategy
- The Larger Challenge: Organizational Transformation
- Value innovation under the Blue Ocean Model
- Blue Ocean Strategic Approach
- Blue Ocean Versus Competitive Strategy
- Strategy Tools for a Shifting Landscape
- Blue Ocean Frameworks
- Sequence of Blue Ocean Strategy

Booking Information

Location and Date:

London: 26th May – 6th June, 9th – 20th June, 4th – 15th August

Dubai: 19th – 30th May, 7th – 18th July, 21st July – 1st August, 18th – 29th August, 15th – 26th September, 13th – 24th October

Istanbul (Turkey): 10th – 21st March

Houston (Texas): 5th – 16th May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADERSHIP IMPACT THROUGH INNOVATION

OVERVIEW

Innovation and leadership are inherently related. The structures and processes that many leaders use are important, but not sufficient. It is a known fact that people and corporate culture are the most important drivers of innovation. This course aims at educating participants on the techniques of effective leadership and managing innovation in order to make their organisations highly productive and competitive.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections, Units and others who want to be innovative.

OBJECTIVES

At the end of the course, participants will be able to:

- Understand the chains of, and overcome the difficulties to innovative thinking
- Get acquainted with the techniques of leadership and management innovation.
- Learn and apply modern, practical innovation frameworks and techniques.

OUTLINE

- Overview of Leadership Impact Through Innovation
- Harnessing the Competence Base
- Organizational Intelligence
- Innovation Leadership
- New Productive Development
- How Leadership Makes the Difference
- Business Strategy
- Critical thinking and Problem Solving
- Creating and Leading a Culture of Innovation
- Marketing Strategy
- Corporate Communications and Crisis Management
- Research and Development
- Operations and Project Management
- Creativity and Idea Management

Booking Information

Location and Date:

London: 23rd June – 4th July, 20th – 31st October

Dubai: 27th Jan. – 7th February, 3rd – 14th February, 21st April – 2nd May, 12th – 23rd May, 28th July – 8th August, 18th – 29th August

Miami (Florida): 31st March – 11th April

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADERSHIP IN A DIGITALIZED ECONOMY

OVERVIEW

Winning in the digital economy is far more complex. Operations and scale continue to be important as digital has revolutionized industries, competition, and business models, a new form of leadership – digital leadership – is necessary to guide organizations through the transition from and also to thrive in the digital economy. This course is designed to equip participants with the necessary skills, techniques and knowledge needed for effective leadership in a digitalized economy.

WHO TO ATTEND

Senior and Middle Level Management Staff; Heads of Departments; and Staff in the communication units.

OBJECTIVES

The objectives of the course are to:

- Explore the key principles and practices that underpins achievements for leading companies across the globe
- Show participants how digital leaders are addressing the challenges of today around hiring and retaining talent, optimizing their digital infrastructure and building value with partners
- Expose the participants to the current application and utilisation of data analytics within their respective business contexts.

OUTLINE

- Use of Technologies and Continued Improvement
- The New Digital Leadership: Speed + Scale
- Digital Leadership for Today and Tomorrow
- Leadership, Motivation and Talent
- Embracing Diversity and Employment Branding
- Strategy Beyond Automation
- Rethinking the Organization
- Data Sovereignty and Trade Agreements: Three Digital Kingdoms
- Curbing Policy Fragmentation in the Digital Economy
- Data is Disruptive: How data Sovereignty is Challenging Data Governance
- Accelerate Digital Adoption to enable Re-imagination
- Embracing a New Leadership Playbook
- Transparency, no Bureaucracy, Performance Management.

Booking Information

Location and Date:

London: 30th June – 11th July, 28th July – 8th August, 25th Aug. – 5th September, 13th – 24th October, 10th – 21st Nov.

Dubai: 13th – 24th January, 26th May – 6th June, 11th – 22nd August, 18th – 29th August, 24th Nov. – 5th Dec.

Geneva (Switzerland): 24th March – 4th April, 15th – 26th Sept.

Paris (France): 22nd Sept. – 3rd October, 27th Oct – 7th Nov

Houston (Texas): 16th – 27th June, 23rd June – 4th July

Fee: \$9,600(2 weeks)

\$5,500(1 week)

STRATEGIC FRAMEWORKS FOR COMPETITIVE ADVANTAGE

OVERVIEW

Strategic planning, concept and innovation are vital to the future success of any organisation. This starts with defining a clear strategic vision – setting out the leadership team's strategic intent for the organisation and its various businesses. In this course, participants will be provided with the structure and strategic framework for addressing the challenges leaders face in respect of their daily activities.

WHO TO ATTEND

Senior and middle management staff and Development Personnel of Organisations.

OBJECTIVES

At the end of the course, participants will be able to:

- Understand the strategic frameworks for competitive advantage
- Enlighten participants to better perform financial and resource management roles within their organisation
- Apply the skills acquired to develop the standards of their organisations policy.

OUTLINE

- Overview of Strategic Frameworks for Competitive Advantage
- Developing a Strategic Roadmap
- Recognizing and Developing the Characteristics of Strategic Agility
- Effective Strategic Implementation
- Strategic Management
- Stressing Competitiveness
- Demanding Strategic Insights
- Adaptive Processes
- Operational Effectiveness
- External Factors Determining Industry Attractiveness
- Target and Innovation
- Sustaining Competitive Advantage
- Corporate Value System

Booking Information.

Location and Date:

London: 1st – 12th September, 6th – 17th October, 8th – 19th December

Dubai: 3rd – 14th February

Houston (Texas): 2nd – 13th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADERSHIP, CREATIVITY AND PEAK PERFORMANCE

OVERVIEW

To operate successfully in the competitive environment of the 21st century, leaders must be responsive to the changing needs and demands of their customers and clients. They must deliver extraordinary levels of performance, which instigate a robust system of internal and external measures. This course is designed to expose participants to the techniques needed for effective leadership and creativity skills.

WHO TO ATTEND

Senior and Middle level staff in leadership positions.

OBJECTIVES

At the end of the course, participants will be able to:

- Determine the best practices of leaders through history and how to apply them today
- Articulate an understanding of what leadership means for their businesses
- Identify their leadership capabilities and areas for personal development
- Determine their roles as effective leaders in organisations
- Develop strategies for creating positive work environment that will foster good leadership

OUTLINE

- The Leader as a Visionary
- The Power of Creative Vision
- Building a Corporate Culture
- Guide to Knowing Leadership Strengths
- Using Emotional Intelligence to Understand and Manage Inner Spiritual Power and Influence People
- The Secrets to Involve Others
- Best Practices in Effective Mentoring and Coaching
- Techniques for Effective Motivation of Self and Others
- Best Practices in Effective Delegation
- Establishing Peak Performance Goal Setting Strategies
- Creating the Climate for Empowerment
- Using Time Management, Planning, and Prioritising
- Creativity at Work
- The Leader as a Creative Thinker
- Building a Culture of Innovation and New Ideas
- Characteristics of a High Performing Leader

Booking Information

Location and Date:

London: 3rd – 14th March, 18th – 29th August

Dubai: 3rd – 14th February, 2nd – 13th June, 1st – 12th September

Doha(Qatar): 1st – 12th December, 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ACHIEVING LEADERSHIP SUCCESS THROUGH PEOPLE

OVERVIEW

Leadership in most organization is confronted with different challenges and difficulties. In order to be at the top, leaders must be fully engaged with the individuals who shape things in their organizational settings. This course aimed at educating participant to better demonstrate the ability to motivate and streamline organisational goals to achieve maximum results.

WHO TO ATTEND

Senior and Middle level staff in any organisation.

OBJECTIVE

The objectives of this course are:

- To expose participant to the leadership component's goal setting
- To build good team work that will enhance the value of the organization
- To show participants how to build effective communication that yields good result.

OUTLINE

- Developing Leadership Skills
- Critical Leadership Competencies
- Change Management in Leadership
- Leading with Emotional Intelligence
- The Dynamic of Interpersonal Relationship Skills
- Overcoming Barrier and Conflict Management in Leadership
- Using Assertiveness to Build Relationships
- Team Work and Team Spirit
- Emotional Intelligence for Goal Attainment
- Designing a Strategic Plan
- Creating Organisational Value
- Leading Effective Productive Work
- Managing Organisational Resources
- Relationship Management
- Strategic Leadership and Trait

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 17th – 28th March, 7th – 18th April, 12th – 23rd May, 21st July – 1st August, 13th – 24th October

Dubai: 30th June – 11th July, 7th – 18th July, 13th – 24th October, 27th Oct – 7th November

Miami (Florida): 17th – 28th February, 2nd – 13th June

Houston (Texas): 24th Feb. – 7th March, 12th – 23rd May

Marrakech (Morocco): 19th – 30th May, 24th Nov. – 5th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

MANAGING CHANGE IN THE DIGITALISED ECOSYSTEM: RESPONSIBILITY AND ETHICS

OVERVIEW

The transition from the concept of "own economy" to the concept of "shared economy", as a result of the pervasive use of digital technologies, has led organisations to start dealing with change management in a collaborative way. This change of perspective reflects the shift from a network approach towards an ecosystem approach. To keep pace in this constantly evolving business world, organizations often need to implement enterprise-wide changes affecting their processes, products and people. The aim of this course is therefore to provide participants with new and generalized change management framework that will specifically manage innovation within a complex digital ecosystem.

WHO TO ATTEND

Senior and Middle Level Managers, Heads of Departments, Team Members, Sections and Units.

OBJECTIVES

At the end of this course participants will:

- Learn the new framework that aims at guiding the implementation of changes within a digital ecosystem
- Understand the new and generalized change management framework which manage innovation within a complex digital ecosystem
- Gain the necessary skills and proficiency through change-related initiatives.

OUTLINE

- Change Management Process in Digital Ecosystem
- Digitally Transformed Future
- Change Management for Digital Innovation
- Digital Ecosystems: Ecosystem-Oriented
- Building and Managing a Digital Ecosystem
- Managing Digital Transformation
- Impact of Organizational Change on Employee
- Digital Environment to Support Business Ecosystems
- Overcoming Common Obstacles Encountered in Implementing Change
- Managing Varied Types of Major Organizational Change
- Strategic Challenges of Digital Innovation and Transformation
- Digital Transformation Challenges and Sustainable Development Opportunities
- Change Communications and Deliverables
- Create the Business Case for Change
- Workplace Change Management
- Unpacking Continuity and Change as a Process of Organizational Transformation.

Booking Information

Location and Date:

London: 13th – 24th January, 17th – 28th February, 25th Aug. – 5th September, 20th – 31st October, 10th – 21st November

Dubai: 19th – 30th May, 14th – 25th July, 3rd – 14th November

Marrakech (Morocco): 10th – 21st March

Houston (Texas): 17th – 28th March, 8th – 19th September

Kigali (Rwanda): 15th – 26th September

Doha (Qatar): 24th Nov. – 5th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADERSHIP AND INNOVATION

OVERVIEW

In today's innovation –driven economy, understanding how to generate great ideas is an urgent managerial priority. However, many leaders assume creativity to be too elusive and intangible to be managed. This training course is designed for managers and executives at all levels who want to achieve greater levels of innovation and creativity through adapting the effective Smart Leadership approach that brings new ideas to life and inspire new products, services and systems. Participants will learn how to foster a creative impulse throughout their teams and organizations by using multiple intelligences, identifying and motivating creative people and leading a creative process for developing and nurturing innovation.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

By attending this program, you will:

- Learn how to develop the three key strategic agendas for leaders – Intellectual, Managerial and Behavioural
- Understand how to identify the most effective balance of Operational Excellence and Breakthrough Strategic Performance
- Identify critical strategic issues and opportunities
- Practice and encourage your people to think differently and workout new initiatives and innovate
- Change your environment to support your new strategic initiative

OUTLINE

- Overview of Smart Leadership: Achieving Strategy Through Leadership and Innovation
- Understanding the Strategic Environment
- Understanding Strategic Models and Paradigms
- Effective Strategic Implementation
- Strategic Leadership
- Driving Strategic Performance & Success
- Smart Leadership
- Encouraging a Creative Climate at Work
- Gaining the Participation of the Workforce
- Leading on the Creative Edge
- Creating a Motivating Climate for Higher Productivity
- Driving Strategic Change
- Formulating strategic vision and expressing strategic intent
- Analyzing and Prioritizing Strategic Issues

Booking Information

Location and Date:

London: 17th – 28th February, 28th April – 9th May, 12th – 23rd May, 16th – 27th June, 14th – 25th July, 15th – 26th September, 3rd – 14th November, 1st – 12th December

Dubai: 21st April – 2nd May, 19th – 30th May, 23rd June – 4th July, 4th – 15th August, 6th – 17th October

Doha(Qatar): 13th – 24th January

Kigali (Rwanda): 17th – 28th March

Paris (France): 9th – 20th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)





CORPORATE GOVERNANCE FACULTY

Our courses on corporate governance aim at kitting participants with skills congenial to good governance that enthrone the culture of effective performance and proficiency in organisations. This is based on our conviction that good governance breeds and sustains organisational effectiveness while bad governance produces the opposite and that competitive organisations ensure that they install good corporate governance on their shores by building the capacity of their personnel to imbibe the traits of good governance.

Participants will be greatly enriched and organisations sponsoring their staff will be rewarded with great value-for-their-money, as their staff attending these courses will return with brighter ideas that have the potential of advancing the organisations beyond their expectations, when implemented.

OPERATIONAL EXCELLENCE IN THE DIGITAL AGE: HARNESSING TECHNOLOGY FOR EFFICIENCY

OVERVIEW

In an era defined by rapid technological advancements and increasing market competition, organizations face the pressing need to adapt their operational strategies to remain relevant and efficient. Operational Excellence (OpEx) is no longer just a buzzword; it has become a fundamental requirement for businesses aiming to thrive in today's dynamic landscape. In this course, participants will have actionable insights and practical skills to implement technologies that will lead to measurable improvements in efficiency, productivity, and operational success.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

By the end of the training, participants will:

- Understand the key principles of Operational Excellence in a digital context
- Learn how emerging technologies such as automation, AI, IoT, and data analytics can be leveraged for operational improvements
- Understand how to develop strategies to integrate digital tools into existing operational workflows
- Be equipped with the skills to lead digital transformation initiatives within their organizations.

OUTLINE

- Introduction to Operational Excellence in the Digital Age
- Evolution of Operational Excellence with digital tools and methodologies
- The role of leadership in driving digital transformation
- Digital Technologies and their impact on operations
- Internet of Things (IoT): Real-time monitoring and process optimization in manufacturing, logistics, etc.
- Cloud Computing & SaaS: Flexibility, Scalability, and Collaboration in Operational Management
- Data Analytics: Data-Driven Decision-Making and Performance Tracking
- Integrating Technology into Operational Workflows
- Mapping processes and identifying areas for Digital Intervention
- Implementing Technology Without Disrupting Core Operations
- Continuous Improvement Through Technology
- Using Digital Tools to Foster a Culture of Continuous Improvement
- Agile and LEAN Methodologies in a Digital Context
- Measuring Success and ROI of Digital Transformation
- Challenges and Risks in Digital Transformation.

Booking Information

Location and Date:

London: 3rd – 14th March, 19th – 30th May, 14th – 25th July, 25th Aug. – 5th September, 15th – 26th September, 3rd – 14th November, 1st – 12th December

Dubai: 4th – 15th August, 6th – 17th October

Geneva (Switzerland): 13th – 24th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

STRENGTHENING BUSINESS RELATIONSHIPS: CREATING STRATEGIC ALLIANCE AND BUILDING TRUST

OVERVIEW

Organizations are using strategic alliances to develop competitive advantages in quality, innovation, and cost. To capture the potential synergies of these alliances requires that the partners develop long-term relationships. This course is designed to equip the participants with the model of strategic alliance relationship development based on the theory of cooperative and competitive goal interdependence

WHO TO ATTEND

Team Leaders, Middle and Senior Staff in both private and public organisations.

OBJECTIVES

The objectives of the course are to teach the participants how to:

- Create systematically effective interactions with stakeholders
- Increase their level of contribution and presence when working with others
- Build highly interactive teams that take advantage of hidden talent
- Turn difficult discussions into opportunities for innovation
- Build a personal network of alliances and innovation partnerships.

OUTLINE

- Perspective of Time and Value
- Grounding Trust in Strategic Alliances
- Facing Ambiguity and Tensions in Strategic Alliances
- Cooperation versus Competition
- Trust versus Control
- Establishing Trust Across the Partnership Chain
- How Strategic Alliances Can Create Value
- Establishing Shared Values and a Shared Vision
- Dialectical Perspective & Social Network Perspective
- Strategic Alliance Formation and Clarifying Reasons for Cooperation

Booking Information

Location and Date:

London: 20th – 31st January, 24th March – 4th April, 5th – 16th May, 16th – 27th June

Dubai: 10th – 21st February, 24th Feb. – 7th March, 28th July – 8th August, 22nd Sept. – 3rd October, 20th – 31st October

Geneva (Switzerland): 20th – 31st October

Istanbul (Turkey): 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INNOVATION, CREATIVITY AND PROBLEM SOLVING

OVERVIEW

For Any organization in this 21 century to succeed and remain useful, it has to embrace the ever-changing way of doing things for efficiency and better result. Creativity drives people to discover how creative they can be when taking a humanistic approach to problem solving. Innovative thinking is also the key for building a successful career and organizational development. In this course participants will be exposed to, how to be creative and have an open mind to innovation and be part of it.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections, Units and others who want to be innovative.

OBJECTIVES

At the end of the course, participants will be able to:

- Make good decisions through creative thinking for Business Success
- Learn how to think creatively to solve problem
- Help to actualize new Thinking skills
- Solve issues by creative and innovative ability

OUTLINE

- Experimentation, Exaggeration and Entrepreneur Persistence
- Brainstorming for Achievement
- Creativity, Collaboration Means Innovation
- Finding Solutions to Complex Challenges
- Divergent and Convergent Thinking
- Formulated Testing and Enhancing New Ideas
- Designing strategies, and Techniques for the Digital Age
- Positive thinking and Self-Development
- Change Management Initiative
- Effective Communication and Impact
- Interpersonal Skills and Team Spirit
- Theories of Creativity
- Creative Thinking Information System
- Idea and Value Creation
- Creativity Principles in Management
- Problem-Solving Processes
- Planning and Strategy
- Delivery of Innovative Solutions

Booking Information

Location and Date:

London: 13th – 24th January, 24th March – 4th April, 21st April – 2nd May, 7th – 18th July, 18th – 29th August, 29th Sept – 10th October

Dubai: 19th – 30th May, 1st – 12th September, 17th – 28th November

Paris (France): 26th May – 6th June

Miami (Florida): 4th – 15th August, 13th – 24th October

Kigali (Rwanda): 20th – 31st October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

CREATING AND IMPLEMENTING STRATEGY FOR COMPETITIVE ADVANTAGE

OVERVIEW

Creating and implementing strategy helps organization to achieve value creation as it operates in a very competitive environment. Strategy management which consists of the analysis, decisions, and actions an organization undertakes in order to create and sustain competitive advantage, plays a vital role in its achievement.

Strategy management can also lead to high performance if all the steps in the process are effectively managed. This course will expose participants to the technique and approach that will assist them to achieve competitive advantage in their career.

WHO TO ATTEND

Senior and Middle level Management Staff, Heads of Departments, Sections, and Units of Organisations.

OBJECTIVES

- Determine the effect of strategy implementation on performance
- Expose participant to the strategic leadership Skills that will enhance greater achievement
- Educate participant on how to create value and take charge of their competitive environment
- Develop new strategies for sustainability

OUTLINE

- Overview of Creating and Implementing Strategy
- Leadership and Strategic Thinking
- Innovation add Decision Making
- Testing and Evaluating Strategy
- Successful Implementation
- Business and Management
- Internal Business Processes
- Institutionalization or Administration of Strategy
- Matching Strategy with Organizational Structure
- Develop and Sustain Competitive Advantage
- Innovation and Learning
- Internal Business Processes
- Competitive Environment and Influences
- Change in Technology and Approach
- Collection and Analysis of Information
- Research into New Trends
- Operational Competitiveness
- Sustainable Competitive Advantage

Booking Information.

Location and Date:

London: 1st – 12th September, 6th – 17th October

Dubai: 3rd – 14th February, 8th – 19th December

Houston (Texas): 2nd – 13th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)

THE POSITIVE WORKPLACE FOR BUILDING EMPLOYEE ENGAGEMENT AND SATISFACTION

OVERVIEW

Leaders in companies and organisations must work hard to engage employees and satisfy them with needed tools and workplace. When workers truly enjoy their work, their commitment to the organization improves, attrition decreases, and productivity increases. This creates the upward spiral of positivity where employees are happier because they feel valued and respected. This course is designed to provide participants with the strategies and tools to increase workplace productivity by both improving employee satisfaction and reducing friction during times of workplace stress.

WHO TO ATTEND

Managers, Divisional and Sectional Heads, and Team members.

OBJECTIVES

At the end of this course participants will be able:

- To learn how to integrate scientifically validated methods into their current workplace to enhance business results
- To explore strategies that some communication business leaders use to engage their employees by creating positive workplace
- To understand the impact of a positive organizational culture on employee satisfaction.

OUTLINE

- Overview of Positive Workplace Ethic
- Building Positivity Ratios to Establish Positive Organization Culture
- Trust Building with Empathic Communication Strategies
- Positive Work Environment
- Work Environment and Employee Engagement: Challenges and Factors
- Employee Burnout Prevention Strategies
- Improving Team Creativity and Collaboration
- Resolving Conflict Productively
- Goal Achievement
- HR Practices that can Increase Engagement.
- Communications Opportunities and Methods for Engaging Employees.
- Global Issues Related to Employee Engagement
- What Drives Employee Engagement
- Building a Bond Between Leaders and Employees
- Engaging Employees to Bring Their Best to Work
- The Nature and Drivers of Employee Engagement
- The Roles of HR and Management in Engaging Employees.

Booking Information

Location and Date:

London: 12th – 23rd May, 7th – 18th July, 13th – 24th October

Dubai: 21st July – 1st August, 15th – 26th September

Marrakech (Morocco): 22nd Sept. – 3rd October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

FUSION OF IOT, BLOCKCHAIN AND ARTIFICIAL INTELLIGENCE

OVERVIEW

Blockchain is one of the prominent rapidly used technologies in the last decade in various applications. In recent years, many researchers explored the capabilities of blockchain in smart IoT to address various security challenges. Integration of IoT and blockchain solves the security problems but scalability still remains a huge challenge. To address this, various AI techniques can be applied in the blockchain IoT framework, thus providing an efficient information system. This course aims at offering a unique collection of ideas and experiences mainly focusing on the main streams and merger of Artificial Intelligence (AI) and the Internet of Things (IoT) for a wide slice of the communication and networking community

WHO TO ATTEND

Senior and Middle Level Staff, Department, Sections, and Units.

OBJECTIVE

The objective of this course is to provide participants with a systematic understanding on integration of blockchain, AI and IoT technologies to address the various challenges

OUTLINE

- Introduction to Blockchain, IoT and AI
- Integration of Blockchain, AI and IoT
- Fusion of Blockchain AI, IoT in Different Application Domains
- Transformational Technologies Today
- Application of Blockchain for Enhanced IoT Security
- Internet of Nano Things: Applications, Challenges and Solutions
- Convergence of Technologies
- Blockchain Enabled Enhanced IoT Ecosystem Security
- IoT for Better Mobile
- Smart IoT with Blockchain
- Energy Efficient Hybrid IoT System for Ambient Living
- Emerging IoT with AI Technologies
- Ensuring Security of Digital Voting Through Blockchain Technology
- Challenges in the Adaptation of IoT Technology
- Progress in Smart and Sustainable Technologies

Booking Information

Location and Date:

London: 24th March – 4th April, 28th April – 9th May, 8th – 19th September

Dubai: 2nd – 13th June, 30th June – 11th July, 28th July – 8th August, 4th – 15th August, 20th – 31st October, 1st – 12th December

Istanbul (Turkey): 10th – 21st March

Fee: \$9,600(2 weeks)

\$5,500(1 week)

BUILDING THE BEST SUPPLY CHAIN OPERATIONS: PRINCIPLES FOR CONTINUITY AND SUSTAINABILITY

OVERVIEW

In today's globalized economy, supply chains are more complex and vulnerable than ever before. Organizations face a myriad of challenges, including economic fluctuations, geopolitical uncertainties, natural disasters, and increasing regulatory pressures. As a result, the need for supply chains that are not only efficient but also resilient and sustainable has become paramount. This course aims at equipping participants with the necessary skills required to enhance their operations in these challenging times. Also, it aims at providing participants with practical strategies and insights that can be applied immediately to improve their supply chain effectiveness.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

By the end of this training, participants will:

- Develop a deep understanding of risk management frameworks and strategies for ensuring supply chain continuity
- Explore sustainable practices and eco-friendly initiatives that can be integrated into supply chain operations
- Foster collaboration and strong supplier relationships to drive performance and sustainability
- Develop skills to enhance operational efficiency while minimizing environmental impact.

OUTLINE

- Supply Chain Continuity Planning & Risk Management
- Supply Chain Risk Management Frameworks (e.g., ISO 31000, COSO ERM).
- Contingency Planning for Disruptions (Natural Disasters, Pandemics, Political Instability)
- Supply Chain Design for Sustainability
- Digital Transformation in Supply Chains
- Collaboration and Supplier Relationship Management (SRM)
- Key Principles of Effective Supply Chain Management
- Leveraging IoT for Real-Time Monitoring and Supply Chain Visibility
- Building a Resilient Supply Chain
- Sustainability in Supply Chain Operations
- Role of Industry 4.0 in Supply Chain Operations (IoT, AI, Blockchain)
- Designing supply chains for reuse, Recycling, and Remanufacturing
- Blockchain for Transparent and Secure Supply Chain Transactions
- AI-driven Decision-Making and Automation in SCM
- Reverse Logistics: Managing Returns, Recycling, and End-of-Life Products
- Circular Economy and Reverse Logistics
- Leveraging Technology for Supply Chain Optimization

Booking Information

Location and Date:

London: 10th – 21st March, 16th – 27th June, 21st July – 1st August, 8th – 19th September

Dubai: 24th Feb. – 7th March, 12th – 23rd May, 23rd June – 4th July, 11th – 22nd August, 20th – 31st October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ACHIEVING EXCELLENCE: MAXIMISING LEADERSHIP EFFECTIVENESS

OVERVIEW

Leadership effectiveness are the essential skills for those who are dedicated to maximizing their performance and value-added contribution. As the business environment becomes ever more uncertain and turbulent, the requirement for excellence leadership throughout organizations is at a premium. To be effective, a leader must build relationships to influence others. High achievers are people who have learned to effectively manage themselves, tapping on all resources available to motivate themselves toward the fulfilment of their fullest potentials. This course is designed, to equip participants by strengthen their leadership skills through transformed excellence practice

WHO TO ATTEND

Heads of Sections and Units; Human Resources Personnel of organisations.

OBJECTIVE

By the end of this course, participants will learn how to maximise their leadership effectiveness skills in self-discovering, developing and communicating effectively.

OUTLINE

- The Strategic Role and Nature of Effective Leadership
- Charisma and How to Earn it and Use it Effectively
- The Role of the Modern Leader and How Leadership has Changed
- Innovative Leadership Skills
- Maximizing the Performance of Each Team Member
- Leadership and the Challenge of Change
- Strategic Leadership for Team Development
- Developing a Personal Action Plan for Further Self-Development
- Strategic Management – a Practical Approach for every Leader
- Consistent Methodology for Strategy Development
- Increase Organizational Productivity via Greater Leadership Influence
- Nurture Leadership with Integrity
- Develop Skills as an Inspirational Leader
- Learn to Effectively Persuade and Influence Others
- Develop Better Conflict Management Skills
- Develop Personal Influence to Positively Impact Others
- Improve Personal Effectiveness
- Power Tools of Leadership

Booking Information

Location and Date:

London: 9th – 20th June, 30th June – 11th July, 22nd Sept. – 3rd October, 6th – 17th October, 24th Nov. – 5th December

Dubai: 3rd – 14th February, 5th – 16th May, 26th May – 6th June, 14th – 25th July, 3rd – 14th November

Geneva (Switzerland): 4th – 15th August, 8th – 19th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

DEVELOPING PERSONAL IMPACT AND BUILDING PRODUCTIVE TEAM

OVERVIEW

As the business world is dynamic and involving, we must develop better and strategic ways of communicating, dealing, relating and collaborating in the work environment that fosters good relationship for overall benefit of individual and the organization at large that will enhance productivity. This course is designed to help you develop your self-awareness and how you can relate better with your colleagues and build effective team.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections and Units.

OBJECTIVES

The objectives of the course are to:

- Expose to participants to the fundamentals of using teams
- Make participants know the elements of building and managing teams
- Stimulate participants to use teams effectively in their organisations

OUTLINE

- Interpersonal Relationship for Work Success
- The place of Teams in Organisational Performance
- Problem Solving Techniques
- Making Positive Changes for Personal Strategic Approach
- Managing and Resolving Conflicts in Teams
- Cultivate a Welcoming Diversity
- Motivating and Rewarding Team Members
- Training and Developing Team Members
- Team Maintenance
- Monitoring and Evaluating Team Performance
- Time Management
- Personal Effectiveness for Team Leaders and Members
- Self-Development for Team Leaders
- Using Emotional Intelligence to Develop Others
- Managing Change on Teams
- Dynamics of interpersonal Relationships
- Team Building Elements and Processes
- Identifying and Assigning Team Roles
- Group Dynamics and Managing Teams
- Delegation in Team Work
- Problem-Solving and Decision-Making in Teams
- Leading Teams for Effective Performance

Booking Information

Location and Date:

Dubai: 3rd – 14th February, 5th – 16th May, 26th May – 6th June, 14th – 25th July, 22nd Sept. – 3rd October, 3rd – 14th November, 24th Nov. – 5th December

London: 9th – 20th June, 30th June – 11th July, 6th – 17th October

Istanbul (Turkey): 8th – 19th December

Miami (Florida): 4th – 15th August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

EMERGING BLOCKCHAIN BUSINESS MODEL: BLACK BOX AI AND PROBLEMATIC FUTURES

OVERVIEW

The past decade has witnessed the rise of ubiquitous opaque emerging systems called black box AI Blockchain and their problematic futures which has exploit sophisticated machine-learning to predict business model and growth with numerous proofs of discussion. Blockchain technologies was focused primarily on cryptocurrencies, but its features and functionalities have developed beyond financial instruments. As these technologies provide new functionalities, the associated value proposition changes as well. The course is design to provide participants with skills related to blockchain architectures, Blackbox AI and risks and opportunities for emerging business models.

WHO TO ATTEND

Staff in the ICT and Telecommunication Regulatory Sector.

COURSE OBJECTIVES

The objectives of this course are:

- To enable participant, understand how to leverage blockchain technology for business growth
- To provide participant with ways Artificial Intelligence, Blockchain and AI Can Impact the Workplace and Society at large

OUTLINE

- Overview of Emerging Blockchain and Business
- Creating a Better Society with Ethical AI
- Blockchain Revolutioning Business AI and Black box
- Black-Box Models from Input-Output Measurements
- Artificial Intelligence Black Box and the Failure of Intent and Causation
- Auditing Black-Box Models for Indirect Influence
- Blockchain Applications That Are Transforming Societies
- Critical Success Factors of Blockchain Technology
- Blockchain Technology for Green Innovation in Ecosystem
- Based Business Models: A Dynamic Capability of Values Appropriation
- Emerging Business Model Opportunities of Blockchain
- Blockchain Business Model Generation: Opportunities and Challengers
- Blockchain and Supply Chain Relations: A Transaction Cost Theory Perspective
- How Blockchain is Reviving the Telecom Industries
- Breaking into the Black Box of Artificial Intelligence
- Dangers of a Black Box

Booking Information

Location and Date:

London: 28th April – 9th May, 8th – 19th September, 6th – 17th October

Istanbul (Turkey): 22nd Sept. – 3rd October

Dubai: 4th – 15th August, Dubai: 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

CORPORATE GOVERNANCE: OPERATIONS AND PROCESSES

OVERVIEW

Governance and corporate strategy provide the framework for organizational operations. Good governance however, will increase the transparency and efficiency in the management, decision-making process and improve corporate value by strengthening corporate governance and policies. This course will assist participants to gain in-depth skills and knowledge necessary for their daily operations.

WHO TO ATTEND

Senior and Middle Level Management Staff.

OBJECTIVES

At the end of the course, participants will be able to:

- Develop the elements of effective governance and corporate strategy
- Develop the abilities to deliver on their organisations mandate

OUTLINE

- General Overview of Corporate Governance: Operation and Processes
- Governance Principles
- Internal and External Corporate Governance Controls
- Control and Ownership Structures
- Policy Formulation and Implementation in Organizations
- Developing an Effective Governance Structure
- Different Stages of Corporate Governance
- Parties and their Roles in Corporate Strategy
- Safeguarding Integrity in Corporate Reporting
- Organizational Design and Reporting Structure
- Management Accountability and Authority
- Strategic Management and Team Work
- Principles of Corporate Governance Sustainable Development
- Reporting and Communication
- Designing the Governance Operating Model
- Promoting Ethical and Responsible Decision Making
- Organizational Performance, Purpose and Strategies
- Organizational Culture and Ethics

Booking Information

Location and Date:

London: 10th – 21st February, 24th March – 4th April, 28th April – 9th May, 5th – 16th May, 16th – 27th June, 8th – 19th September

Dubai: 10th – 21st March, 2nd – 13th June, 30th June – 11th July, 28th July – 8th August, 4th – 15th August, 20th – 31st October

Houston (Texas): 11th – 22nd August, 27th Oct – 7th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

MAKING POLICY MORE EFFECTIVE: EVALUATING THE EFFECT AND IMPACT OF POLICY DECISIONS

OVERVIEW

In an increasingly complex and interconnected world, effective governance hinges on the ability to make informed policy decisions that address societal needs and challenges. Policymakers are tasked with developing solutions to diverse issues ranging from economic development and public health to education and environmental sustainability. However, the effectiveness of these policies is not solely determined by their design or intent; it is critically dependent on rigorous evaluation processes that assess their implementation and impact. To address these challenges, it is essential to equip policymakers, analysts, and practitioners with the skills and knowledge required for effective policy evaluation.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections, Units and Employees in charge of Corporate Planning.

OBJECTIVES

By the end of this training, participants will:

- Understand the fundamental concepts of policy evaluation
- Recognize the significance of evaluating policies for effective governance
- Utilize decision-making tools to inform policy design
- Assess risks and manage uncertainties in policy evaluations.

OUTLINE

- Overview of Policy Evaluation
- The Role of Policy Evaluation in Governance
- Evaluation Frameworks and Methodologies
- Logic Models and Theory of Change
- Developing Evaluation Questions and Hypotheses
- Data Collection Techniques
- Designing Effective Surveys and Questionnaires
- Collecting and Analyzing Existing Data (Administrative Data, Public Records)
- Measuring Policy Impact
- Key Performance Indicators (KPIs) and Outcome Measures
- Policy Decision Analysis
- Key Performance Indicators (KPIs) and Outcome Measures
- Communicating Evaluation Findings
- Best Practices for Reporting Evaluation Results
- Engaging Stakeholders and Policymakers Effectively
- Develop Strategies for Effective Stakeholder Engagement and Communication
- Tools and Frameworks for Decision-Making in Policy Design
- Risk Assessment Techniques and Management Strategies
- Incorporating Stakeholder Input into the Decision-Making Process.

Booking Information

Location and Date:

London: 3rd – 14th February, 10th – 21st February, 10th – 21st March, 25th Aug. – 5th September, 1st – 12th September, 10th – 21st November

Houston (Texas): 17th – 28th March, 8th – 19th September

Dubai: 14th – 25th April, 9th – 20th June

Miami (Florida): 12th – 23rd May

Fee: \$9,600(2 weeks)
\$5,500(1 week)

MANAGING CHANGE FOR BUSINESS AND ORGANISATION'S SUCCESS

OVERVIEW

To succeed in the business environment, organisations need to adopt the concept of change in order to remain competitive. The need for effective management systems and methods that will enable organisations to remain highly productive while coping with change are very important. This course is designed to equip participants with the techniques needed for effective change management for their organisations to be highly productive and competitive.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections, Units and Employees in charge of Corporate Planning.

OBJECTIVES

At the end of the course, participants will be able to:

- Have a deeper understanding of the impact of change on organisational productivity.
- Get acquainted with the techniques of change management.
- Identify the strategies for applying the new knowledge and techniques in their Organisations.

OUTLINE

- Overview of Managing Change for Business and Organisation's Success
- Leading and Managing Change for Business Success
- Planning and Introducing Change
- Impact of Change
- Resistance Issues in Change management
- Encouraging Creativity, Innovation, and Knowledge Building
- Creating Strategies for Overcoming Barriers to Change
- Changing Teams
- Team and Personal Strategies for Making Change Happen
- Monitoring and Evaluating Change
- Handling People in the Change Process
- Strategic Communication in Changing Times
- Providing Support and Empathy
- Critical Success Factors in Change Management
- Measuring and Sustaining Organisational Change
- Future Roles and Accountability

Booking Information

Location and Date:

London: 24th Feb. – 7th March, 2nd – 13th June, 11th – 22nd August, 18th – 29th August, 20th – 31st October, 24th Nov. – 5th December

Dubai: 3rd – 14th March, 21st April – 2nd May, 30th June – 11th July, 1st – 12th September, 29th Sept – 10th October, 10th – 21st November

Paris (France): 12th – 23rd May, 9th – 20th June, 22nd Sept. – 3rd October

Houston (Texas): 10th – 21st February

Fee: \$9,600(2 weeks)
\$5,500(1 week)

LEADING WITH AUTHENTICITY AND PURPOSE

OVERVIEW

The heart of genuine leadership is trust. However, trust can quickly be undermined if subordinates, colleagues, and other important stakeholders sense a leader is insincere, lacking in vision or unwilling to take responsibility. Authentic leaders are true to the self and true to the values that they hold dear.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

The objectives of the course are to enable participants:

- Foster Innovation and Creativity
- Understand how to make Ethical Decision and to empower others
- To align individual, team and organisational goals
- Provide covers cutting-edge scientific evidence on authenticity and purpose

OUTLINE

- Overview of Authentic Leadership
- Influence, Authority & Power
- Building Confidence and Optimism
- Practicing the Art of Possibility
- Flexibility in Leadership Styles
- Creating Strong Connections with Others
- Emotional Intelligence at Work
- Coaching to Peak Performance
- Coaching Fundamentals
- Motivation & Learning
- Empowering Individuals & Teams
- Ethics for Sustainable Success
- Ethics, Personal Values, and the Authentic Leader
- Dealing with Ethical Dilemmas
- Delegating to Develop your People

Booking Information

Location and Date:

London: 24th March – 4th April, 5th – 16th May, 16th – 27th June, 30th June – 11th July, 13th – 24th October

Dubai: 10th – 21st February, 24th Feb. – 7th March, 10th – 21st March, 28th July – 8th August, 22nd Sept. – 3rd October

Doha(Qatar): 11th – 22nd August

Fee: \$9,600(2 weeks)
\$5,500(1 week)

CREATIVE THINKING: INNOVATIVE SOLUTIONS TO COMPLEX CHALLENGES

OVERVIEW

The most successful executives are inspiring leaders, smart strategists and creative thinkers. Across every business function, creativity is central to solving complex problems, developing new strategies, facilitating innovation, and driving change within the organization. This course focuses on how to build a competitive advantage by fostering a creative culture that sparks inspiration, collaboration and innovation.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

This course will enable participant to:

- Gain a practical tool set for solving intransigent problems by incorporating creative thinking into day-to-day processes
- Optimize a team's success by managing cognitive preferences (yours and others) that drive successful creative thinking
- Transform their thinking from the standard “why we can't” to the innovative “how might we.”

OUTLINE

- Creative Challenges: A Team Sport
- The Place to Begin: Reframe the Challenge
- Innovation and Creative Thinking
- Building a Creative Organization
- Implementing a Thinking Methodology
- overcomes Barriers to Innovative Thinking
- Reframing Problems, Making New Connections, and Challenging Assumptions
- Using Questions to Brainstorm and Solve Business Problems More Effectively
- Generating and Enhancing New Ideas, Strategies, and Techniques.
- Approach to Organizational Challenges
- Team Building
- Design Thinking: Making Ideas a Reality
- Human-Centred Innovation

Booking Information

Location and Date:

Dubai: 19th – 30th May, 7th – 18th July, 18th – 29th August, 15th – 26th September, 13th – 24th October

London: 5th – 16th May, 9th – 20th June, 4th – 15th August

Istanbul (Turkey): 20th – 31st January, 26th May – 6th June

Doha(Qatar): 24th Feb. – 7th March

Fee: \$9,600(2 weeks)

\$5,500(1 week)

STRATEGIC MANAGEMENT: COMPETITIVE AND CORPORATE STRATEGY

OVERVIEW

Employees are more productive and motivated when they feel a greater sense of involvement in establishing their organization's goals and ideals. Effective management produces concrete approaches for tackling long-standing and difficult organizational problems. This course has been structured to equip participants with the skills needed for effective performance.

WHO TO ATTEND

Senior and Middle Management Staff, Heads of Departments, Sections, and Units of Organisations.

OBJECTIVES

At the end of the course, participants will:

- Be able to champion the adoption and implementation of good competitive and corporate strategy in their organisations
- Understand how to use the tools and techniques of making employees to imbibe the culture of their organisations
- Be able to know the techniques of identifying and exceeding organisational expectations
- Know the new techniques and technologies for corporate retreat/capacity building.

OUTLINE

- Overview of Strategic Management: Competitive and Corporate Strategy
- Aligning with Mission and Vision of the Organisation
- Effective Policy Analysis and Implementation
- High Impact Leadership
- Global Strategic Management
- Self-Evaluation
- Developing Executive Management
- Best Practice Skills for Managerial Excellence
- Corporate Culture and Performance
- Setting Standard for Organisational Effectiveness
- Strategic Planning and Management
- Leading and Managing Change
- Coaching and Succession Planning
- Performance Appraisal
- Financial Planning for Organisational Effectiveness
- Public Financial Administration

Booking Information

Location and Date:

London: 31st March – 11th April, 9th – 20th June, 23rd June – 4th July, 11th – 22nd August, 18th – 29th August, 17th – 28th November

Dubai: 27th Jan. – 7th February, 3rd – 14th March, 17th – 28th March, 14th – 25th April

Doha(Qatar): 19th – 30th May

Istanbul (Turkey): 3rd – 14th February, 26th May – 6th June, 8th – 19th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

MANAGING YOURSELF AND LEADING OTHERS THROUGH DIFFICULT TIME

OVERVIEW

As the business world is now moving very fast, leaders and managers must rise to the challenge of keeping their knowledge and skills up-to-date. Being able to manage yourself effectively is an essential prerequisite for leading others. This course is designed to help participants become more effective leaders by learning skills needed in managing yourself, leading teams, and motivating others to accomplish your company's goals.

WHO TO ATTEND

Management Staff; Senior and middle-level staff; Heads of Departments, Sections, and Units; and Trainers.

OBJECTIVES

At the end of this course participants will be able:

- To Improve performance by strengthening their leadership skills
- To Manage team, their bosses and colleagues more effectively
- To handle difficult management situations with greater certainty in decisions making.

OUTLINE

- Overview of Managing Yourself and Leading Others
- Making the Most of an Unforeseen Situation
- Distinguishing Management Myth from Reality
- Turn Difficult Conversations into Positive Practices
- Understanding the Motivations of Colleagues and Competitors
- Recognizing Strengths and Blind Spots in Yourself and Others
- Building Emotional Intelligence to Communicate Effectively
- Influencing others from a Position of Authority—or Without Authority
- Managing within Organizational Hierarchies
- Earning Trust and Building Relationships
- Leading for Long-Term Results
- Understanding Ourselves & Others
- Teams & Teamwork
- Managing Up & Sideways
- Challenges Blocking Leaders from Their Best
- Become a True Leader in Times of Crisis
- Core Elements of Great Leadership
- Developing Empathy for Employees
- Recognize the Opportunity to Improve

Booking Information

Location and Date:

London: 10th – 21st February, 24th March – 4th April, 28th April – 9th May, 16th – 27th June, 28th July – 8th August, 8th – 19th September, 20th – 31st October

Dubai: 10th – 21st March, 2nd – 13th June, 30th June – 11th July, 4th – 15th August, 1st – 12th December

Houston (Texas): 11th – 22nd August, 27th Oct – 7th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

MANAGING RESPONSIBLY: PRACTICING SUSTAINABILITY, RESPONSIBILITY AND ETHICS

OVERVIEW

Managers are increasingly confronted with issues of sustainability, responsibility and ethics. Managing responsibly is an integrative approach to sustainability, responsibility and ethics, which allows you as a manager to deal competently with such challenges. This course will facilitate participant learning process to engage in changing practices to make them more sustainable, responsible, and ethically informed.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

At the end of this course the participants will be able to:

- Gain insight to the three constituting fields of managing responsibly: sustainability, responsibility and ethics
- Identify, understand and facilitate individual action that can lead to change at the organisational and system level
- Learn to appreciate and bring together different points of view, and negotiate collective solutions to pressing problems

OUTLINE

- Managing Responsibly
- Management: Basics and Processes
- Principles of Responsible Management
- Global Sustainability, Responsibility and Ethics
- Sustainability Management from a Responsible Management Perspective
- Management's Responsibilities in a Complex World
- Exploring the Role Performance of Corporate Ethics Officers
- Sustainability from an Order Ethics Perspective
- Making Sustainability Work: Best Practices in Managing
- Managing for Stakeholders
- Responsible Management, Incentive Systems, and Productivity.
- Value Creation, Management Competencies and Global Corporate Citizenship
- Business Cases and Corporate Engagement with Sustainability
- Integration 'Bringing it all together

Booking Information

Location and Date:

Dubai: 3rd – 14th February, 12th – 23rd May, 25th Aug. – 5th September, 6th – 17th October

London: 10th – 21st March

Istanbul (Turkey): 16th – 27th June, 13th – 24th October

Miami (Florida): 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PROBLEM SOLVING AND BUSINESS DEVELOPMENT

OVERVIEW

Every organization across the world face one form of problem or the other, however the ability to solve problem effectively helps organization to continue to succeed and stay on top of their game. Change comes in different way people need to develop ways of taking advantage of changes that arise in business environment and prioritize potential solutions. In this course participants will be expose to skills and tips that will assist them in handling solving issues in their business and career.

WHO TO ATTEND

Senior Staff, Heads of Departments, Sections, Units and others who want to be innovative.

OBJECTIVES

At the end of this course the participants will be able to:

- Develop skills in solving individual and organizational problem
- Prioritize potential solutions for any problem emanating from work place
- Identify ways of removing obstacles to goal Achievement
- Identify Approaches to Alternative Problem-Solving Strategy

OUTLINE

- Information Gathering and Analysis
- Creative Thinking and Strategy
- Underrating the root cause of the Problem before Action
- Innovation and Self-Awareness
- Leadership role in Solving Business Issues
- Situational Leadership Role
- Interpersonal skills and Self-Development
- Strategic Planning and Actualizations
- Brainstorming and Innovation
- Finding Solutions to Complex Challenges
- Thinking outside the Box: Ideas to Value Creations
- Testing Solutions before Implementation
- Effective Change Management
- Collaborative Effort and Team role for Proper Solutions
- Analytical and Logical Problem Solving

Booking Information

Location and Date:

London: 13th – 24th January, 24th March – 4th April, 21st April – 2nd May, 7th – 18th July, 29th Sept – 10th October
Dubai: 19th – 30th May, 17th – 28th November
Paris (France): 26th May – 6th June
Istanbul (Turkey): 4th – 15th August, 13th – 24th October
Doha(Qatar): 18th – 29th August, 1st – 12th September
Accra (Ghana): 20th – 31st October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ASSERTIVENESS SKILLS: COMMUNICATING WITH AUTHORITY AND IMPACT

OVERVIEW

Building confidence amongst professional members of a business or any organization requires some certain skills that create the ability to respond confidently and professionally in a range of situations, including those that are difficult or stressful to handle. This course is designed to create for the participant an opportunity to develop skills in dealing confidently and professionally with colleagues, clients and other stakeholders.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

At the end of the course, participants will be able to:

- Communicate effectively and assertively at all levels
- Learn how to improve their communication skills to enhance their relationships
- Learn how to be assertive and therefore more effective in the workplace.

OUTLINE

- General Overview of Assertiveness Skills: Communicating with Authority & Impact
- Communication Skills in the Office
- Essential Negotiation Skills
- Essential Administrative Skills
- Relationship Management
- Self-Fulfillment and Development
- Awareness and Determination
- Using Emotional Intelligence at Workplace
- Leading with Authority
- Developing Positive Mental Attitude
- Communicating with Confidence
- Learning to Be More Assertive
- Team Building
- Leadership Skills and Styles
- The Essential Skills of Emotional Intelligence

Booking Information

Location and Date:

London: 3rd – 14th March, 19th – 30th May, 14th – 25th July, 25th Aug. – 5th September, 15th – 26th September, 3rd – 14th November
Dubai: 4th – 15th August, 6th – 17th October
Marrakech (Morocco): 24th Nov. – 5th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INTEGRATING STRATEGIC, OPERATIONAL & TACTICAL LEADERSHIP FOR OUTSTANDING PERFORMANCE

OVERVIEW

In today's fast-paced, complex business environment, effective leadership is essential at every level of an organization. However, many organizations struggle with misalignment between different leadership roles strategic, operational, and tactical leading to gaps between vision, strategy, and execution. By aligning leadership efforts, organizations can achieve seamless execution of their strategic vision, translating long-term goals into actionable plans and high-performance results. At the end of this course, participants will gain valuable insights into the unique responsibilities at each level of leadership, as well as how to integrate these roles to create a unified approach that drives performance.

WHO TO ATTEND

Senior and Middle Management Staff in an organisation.

OBJECTIVES

This course is design to enable participants to:

- Understand the distinct roles and responsibilities of strategic, operational, and tactical leadership
- Learn how to integrate these leadership levels for a cohesive and aligned organization
- Develop leadership skills that enhance decision-making, communication, and problem-solving across all levels
- Foster collaboration and synergy between leaders to improve overall organizational performance.

OUTLINE

- Overview of Strategic, Operational, and Tactical Leadership
- Common Challenges when Leadership Levels Operate in Silos.
- Strategic Leadership
- Visionary Thinking & Long-Term Planning
- Developing Strategies that Ensure Organizational Competitiveness and Adaptability.
- Leading through Change, Uncertainty, and Disruption.
- Techniques for clear Communication of the Vision to Ensure Alignment.
- Operational and Tactical Leadership
- Translating Strategy into Action
- Managing Cross-Functional Teams to Meet Organizational Goals.
- Managing Front-Line Operations and Ensuring Tasks Align with Broader Organizational Objectives
- Problem-Solving, Decision-Making, and Real-Time Adjustments
- Short-term Planning to Meet Immediate Goals while Contributing to Long-Term Strategies
- Leadership Integration and Practical Application
- Creating Synergy Between Strategic, Operational, and Tactical Leadership
- Holistic and Informed Decision-Making Frameworks
- Building trust, Transparency, and Engagement Through Leadership Dialogue.
- Effective Leadership Communication
- Leading Through Change and Agility

Booking Information

Location and Date:

London: 16th – 27th June, 21st July – 1st August, 8th – 19th September, 17th – 28th November

Dubai: 24th Feb. – 7th March, 10th – 21st March, 12th – 23rd May, 23rd June – 4th July, 11th – 22nd August, 20th – 31st October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ATTRACTING AND SUSTAINING PRODUCTIVE RELATIONSHIPS AND BUILDING SKILLS FOR WORKABLE TEAM

OVERVIEW

An increasing number of organisations are relying on teams – project teams, product development teams, virtual teams, and autonomous working teams to compete in a rapidly changing domestic and global market. A good working relationship in an organisation helps to improve the morale of team members and increase productivity. Attracting and sustaining team effectiveness is enhanced by a team's commitment to reflect and perform on-going evaluation. In addition to evaluating accomplishments in terms of meeting specific goals for organizational success. This course is designed to address the relationship between individual personality, relationships built in the workplace, and organizational culture.

WHO TO ATTEND

Team Leaders, Middle and Senior Management Staff.

OBJECTIVES

By the end of this course, participants will learn:

- How to identify the different types of teams & develop different strategies for working relationship
- The role of the leader in team situations as the facilitator of engagement, collaboration, innovation, trust and empowerment in team situations

OUTLINE

- Overview of Team Building
- Developing a Powerful Self-Coaching Programme for your Team
- Development of Empowering Team Dynamics
- Achieving Communication Engagement and Alignment
- Building Good Working Relationships
- Understand how to Develop and Maintain Effective Working Relationships
- Creating and Communicating the Vision
- Managing Change within the Team
- Creating a Team Building Change Environment
- Problem Solving: Defining the Problem
- Empowered and Sharpened Team Development for Success
- Effective Team Delegation
- Developing a Proactive Plan of Action
- Team Mentoring and Coaching
- Feedback for Greater Improvement

Booking Information

Location and Date:

London: 5th – 16th May, 16th – 27th June, 7th – 18th July, 13th – 24th October

Dubai: 10th – 21st February, 3rd – 14th March

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INNOVATION AND STRATEGY FOR BUSINESS GROWTH

OVERVIEW

In order to stay firm in today's global economy, there is need to understand the strategies involve in business management and development. This course has been designed to equip participants with the knowledge and techniques for formulating effective business planning approach and innovation for the success of their organisations.

WHO TO ATTEND

Heads of Departments, Sections, Units and other Staff aspiring to have impactful leadership skills in private and public organisations.

OBJECTIVES

The objectives of the course are, to:

- Provide participants with the tools and techniques required to formulate, implement, and monitor business plans
- Educate participants on how to apply strategic concept to their business environment
- Encourage participants to apply the concept in their routine functions.

OUTLINE

- Overview of Innovation and Strategy for Business
- Global Business Strategy Formulation
- Advertising Decisions
- Establishing a Competitive Advantage in Business Strategy
- Managing Customer Experiences
- Business Model Innovation & Value Creation
- Strategic Innovation
- Corporate and Business Unit Strategic Decisions
- Analytical Framework and Tools
- Market and Customer Analysis
- Business Meeting – Effective Meeting Planning
- Value innovation in business
- Strategies for global competitive advantage
- Purchasing Strategy

Booking Information

Location and Date:

London: 16th – 27th June, 21st July – 1st August, 8th – 19th September

Dubai: 24th Feb. – 7th March, 10th – 21st March, 12th – 23rd May, 23rd June – 4th July, 11th – 22nd August, 20th – 31st October, 17th – 28th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

EMOTIONAL INTELLIGENCE: ATTITUDES AND BEHAVIOURS

OVERVIEW

Leaders in an organization need to have an insight on how greatly their own emotions impact their overall performance and how understanding and dealing with the emotions of others can improve individual and team performance. However, the reverse is the case when leaders tend to neglect the impact of emotional intelligence for organisational success. This programme is aimed at exposing participants to the needed skills on how to manage their emotions and interpersonal skills within and outside their working environments.

WHO TO ATTEND

Team Leaders, Middle and senior Management staff.

OBJECTIVES

At the end of the course, the participants will be able to:

- Apply the principles of emotional intelligence
- Take control of difficult situations and resolve conflicts in a friendly manner
- Improve their ability to manage, coach, influence and support others
- Understand how emotional hijacking interferes with values and outcomes

OUTLINE

- Overview of Emotional Intelligence: Attitudes and Behaviour
- Level of Individuals' Emotional Intelligence
- Self-Motivation and Job Enrichment
- Influencing Partnering Skills for Enhanced Team Performance
- Reframing and Responding to Challenges Skillfully
- Psychometric and Behavioural Tools
- Skills for Conflict Resolution and Dealing with Difficult Situations
- Drivers of Individual Thoughts, Feelings and Actions
- Emotional Intelligence and Success
- Identifying and Managing Emotions
- Understanding the Emotional Landscape
- Understanding Individuals' and Employees' Inner Dialogue
- Effective Communication
- Building Emotional Intelligence for Organisational Growth
- Choosing Perceptions and Behaviours for Positive Outcomes
- Creating a Positive Emotional Intelligence Environment
- Becoming an Emotionally Intelligent Leader

Booking Information

Location and Date:

London: 20th – 31st January, 3rd – 14th February, 10th – 21st March, 12th – 23rd May, 4th – 15th August

Istanbul (Turkey): 16th – 27th June

Dubai: 8th – 19th September, 6th – 17th October

Geneva (Switzerland): 1st – 12th December

Fee: \$9,600(2 weeks)
\$5,500(1 week)



FINANCE AND ACCOUNTING FACULTY

Finance plays a critical role in the running of organisations in the form of facilitating the acquisition of goods and services required for effective organisational performance. This role has thrust on organisations the need to pay great attention to sourcing, utilising and controlling finance in order to attain organisational goals. To succeed in these roles, organisations need to possess the necessary skills, which can be partly acquired through training. Courses offered by our Finance and Accounting Faculty cover the management of finance, auditing of activities and procurement. They have been structured to equip participants with the necessary knowledge, skills and attitude for result-oriented and performance-propelled use of finance by organisations.



PROJECT FINANCIAL MANAGEMENT

OVERVIEW

Effective financial management lies at the heart of the management of special projects. Such projects succeed when their finances are effectively managed. This course has been designed to teach participants the skills for managing the finances of projects.

WHO TO ATTEND

Senior and Middle Level Management Staff responsible for managing the finances of special projects; and private accounting practitioners.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to understand, analyse, interpret and use financial statements
- Enable participants use profit and cash flow as tools for measuring project success
- Stimulate participants to apply the new knowledge for effective project management.

OUTLINE

- Accounting Principles and Financial Statements
- Mastering Project Performance Objectives
- Public Sector Projects: Cost-Benefit Analysis, and Value for Money Concepts
- Commercial Project Objects: The Risk and Reward Relationship
- Using Financial Criteria to Measure Project Success
- Identifying Critical Success Factors and Developing Key Performance Indicators (KPIs)
- Working Capital Management and Cash Flow Improvement
- The Time-Cost-Quality Triangle
- Project Finance Basics
- Making a Business Case for the Project
- Project Cost Estimation
- Project Finance Appraisal Techniques Public Sector Project Approval Methods
- Preparing Winning Project Bids and Proposals
- Project Budgeting and Contingency Funds
- Monitoring and Controlling Project Costs.

Booking Information

Location and Date

London: 24th Feb. – 7th March

Dubai: 5th – 16th May

Houston (Texas): 16th – 27th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PUBLIC FINANCIAL MANAGEMENT

OVERVIEW

The public sector requires a high standard of financial management in order to be effective in-service delivery and the enhancement of economic development. Officers in-charge of managing finance need to have the necessary skills, which should be sharpened continuously. This course has been designed to equip participants with the necessary knowledge, skills and attitude to enable their organisations perform effectively.

WHO TO ATTEND

Policy Makers, Financial Practitioners and Managers responsible for financial and resource management.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to acquire the knowledge of modern public financial management practices
- Equip the participants with the skills to review the resource allocation, budgeting, and financial control mechanism within their organisations
- Enable participants to ensure that financial resources are better planned, controlled and used in ways that are consistent with their organisational priorities.

OUTLINE

- Overview of Public Financial Management
- Government Planning and Budgeting
- Medium-Term Expenditure Frameworks (MTEF) and Planning
- The Principles of Good Governance in a Modern Public Sector
- Ethics and the Conduct of Corporate Activities
- Effective Resource Allocation in Support of the Strategic OBJECTIVES of Organization
- Policy-Based Budgeting and Controls linked to MTEF, outputs and outcomes
- Accounting, Recording, Monitoring and Reporting
- Proactive Budget Management
- Government Accounting and Auditing
- International Public Sector Accounting Standards (IPSAS)
- External Scrutiny and Audit
- Tax and Revenue Management
- Debt Management
- Capital Market and Public Financial Management
- Financial Policy and Property
- Fiscal Responsibility and Public Financial Management
- Procurement in the Public Sector
- Public-Private Partnership (PPP) Projects
- Comparative Public Financial Management
- PPP Projects: Build Operate and Transfer (BOT) Model.

Booking Information

Location and Date

London: 27th Jan. – 7th February, 1st – 12th December

Istanbul (Turkey): 27th Jan. – 7th February

Dubai: 24th March – 4th April, 17th – 28th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

STRATEGIC FINANCIAL MANAGEMENT

OVERVIEW

In order for organisations to be effective, maintain their niches and be competitive, they have to align their finances with their strategies. This requires their managing their finances strategically. In this course, participants will be taught how to align the finances of their organisations with their strategies.

WHO TO ATTEND

Senior and Middle Level Management Staff responsible for financial control and strategic planning, and Heads of Projects.

OBJECTIVES

The objectives of the course are to enable participants to:

- Identify strategic financial management tools
- Assess and evaluate proposed strategies of organisations
- Evaluate financial management options

OUTLINE

- Introduction to Financial Strategy
- Developing and Executing Financial Strategic Plans
- Sourcing Finance: Equity
- Sourcing Finance: Debt
- Strategic Capital Structure
- Debt Management
- Working Capital Management
- Weighted Average Cost of Capital (WACC)
- Share Valuations
- Capital Asset Pricing Model Risk
- Capital Investment Appraisal and Measurement
- Impact of Financing Decisions
- Mechanisms for Internal Control
- Monitoring and Evaluating Financial Strategies

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 1st – 12th December

Istanbul (Turkey): 27th Jan. – 7th February

Dubai: 24th March – 4th April, 17th – 28th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

BEST PRACTICE IN PROCUREMENT MANAGEMENT

OVERVIEW

When managed effectively, organisations benefit immensely from the procurement process which can generate a lot of values. Skills making the procurement process yield such benefits need to be acquired. This course has been designed to enable employees in charge of procurement in their organisations have in-depth knowledge of public procurement and also acquire the necessary skills required to make the process beneficial to their organisations.

WHO TO ATTEND

Middle level Management Staff of organisations in charge of procurement.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to have an in-depth knowledge of the procurement process
- Expose participants to the techniques and skills for value-generating procurement
- Enable participants apply the newly acquired knowledge and skills to the procurement process of their organisations.

OUTLINE

- Overview of the Procurement Process
- Procurement of Professional Services: The Range of Different Tender Processes
- Hiring Professional Services, Purchasing Goods and Works
- Reviewing Best Practices, Cost and Value as Selecting Factors
- Pricing Methods
- Selection Procedures, Local and National Preferred Supplier Capacity
- Building a Supplier List, Buyer-Vendor Contracts for Long Term Engagement
- Terms of Reference, and Evaluation of Proposals
- Negotiation and Communication Skills
- Outsourcing
- Contract Provisions, Procurement of Services, Monitoring, and Supervision of Procurement Services
- Monitoring and Supervision of Consultants
- Elements of Legally-Enforceable Contract, Terms and Conditions, Interpreting Legal Provisions.

Booking Information

Location and Date

Dubai: 18th – 29th August, 29th Sept – 10th October, 13th – 24th October

London: 3rd – 14th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

FINANCIAL PLANNING FOR ORGANISATIONAL EFFECTIVENESS

OVERVIEW

Effective financial planning contributes significantly to organisational effectiveness. This has made organisations to pay premium attention to planning their finances. This course has been structured to enable participants know how to plan the finances of their organisations well.

WHO TO ATTEND

Senior and Middle Level Management Staff responsible for making financial decisions.

OBJECTIVES

The objectives of the course are, to:

- Teach participants the fundamentals of financial planning
- Enable participants to identify how to use financial planning to enhance the effectiveness of their organisations.

OUTLINE

- Overview of Financial Planning
- Key Steps in Financial Planning
- Developing Financial Strategic Plans
- Valuating the Financial Health of Organisations
- Using Cash Flow to identify Warning Signals
- Appraising Organisations Using Financial Analysis
- Appraising a Project: Documented Cash Flows
- Measuring Risks and Returns
- Evaluating Investment Options
- Investment and Asset Valuation
- Economic Value Added (EVA)
- Use of Financial Budgets: Strategic Costing
- The Impact of Activity-Based Costing: Marginal Costing and Full Costing
- Using ICT in Financial Planning

Booking Information

Location and Date:

London: 29th Sept – 10th October

Fee: \$9,600(2 weeks)
\$5,500(1 week)

BUDGETING AND BUDGETARY CONTROL

OVERVIEW

Budgeting is the core activity of financial management used to make organisations effective and efficient in-service delivery. Organisations deliberately strengthen their acts of budgeting, as part of their financial management, in order to enhance their effectiveness. This course has been designed to educate participants on how to prepare and use budgets in their organisations.

WHO TO ATTEND

Directors of Finance, Heads of Departments, Sections, and Units and Budget Officers of organisations.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to identify the techniques of preparing and using budgets
- Encourage participants to apply the techniques in their organisations.

OUTLINE

- The Budget in an Organisation
- Budget Process and Procedure
- Budgeting: In the Beginning
- Budgeting: The Next Stage
- Budgeting: Final Stages
- Capital Budgeting
- Budget Implementation
- Variance Analysis of Budgets
- Application of Quantitative Techniques to Budgeting
- Information Technology and Budgeting
- Management Control Systems
- The Role of Internal Audit in Budget Management
- Alternative Budgeting Approaches
- Issues and Challenges in Budgeting and Budgetary Control.

Booking Information

Location and Date

London: 10th – 21st February

Fee: \$9,600(2 weeks)
\$5,500(1 week)

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

OVERVIEW

Organisations in both the public and private sectors require sound financial management, in order to be effective. Sound financial management is predicated on the use of common acceptable financial reporting standards. This course has been designed to introduce participants to standards used internationally.

WHO TO ATTEND

Senior and Middle Level Management Staff in-charge of Finance and Accounting.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to the International Standard Financial Reporting format
- Stimulate participants to adopt the standards in their organisations.

OUTLINE

- The Importance of Standards of Financial Reporting
- The Legal Framework for Developing International Reporting Standards
- Concepts in International Financial Reporting Standards
- Presentation and Disclosure Issues
- Accounting for Assets and Liabilities
- Accounting for Financial Instruments
- Accounting for other Issues and Groups
- Policies and Revenue
- Application of the Standards in the Public and Private Sectors
- The Importance of Using Resource Accounting and Budgeting in Public Sector Organisations
- Review of Developments in Current International Financial Reporting Standards in Specific Technical Areas
- Expected Future Developments

Booking Information

Location and Date

London: 17th – 28th March, 15th – 26th September, 13th – 24th October

Houston (Texas): 21st July – 1st August

Dubai: 4th – 15th August, 8th – 19th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

IPSAS - PRESENTATION, DISCLOSURE AND FINANCIAL REPORTS

OVERVIEW

The critical need to increase Transparency and Accountability Programme in the use of financial resources by governments at all levels in order to stem the eruption of crisis and vitiate development efforts has necessitated the development and adoption of internationally acceptable public sector financial standards. Globally, countries and governments have adopted the standards for implementation. To effectively use the standards there is the need for enlightenment and training on the various aspects of the document.

This course has been designed to provide an overview, the requirements, and strategies for effective adoption and implementation of the standards.

WHO TO ATTEND

Directors at all levels in charge of Finance, Directorates of Government service, Internal and External Auditors, and Account officers.

OBJECTIVES

The objectives of this course are, to:

- Introduce participants to the IPSAS
- Enable participants to understand the necessary steps required for adopting and implanting the standards
- Guide participants to identify the challenges related to the implementation of the standards
- Enhance Transparency and Accountability Programme in the use of financial resources in public sector organisations

OUTLINE

- Introduction to IPSAS
- Conceptual Framework for General Purpose Financial Reporting by Public Sector Entities
- Reporting & Disclosure
- Accounting and Financial Reporting for Service Concession Arrangements
- Provisions, Contingent Liabilities and Contingent Assets
- Presentation of Financial Statements and Cash Flow Statements
- Presentation of Budget Information in Financial Statements
- Accounting Policies, Changes in Accounting Estimates and Errors
- Revenues & Related Costs
- Foreign Exchange Rates
- Consolidated and Separate Financial Statements
- Transitioning to the Accrual Basis of Accounting
- Impairment of non-Cash Generating Assets and Cash-Generating Assets
- Amendments, Reviews and Changes in IPSAS and Expected Future developments
- Problems and Challenges of Adopting and Implementing IPSAS.

Booking Information

Location and Date

London: 17th – 28th March, 15th – 26th September, 13th – 24th October, 8th – 19th December

Miami (Florida): 21st July – 1st August

Doha(Qatar): 4th – 15th August

Dubai: 20th – 31st January

Fee: \$9,600(2 weeks)

\$5,500(1 week)

CORPORATE FINANCIAL PLANNING

OVERVIEW

To remain competitive, organisations need to constantly improve on their ability to predict their future operations and their related resource requirements that will enable them to adjust their plans. This course has been designed to equip participants with the tools with which to make their organisations maintain competitive edge over their competitors in the market through financial planning.

WHO TO ATTEND

Directors and Heads of Finance and Accounts Departments and Senior Managers in charge of Finance and Accounts of organisations.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to the cutting-edge methods for optimising the results of corporate financial planning
- Enable participants to use corporate financial planning to enhance organisational performance.

OUTLINE

- Introduction to Corporate Financial Planning and Growth
- Understanding the Business Environment
- Business Forecasting
- Integrating Strategy with the Balanced Scorecard
- Developing Organisational Budgets and Allocating Resources
- Developing Departmental Budget
- Budgetary Control and Variance Analysis
- Planning and Managing Cash Flow
- Investment Appraisal
- International Financial Reporting Standards
- Valuing Business Opportunities
- Mergers and Acquisitions
- Modeling Tools and Sensitivity Analysis
- Human Resource Aspects of Corporate Financial Planning
- Improving Corporate Governance through Corporate Financial Planning

Booking Information

Location and Date

London: 10th – 21st February, 21st April – 2nd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PUBLIC FINANCIAL ADMINISTRATION

OVERVIEW

The performance of public sector organisations is partly determined by the quality of financial management and administration. Where there is good financial administration, organisations perform effectively. But with poor financial administration, organisations perform ineffectively. This course aims at teaching participants the techniques of and skills for effective financial administration.

WHO TO ATTEND

Senior Public Officers in-charge of Finance.

OBJECTIVES

The objectives of the course are, to:

- Teach participants the skills for effective financial administration
- Enable participants to apply the skills in their organisations.

OUTLINE

- Overview of Financial Management
- Fundamentals of Budgeting and Budgetary Control
- Sourcing of Public Sector Finance
- Best Practices in Public Sector Financial Management
- Public Economics and Finance: The Role of Government
- Financial Accounting Processes and Elements
- Public Expenditure and Revenue Analysis
- Fiscal Responsibility in the Public Sector
- International Public Sector Accounting Standards (IPSAS)
- Pay Systems in the Public Sector
- Cash Management in the Public Sector
- Investment in the Public Sector
- Expertise and Capacity Building in Financial Administration in the Public Sector.

Booking Information

Location and Date

London: 10th – 21st February, 21st April – 2nd May, 18th – 29th August

Dubai: 24th March – 4th April

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INTERNATIONAL PROCUREMENT

OVERVIEW

Considering the significance of procurement control in managing the prudent use of resources, organisations engaging in international operations need to know and be guided by the international, legal, financial and procedural issues involved in the procurement of goods and services. This course has been designed to expose participants to these issues in order to enable them adopt international best practices applicable to procurement in their organizations.

WHO TO ATTEND

Senior and Middle-level Management Staff handling procurement in public sector organisations.

OBJECTIVES

The objectives of the course are, to:

- Enable participants know the elements of international procurement
- Equip participants with the necessary skills for effective international procurement
- Encourage participants to handle international procurements effectively.

OUTLINE

- Overview of International Procurement
- Public Procurement Reforms
- National Procurement Laws and Institutions
- Costing and Pricing of Goods and Services
- International Procurement
- Selection of Consultants in International Procurement
- Principles of Writing International Procurement Contracts
- International Competitive Bidding (ICB)
- Bid Procedures and Systems for Detecting and Preventing Procurement Fraud
- Other Methods of Procurement
- Best Practices in International Procurement
- Comparative Procurement Systems
- The Effects of Culture on International Procurement
- Contract Administration
- Performance-Based Contracting.

Booking Information

Location and Date

Dubai: 18th – 29th August, 29th Sept – 10th October, 13th – 24th October

Fee: \$9,600(2 weeks)
\$5,500(1 week)

FORENSIC AUDITING AND ACCOUNTING

OVERVIEW

Effective detection of fraud goes a long way to curb its re-occurrence. Consequently, an intensification of detection efforts will greatly deter the perpetration of fraud. One of the effective ways of fraud detection is forensic auditing, which organisations are encouraged to adopt and use. This course has been designed to introduce participants to the concept of, techniques, and skills for forensic auditing.

WHO TO ATTEND

Internal and External Auditors.

OBJECTIVES

The objectives of the course are, to:

- Introduce the concept of forensic auditing to participants
- Enable participants to identify the techniques and skills for the concept
- Stimulate participants to get their organisations to adopt the use of forensic auditing.

OUTLINE

- Overview of Forensic Auditing
- White Collar Crime and Business Risk
- The Blade Economy: Awareness and Profile
- Money Laundering and Proceeds of Crime
- Government and Business Risk Overview
- Nature, Types, and Scale of Fraud
- Limitations of Traditional Audit Techniques
- Detection Using the Forensic Toolkit
- Use of Publicly Available Information
- Interviewing in a Stressed Environment
- Assessing Quantum of Loss
- Reporting
- Dealing with Legal Practitioners Handling Court Cases
- Infrastructure for Forensic Auditing

Booking Information

Location and Date

Dubai: 27th Oct – 7th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

PERFORMANCE AUDIT

OVERVIEW

Public institutions and organisations must achieve their goals in the most effective, efficient and economical way. One of the very important tools for achieving this is professional performance auditing. Consequently, it is important for organisations to learn how to carry out such audits and how to profit from the results in the best possible way. This course has been designed to expose participants to the methods and techniques of performance audit.

WHO TO ATTEND

Internal and External Auditors, Financial Managers, Officials in Senior Positions in Public and Private Sector Organizations.

OBJECTIVES

The objectives of the course are, to:

- Introduce the concept of performance audit
- Enable participants to identify the techniques and methods used in performance auditing
- Stimulate participants to use the skills acquired in carrying out performance audit functions in their organisations subsequently.

OUTLINE

- The Concept, Purpose, and Benefits of Performance Audit
- Performance Audit Methodology
- Performance Audit Skills
- Internal Auditing Standards in Performance Audit
- Skills of the Performance Auditor
- Planning, Preparing, and Organizing Performance Audits
- Design Matrix in Performance Audit
- Scope and Design of Performance Audit
- Setting of Performance Indicators and Performance Criteria
- Conducting Performance Audit
- Methodology of Undertaking Performance Audits
- Challenges of Performance Audits
- Techniques for Measuring the Performance of Government Agencies
- Usage of Control Measures
- Writing Performance Audit Reports
- Utilization of Performance Audit Findings

Booking Information

Location and Date

Dubai: 27th Oct – 7th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

MAXIMISING VALUE FOR INTERNAL AUDIT

OVERVIEW

In appreciation of the importance of internal audit in organisations, it is imperative to organize the function in such a way as to make it yield maximum benefits to organisations. This course will expose participants to the measures required to be taken in order to achieve this.

WHO TO ATTEND

Heads of Internal Audit Units, Senior Managers in charge of financial and accounting systems, and Internal Auditors of organisations.

OBJECTIVES

The objectives of the course are, to:

- Enable participants establish the principles and procedures required for carrying out audit functions
- Acquaint participants with the functions and responsibilities of internal auditors
- Equip participants with the skills required for satisfying international auditing standards requirements
- Enable participants to apply suitable audit software to the internal audit function
- Enable participants to strengthen the function of internal audit units in minimizing fraud in their Organisations

OUTLINE

- Overview of Internal Audit Standards and Practices
- Internal Audit as a Partner to Management
- International Statements of Auditing Practice and Interpretation of Accounts
- Performance, Quality and Implementation Standards
- Audit Management and System
- System Strengths and Business Optimization
- Risk Management and Operation Solutions
- Evaluation and Ranking of Operational Risks
- Reinforcement of Internal Controls, Monitoring Quality Standards
- Methods of Detecting and Curbing Fraud
- Communications: Preparation and Presentation of Audit Reports
- IT and Internal Audits: Working in a Paperless Environment

Booking Information

Location and Date

Dubai: 27th Oct – 7th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

EFFECTIVE PUBLIC PROCUREMENT MANAGEMENT

OVERVIEW

One way of making the expenditure of organisations cost-effective is to control the procurement processes, by which means wastages will be curtailed. Organisations need to put in place measures that will control their procurements using best practices. One of these measures includes training employees in charge of procurement to acquire the necessary skills. In this course, participants will be taught the basic elements of procurement and be introduced to the skills needed for handling procurements effectively.

WHO TO ATTEND

Middle-Level Management Staff in-charge of Procurement in Public Sector organisations.

OBJECTIVES

The objectives of the course are, to:

- Enable participants understand the elements of effective procurement
- Introduce participants to the skills for effective procurement
- Stimulate participants to handle procurements in their organisations effectively.

OUTLINE

- Overview of the Public Procurement Process
- Understanding Public Sector Organisations
- The Procurement Expenditure Cycle
- The Place of Procurement in Budget Preparation, Implementation, and Control
- Supply Chain Management
- The Relationship between Public Sector Purchasers and Private Sector Vendors
- Transparency and Accountability in the Public Procurement System
- Public-Private Partnership in Public Procurement
- Code of Ethics in Public Procurement
- Procurement Methods
- Planning Public Procurement
- Bid Procedures and Related Systems for Detecting and Preventing Fraud and Corruption
- Contract Principles
- Contract Administration for Goods, Works, and Services
- Monitoring and Evaluating the Procurement Process
- E-Procurement
- Training and Guidelines for Procurers and Vendors

Booking Information

Location and Date

London: 29th Sept – 10th October

Dubai: 18th – 29th August, 13th – 24th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

A close-up photograph of a middle-aged man with grey hair and a light beard, wearing a light-colored suit jacket, white shirt, and grey tie. He is looking down at a tablet computer he is holding with both hands. The background is a plain, light-colored wall.

HUMAN CAPITAL FACULTY

The knowledge of human capital being the coordinating resource amongst the factors of production has thrust on organisations the need to equip their respective stock of human capital with the requisite skills that have to be constantly sharpened. Today, a lot of premiums is placed on human capital because it is appreciated as the primary resource that is a strategic partner in the resource kit of organisations. This is because it is the resource that conceives ideas, organises the other resources and gets them ready for use by their owners. It is by this means that human capital drives organisational and individual performances. This has therefore, underscored the need to constantly develop the human capital of organisations. In consonance with this knowledge, we have carefully structured the courses in our Human Resource Faculty with the aim of equipping participants with the requisite skills that will enhance their competencies for the effective performance and comparative advantage of their



EFFECTIVE REWARD AND COMPENSATION SYSTEMS FOR ORGANISATIONS

OVERVIEW

One of the effective means of boosting organisational performance is the maintenance of an effective rewards and compensation system. This is because individual employee performance and overall organisational performance are significantly affected by the type of reward system used by organisations. Researchers have shown that organisations perform optimally when their employees are properly rewarded with efficient salaries and wages. These enhance employee commitment, creativity, productivity and response to the dynamics of the environment. Organisations can boost their performances by installing and maintaining effective reward systems.

This course has been structured to acquaint participants with the elements of performance-friendly reward and compensation systems, in order to stimulate them to adapt the systems in their organisations.

WHO TO ATTEND

Executive and Senior Management and Team Members responsible for human resource management and development in Organisations.

OBJECTIVES

The course aims at:

- Introducing participants to the various reward and compensation systems
- Equipping participants with the techniques of formulating and implementing performance – inducing reward systems
- Enhancing the ability of participants to use the reward system to boost the performances of their organisations.

OUTLINE

- Payroll Obligations and Requirements
- Reward Management System
- Strategic Reward Management
- Tools and Techniques of Reward Management
- Grading and Wage Structure
- Wages and Salaries Survey and Review
- Wage Policies
- Reviewing and Implementing Strategic Rewards
- Evaluating Rewards: Grading and Wage Structure
- Industrial Relations Practice and Reward Management
- The Relationship between Rewards and Performance
- Combining the Use of Performance and Strategic Rewards
- Appraising, Assessing, and Rewarding Performance
- Performance Related Pays and Rewards
- Emerging Trends in Rewards and Compensation Packages

Booking Information

Location and Date:

London: 18th – 29th August

Dubai: 27th Oct – 7th November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

SKILLS FOR EFFECTIVE PEOPLE MANAGEMENT IN PROJECTS AND PROGRAMMES

OVERVIEW

Projects and programmes are able to achieve their targets where the people they employ are able to give in their best as the strategic partners in the resource profiles of organisations. This is made possible by organisations ensuring that their managers or key personnel possess the skills with which to perform at their peak. This course has been designed to expose participants to these skills and encourage them to acquire and use the skills.

WHO TO ATTEND

Departmental, Sectional, Unit Heads and Team Members.

OBJECTIVE

The objective of the course is to equip participants with the techniques of managing the people they work with effectively for the attainment of set goals.

OUTLINE

- Corporate Governance
- Skills of the Effective Contemporary Manager
- Understanding and Managing the Expectations of Key Stakeholders
- People versus Vital Assets
- Managing Relationships: Balance between Management and the Board
- Shifts in Management Paradigm
- Managing Diversity in Organisations
- Employee Commitment, Motivation, and Job Satisfaction
- Balanced Score Card
- Inspirational Leadership
- Social Entrepreneurship
- Managing Knowledge Workers
- Corporate Thinking: Strategic and Tactical
- Motivation and Supporting Staff
- Succession Planning
- Human Resources Development Programme
- Installing and Operating a Performance Enhancing Reward System
- Effective Negotiation Techniques
- Effective Handling of Work Place Issues: Grievances, Discipline and Absenteeism
- Effective Performance Appraisal

Booking Information

Location and Date:

Dubai: 19th – 30th May, 23rd June – 4th July

London: 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADING AND MANAGING CHANGE

OVERVIEW

It is common knowledge that change is the only thing permanent in life, as change is pervasive in all spheres of individual and organisational life. One basic strategy for success is to approach and use change positively. It is therefore, required of individuals and organisations to anticipate change, plan for it and get the best out of it. This course will expose participants to the important aspects of change and teach them how to use it as a growth, productivity and competitiveness-enhancing factor.

WHO TO ATTEND

Senior and Middle level Managers, Personnel responsible for planning and Managing Human Resources in Organisations.

OBJECTIVES

At the end of the course, participants will be able to

- Know the phases of change
- Acquire the skills for planning and managing change
- Understand how to get and sustain the best out of change

OUTLINE

- Change as a Permanent Phenomenon
- Integrity Platform: Vision, Mission and Values
- Phases and Characteristics of Change
- Approaches to Designing, Planning, and Implementing Organisational Change
- Models for Managing Organisational Change
- Workforce Restructuring
- Effects of Change on Individual and Organisational Performance
- Leading During Changing Times
- Managing During Changing Times
- Planning for Successful Change
- Effective Handling of Change-Induced Developments
- Effective Communication in the Change Process
- Handling Resistance to Change
- Building and Managing High Performance Teams
- Measuring and Sustaining Organisational Change
- Monitoring and Evaluating Change

Booking Information

Location and Date

London: 24th Feb. – 7th March, 2nd – 13th June, 11th – 22nd August, 18th – 29th August, 8th – 19th September, 20th – 31st October, 24th Nov. – 5th December

Dubai: 3rd – 14th March, 31st March – 11th April, 30th June – 11th July, 8th – 19th September, 29th Sept – 10th October, 10th – 21st November

Paris (France): 28th April – 9th May, 12th – 23rd May

Houston (Texas): 10th – 21st February

Fee: \$9,600(2 weeks)

\$5,500(1 week)

BEST PRACTICES IN HUMAN RESOURCE MANAGEMENT FOR ORGANISATIONAL PEACE

OVERVIEW

The prevalence of peace in the work place is fundamental for effective and profitable performance and organisational sustenance. Organisational peace can be engendered partly by the employment and use of result-oriented best practices in human resource management. It is therefore, necessary for organisations to adopt contemporary best human resource management practices in order to have sustainable peaceful atmospheres in which they can operate profitably.

This course has been designed to expose participants to contemporary best practices in human resources management and motivate them to adopt the practices.

WHO TO ATTEND

Heads of Human Resource Management Departments, Heads of Training Departments, and Staff of Human Resource Management Departments.

OBJECTIVES

By the end of the course, participants should be able to:

- Enumerate contemporary best practices in human resource management
- Identify the practices to be adopted by their organisations
- Describe how their organisations can adopt the best practices

OUTLINE

- Overview of Human Resource Management
- Contemporary Human Resource Management Best Practices
- Productivity Enhancing Corporate, Values, and Ethics
- Contemporary Industrial Relations Practices
- Management and Leadership Style That Work
- Developing and Embedding Positive Behaviour in the Work Place
- Recruiting and Retaining High Performance Employees
- Building and Monitoring Work-Life Balance for Employees in the Work Place
- Balanced Employee Portfolio
- Courting and Maintaining Employee Commitment and Loyalty
- Effective Communication
- Staff Motivation
- Compensation Management
- Guaranteeing Employee Safety and Health Maintaining Cordial
- Management-Union Relationship
- Best Practice in Conflict Resolution
- Effective Management of Discipline, Redundancy, Absence, and Dismissal

Booking Information

Location and Date:

London: 19th – 30th May, 23rd June – 4th July

Dubai: 17th – 28th February

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEADERSHIP, HUMAN RESOURCES AND CHANGE MANAGEMENT: ATTITUDES AND BEHAVIOURS

OVERVIEW

It is pertinent for organisations to harness their leadership and human resources effectively in order to manage changes they are bound to encounter. Success in this regard can be recorded when functionaries in charge of directing the course of affairs in organisations are adequately empowered to handle this inevitable phase in organisational development. This is what this course has been structured to give to participants, expected to apply upon return to their respective desks.

WHO TO ATTEND

Heads of Sections and Units; Human Resources Personnel of organisations.

OBJECTIVES

The objectives of this course are, to:

- Enable participant identify the significant roles of the leadership and human resources of organisations in managing change
- Empower participants with the techniques of effective mobilisation of the leadership and human resources of their organisations to implement change in order to derive maximum benefits from the process.

OUTLINE

- Overview of Leadership, Human Resources and Change Management
- Integrity Platform: Vision, Mission and Values
- Significance of leadership and Management Responsibilities in the Change Process
- Leading During Changing Times
- Leadership Skills and Strategies for Influencing Attitudes and Behaviours in the Changing Process
- Engaging Stakeholders in the Change Process
- Identifying Opportunities for Change
- Organisational Culture and Process
- Managing During Changing Times
- Management Responsibilities in the Change Process
- Managing Human Resources in Evolving Organisational Paradigm
- Managing Stakeholders in the Change Process: Supporters and Resisters
- Building and Managing Teams Relevant in the Change Process
- Effective Communication in the Change Process
- Sustaining Change and Continuous Improvement.

Booking Information

Location and Date:

London: 19th – 30th May, 23rd June – 4th July

Dubai: 26th May – 6th June

Kigali (Rwanda): 12th – 23rd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

COACHING AND SUCCESSION PLANNING

OVERVIEW

To guarantee and sustain effective performance, organisations need to coach their personnel, and put in place succession plans that will make existing high performing workers to be succeeded by equally performing colleagues. In this course, participants will be taught skills required for coaching and drawing up succession plans.

WHO TO ATTEND

Training Managers and Officers; Heads of Departments, Sections, and Units; and Human Resources Management Managers.

OBJECTIVES

The objectives of the course are to:

- Introduce participants to the methods of coaching
- Enable participants to know the methods and techniques of succession planning
- Make participants use coaching and succession planning to sustain effective performance in organisations.

OUTLINE

- Overview of Organisational Performance
- Strategic Human Resource Planning
- Setting Strategic Organisational Direction
- Organisational Competence and Talent Profile Assessment and Analysis
- Workforce and Assessment
- Human Capital Standards for Success
- Empowering and Motivating Individuals and Teams
- Fundamentals of Coaching for Peak Performance
- Approaches to Coaching at the Workplace
- Employee Retention Survey
- Workforce Planning
- Delegation and Mentoring
- Participatory Managerial Practice
- Welfare Planning
- Interpersonal Relationship
- Conflict Resolution Techniques
- Problem Solving Techniques
- Emotional Intelligence
- Personal Effectiveness and Self-Development

Booking Information

Location and Date:

Dubai: 7th – 18th April, 19th – 30th May, 23rd June – 4th July

London: 17th – 28th February

Fee: \$9,600(2 weeks)

\$5,500(1 week)

HUMAN RESOURCE STRATEGIES FOR TRANSFORMING ORGANISATIONS

OVERVIEW

Human resources have the unique role of being the strategic partner coordinating all the other resources for the achievement of organisational goals. This role bestows on human resources the ability to direct the development path of organisations. Human resources can therefore, be used to propel organisations to their desired corporate destinations. To achieve this requires the adoption of the necessary strategies, which have to be identified and used when eventually acquired.

This course has been designed to introduce the strategies to participants.

WHO TO ATTEND

Executive, Senior and Middle level Managers in charge of Human Resources Management of organisations.

OBJECTIVES

The objectives of the course are to enable participants to:

- Identify transforming organisations
- Enumerate the process and types of organisational transformation
- Identify the human resource strategies needed for the transformation of organisations
- Describe how the human resource strategies can be successfully used to transform organisations.

OUTLINE

- Organisational Transformation: Types and Processes
- Managing Organisational Transformation
- Human Resource as a Strategic Partner and Primary Resource of Competitive Advantage for Organisations
- Human Resource strategy Formulation
- Global Best Human Resource Management Practice
- Contemporary Human Resource Management and Development Strategies: Coaching and Mentoring
- Individual Motivation and Improved Organisational Results
- Balanced Score Card
- Human Resource Practices and Key Performance Indicators
- Aligning Human Resource Practices with Organisational Transformational Goals
- Developing Transformation – Friendly Organisational Culture
- Building and Managing Teams for Effective Organisational Transformation
- Building and Maintaining Strategic Organisational Alliance through Human Resource Practices
- Sustaining Positive Results of Organisational Reforms through Human Resource Practices
- Managing Resistance of Organisational Transformation understanding and Handling Supporters and Potential Blockers
- Using Human Resource Practices to Identify and Harness Emerging Opportunities
- The Structure of a Human Resource Management Department in a Transforming Organisation

Booking Information

Location and Date:

London: 18th – 29th August

Dubai: 1st – 12th September

Fee: \$9,600(2 weeks)

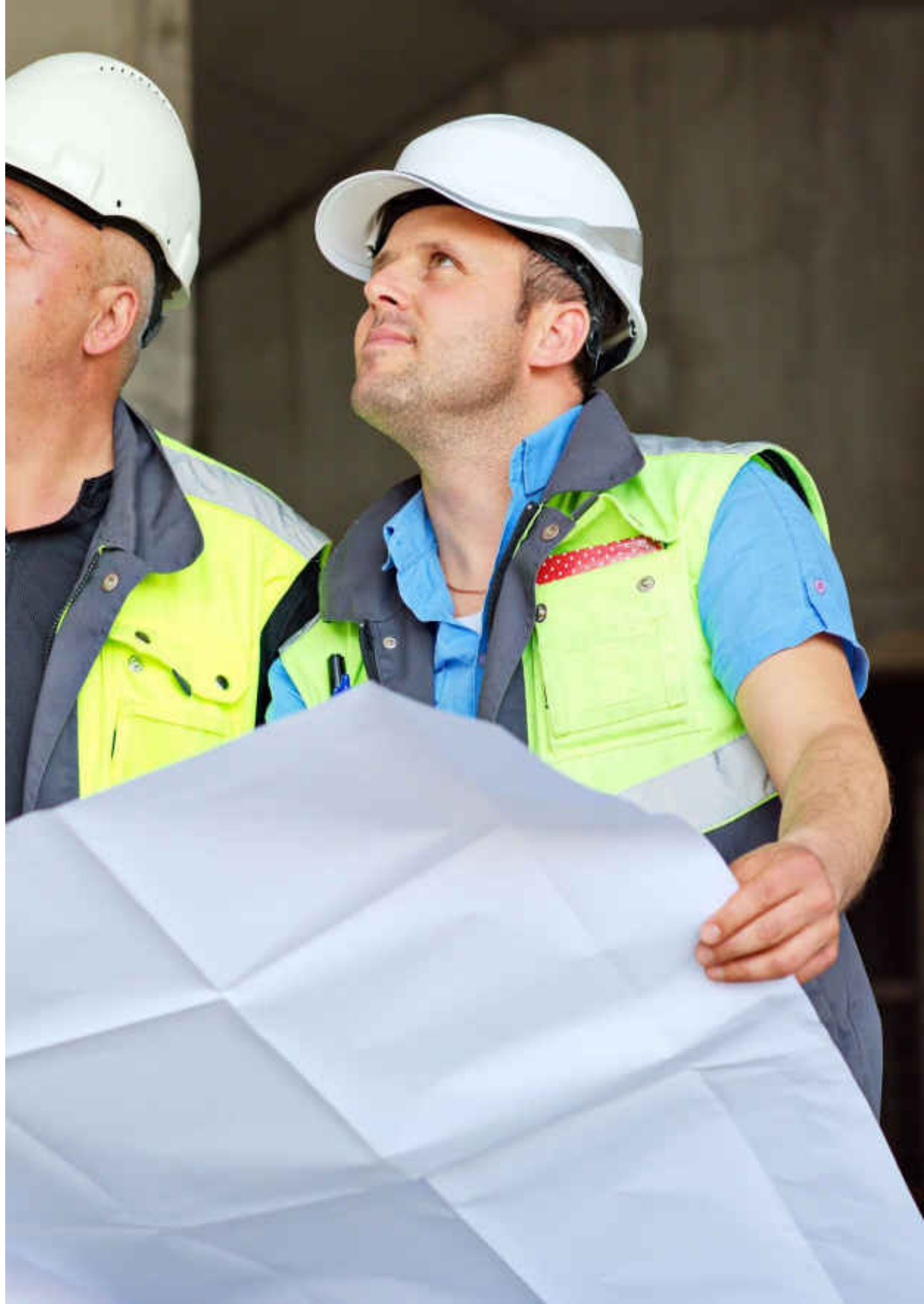
\$5,500(1 week)



PROJECT MANAGEMENT FACULTY

It has emerged that enhanced project development, implementation and management anywhere trigger transformation and progress in such locations. Organisations and countries therefore, need to take project management more seriously. This is because project development, implementation and management are central, strategic and growth-inducing in the development and growth processes in both public and private sectors of the economies of countries. Project management underpins most economic activities. It leads to the translation of political promises, policy formulation and the delivery of goods and services in the public sector. It also drives businesses in the private sector. Project management has also been noted to contribute inestimably to the gross domestic products (GDP) of countries and the global economy. It has also occasioned innovations, value-addition, increased productivity and the increased tempo of research and development (R&D) activities in countries, crystallizing in regional and global economic development.

Our Project Management Faculty courses focus on the resolve to promote project management and draw the attention of government and private sector organisations to the need to use it as a vehicle for transformation and progress. Our expectation is that our clients will take advantage of these courses and sponsor their staff to attend them in order to entrench the culture of good project management and result-oriented corporate governance.



MASTERING PROJECT MANAGEMENT

OVERVIEW

The premium placed on project management in organisations today has made technocrats to aim at specializing in the art, thereby becoming experts. Consequently, they take steps to build their capacities and expertise in project management. This course aims at aiding discerning technocrats to become effective project managers.

WHO TO ATTEND

Senior Management Staff and Project Managers wishing to sharpen their project management skills.

OBJECTIVES

At the end of the course, participants should be able to:

- Define and initiate projects and their scopes
- Develop schedules and cost performance baselines for projects
- Plan project quality and resources
- Execute and control projects
- Close projects.

OUTLINE

- Complexities of Project Management
- Standards for Project Management
- Managing projects in Rapidly Changing Business Environments
- Project Integration Management
- Developing the Project Schedule
- Analysing Project Cost
- Areas of Expertise in Project Management
- Project Scope Management
- Project Time Management
- Project Quality Management
- Project Human Capital Management
- Project Communication Management
- Project Procurement Management
- Project Risk Management
- Project Stakeholder Management
- Standards for Project Management
- Monitoring and Evaluation in Project Management
- Project Closeout: Techniques and Challenges
- Executing the Project Plan

Booking Information

Location and Date:

London: 24th Feb. – 7th March, 3rd – 14th March, 3rd – 14th November

Dubai: 10th – 21st February, 17th – 28th March, 7th – 18th April, 5th – 16th May, 16th – 27th June, 25th Aug. – 5th September

Houston (Texas): 1st – 12th September

Fee: \$9,600(2 weeks)
\$5,500(1 week)

PROJECT MANAGEMENT, SCHEDULING AND COMPLIANCE

OVERVIEW

To maximise the benefits of project management, organisations have to ensure that the initiation, design, planning scheduling, implementation and control of projects comply with legal requirements and also fall within their policies and programmes. Due attention needs to be paid to all these three major aspects of project administration. This course has been structured to consolidate the appreciation of the need to conform to this fundamental need.

WHO TO ATTEND

Project Managers, Programme Managers, Project Team Leaders and Project team members.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to learn all aspects of project management
- Prepare participants to acquire the requisite knowledge to enter PMP, and the 57% competencies outlined in the PMP Guide Book
- Enable participants to become skilled in implementing project plans.

OUTLINE

- Understanding Project Management Fundamentals
- Identifying Project Management Processes
- Examining Project Management Framework
- Reviewing Project Management Body of Knowledge
- Legal and Regulatory Framework for Project Management
- Corporate Vision, Mission, and Core Activities
- Initiating Projects
- Planning Projects
- Project Scheduling Overview
- Project Scheduling Set Up
- Schedule Task Analysis
- Estimating Time
- Allocation Resources
- Developing Optimum Schedules
- Executing the Project Plan
- Transparency and Accountability Programme in Project Management
- Monitoring the Project Plan
- Closing the Project
- Building and Leading an Effective Project Team
- Project Organisation.

Booking Information

Location and Date:

London: 3rd – 14th February, 14th – 25th April, 30th June – 11th July, 17th – 28th November

Dubai: 13th – 24th January, 10th – 21st February, 16th – 27th June, 11th – 22nd August

Houston (Texas): 10th – 21st March

Fee: \$9,600(2 weeks)
\$5,500(1 week)

PROJECT MANAGEMENT, MONITORING AND REPORTING

OVERVIEW

A well-functioning monitoring and evaluation system helps guide the intervention strategy and ensures effective operations for all key stakeholders. Traditional project management placed monitoring and evaluation as the last step in the project cycle however, contemporary project management practices lay emphasis on monitoring and evaluation as an important aspect which should be evident throughout the lifecycle of a project. This course is designed to build and strengthen participant's skills in monitoring and evaluating projects.

WHO TO ATTEND

Admin Staff, Project Managers, and others who want to be effective in project management.

OBJECTIVES

At the end of the course, participants will be able to:

- Situate the roles of projects in the development process
- Discuss the significance and roles of monitoring and evaluation in project implementation
- Apply tools and techniques for monitoring and evaluating development projects
- Write good monitoring and evaluation reports
- Identify weaknesses and constraints to effective Monitoring and Evaluation (M & E)
- Proffer strategies for effective M&E.

OUTLINE

- Overview Project Management
- Concepts and Roles of Project Monitoring and Evaluation
- Research Techniques
- Projects Management Reporting
- Institutional Framework for Monitoring and Evaluation
- Tools and Techniques of Monitoring and Evaluation
- Designing M & E System
- Projects Life Circle
- Project Risk and management
- Result-based M&E
- Computer Applications in M&E
- Writing M&E Report
- Role of ICT in Project Management Evaluation
- Issues and Strategies for Effective M & E

Booking Information

Location and Date:

London: 24th Feb. – 7th March, 3rd – 14th March, 21st April – 2nd May, 22nd Sept. – 3rd October

Dubai: 16th – 27th June, 11th – 22nd August

Paris (France): 25th Aug. – 5th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PROJECT GOVERNANCE BEST PRACTICES

OVERVIEW

Effective project management is dependent on good project governance, which is the process of project management that ensures the success of a project. So organisations whose growth and success are driven by investing in, or delivering projects, regardless of the project type, size, or nature need to adopt the best set of governance practices in managing their projects.

This course aims at enhancing the knowledge of participants regarding project management, for them to apply in their various organisations, by introducing them to best practices in the governance of projects.

WHO TO ATTEND

Senior Management Staff, Project Managers and Personnel in Public sector organisations and NGOs.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to have a better understanding of the course and have an insight into the roles and responsibilities required to establish sound Project governance procedures
- Enlighten participants on how to utilize risk-based planning and management for decision making and the execution of project activities
- Equip participants with skills on how to plan, govern, control and report on all projects through an appropriate and well understood governance and management regime
- Enlighten participants to apply an appropriately scaled project governance methodology
- Enable Participants develop an action plan to address the most significant governance shortfalls

OUTLINE

- Overview of Project Governance
- Understanding Projects and Governance in Projects Management
- Project Governance Principles
- Managing Successful Projects
- Project Governance Framework
- Roles and Responsibilities
- Tools and Methodologies
- Control Mechanisms
- Project Management Activities
- Reporting and Disclosure
- The Need for Control
- Risk Management
- Project Status and Progress Reporting
- Scope Management
- Time and Cost Management
- Stakeholder Management
- Stakeholder Analysis
- Challenges of Engagement
- Communication Management
- Project performance measurement
- Evaluating Project performance
- Capacity Building

Booking Information

Location and Date:

London: 3rd – 14th February, 21st April – 2nd May, 26th May – 6th June, 30th June – 11th July, 8th – 19th September

Dubai: 16th – 27th June, 13th – 24th October

Istanbul (Turkey): 18th – 29th August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PROJECT MANAGEMENT ESSENTIALS

OVERVIEW

When a project is poorly managed and falls short of budget target and timeframe, the project is bound to fail and can cause unplanned damage to reputation, and client trust. This course has been designed to deepen the knowledge and capacity of participants in project management.

WHO TO ATTEND

Admin Staff, Project Managers, and others who want to be effective in project management.

OBJECTIVES

The objectives of the course are to:

- Introduce participants to the A-Z of project management essentials
- Enable participants to know the elements and techniques of managing successful projects
- Equip participants with the skills for project management and guide them on how to become effective project managers

OUTLINE

- General Overview of Project Management Essentials
- Planning Stage in Project Management
- Resource Planning
- Sustaining Project Success
- Project Change Control
- Project Financing
- Communications planning
- Project and Programme Implementation
- Control Techniques in Project Implementation
- Project Risk Management
- Critical Path Scheduling
- Curbing Project Failure
- Managing Change in the Project Environment
- Monitoring and Evaluating Project

Booking Information

Location and Date:

London: 13th – 24th January, 24th Feb. – 7th March, 26th May – 6th June, 30th June – 11th July

Dubai: 27th Jan. – 7th February, 17th – 28th March, 25th Aug. – 5th September

Accra (Ghana): 7th – 18th July

Fee: \$9,600(2 weeks)

\$5,500(1 week)

GLOBAL BEST PRACTICE IN PROJECTS AND PROGRAMMES MANAGEMENT

OVERVIEW

As part of the determination to achieve organisational effectiveness, organisations are intensifying efforts at ensuring the success of all their projects. Consequently, they have stepped up investments in training their employees in project management in order to equip them with the requisite skills. This course has been designed to build the capacity of participants in project management for overall organisational effectiveness of projects they work for.

WHO TO ATTEND

Staff of Project management Department, Personnel involved in financing, implementing, monitoring, and evaluating projects in the public and private sectors and Non-Governmental Organisations (NGOs).

OBJECTIVES

The objectives of the course are to:

- Introduce participants to the fundamentals of project management
- Enable participants to know the elements and techniques of project management
- Equip participants with the skills for project management
- Make participants to be effective project managers.

OUTLINE

- Overview of Global Best Practice in Projects and Programmes Management
- Project Identification, Preparation, and Approval
- Financial and Economic Analysis of Projects
- Project Financing
- Project and Programme Implementation
- Monitoring and Evaluating Projects
- Cost Control
- Managing the Project Environment
- Strategic Human Resource Management
- Building, Managing and Leading Project Teams
- Effective Communication
- Monitoring the Project Team
- Analysing Projects Risks
- Integrating the Project Workflow
- Conflict Resolution
- Sustaining Project Success
- Curbing Project Failure
- Managing Change in the Project Environment
- ICT Software for Project Management
- Emerging Trends in Project Management

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 24th Feb. – 7th March

Dubai: 10th – 21st February, 5th – 16th May, 16th – 27th June, 13th – 24th October

Houston (Texas): 10th – 21st March, 1st – 12th September

Istanbul (Turkey): 7th – 18th July,

Kigali (Rwanda): 21st July – 1st August

Paris (France): 6th – 17th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ADVANCED PROJECT IMPLEMENTATION TECHNIQUES

OVERVIEW

In order to enhance overall performance, organisations increasingly establish projects to address critical aspects of their spheres of influence. As a way of ensuring the effectiveness of such initiatives, the personnel of such projects are continuously trained in order to build their capacities to the effect of transforming them into project management experts. This course has been designed to deepen the knowledge and capacity of participants in the process and procedures of project implementation.

WHO TO ATTEND

Senior and middle level staff in public and private sector organisations and NGOs involved in project management.

OBJECTIVES

The objectives of the course are, to:

- Deepen the knowledge of participants in project implementation techniques
- Enable participants to become effective team members of their projects
- Build the capacities of participants to enable them assume responsibilities in their areas of expertise in projects implementation

OUTLINE

- Overview of Project Implementation Techniques
- Relationship Between Project Management, Operations Management, and Organisational Strategy
- Business Values
- Project Management Body of Knowledge
- Resourcing projects: Human Capital, Finance, Technology, and Time
- Organisational Influence on Project Life Cycle
- Project Management Process Interactions
- Project Management Process Groups and Teams
- Project Information
- Monitoring and Evaluation in Project Implementation
- Initiating a Project
- Managing Project Scope
- Estimating Project Cost
- Managing Complex Project Implementation
- Project Stakeholder Governance and Management
- Business Considerations in Project Implementation
- Control Techniques in Project Implementation
- Transitional Techniques
- Emerging Trends in Project Implementation

Booking Information

Location and Date:

London: 27th Jan. – 7th February, 3rd – 14th March, 28th July – 8th August, 22nd Sept. – 3rd October

Dubai: 16th – 27th June

Geneva (Switzerland): 7th – 18th July

Istanbul (Turkey): 18th – 29th August

Paris (France): 25th Aug. – 5th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

RESULT-ORIENTED PROJECT MONITORING AND EVALUATION

OVERVIEW

The desire to ensure that maximum value is derived from investments in projects has necessitated the conduct of monitoring and evaluation of projects and the attendant need to manage the function well. This course has been designed to arm participants with the techniques and tools for designing and carrying out result-oriented monitoring and evaluation in the course of managing projects.

WHO TO ATTEND

Senior and middle level officers, Heads of Monitoring and Evaluation Units of Projects in Organisations.

OBJECTIVES

At the end of the course, participants should be able to:

- Enumerate the processes and procedures of developing monitoring and evaluation systems
- Describe and use the techniques and tools for monitoring and evaluation
- Apply the knowledge gained in managing their projects and organisations well

OUTLINE

- Overview of Result-Oriented Monitoring and Evaluation
- Purpose and Objectives of Project Monitoring and Evaluation
- Critical Success Factors for the Monitoring and Evaluation of Projects
- Key Features of Result-Oriented Monitoring and Evaluation Systems
- The Application of Monitoring and Evaluation
- 10-Step Model for Building a Result-Oriented Monitoring and Evaluation System
- Selecting Key Performance Indicators
- Setting Baselines
- Gathering Data on Indicators
- Planning Monitoring and Evaluation
- Key Evaluation Questions
- Qualitative and Quantitative Data
- Methodology of Collecting Information and Data
- Documenting the Results of Monitoring and Evaluation
- Reporting Findings and Using the Findings
- Making Results-Oriented Monitoring and Evaluation Work for an Organisation
- Responding to Unexpected Results of Monitoring and Evaluation
- Integrating Monitoring and Evaluation in Project Inception, Planning, and Implementation
- Political and Technical Challenges in Results-Oriented Project Monitoring and Evaluation Systems

Booking Information

Location and Date:

London: 26th May – 6th June, 30th June – 11th July, 28th July – 8th August, 22nd Sept. – 3rd October

Doha(Qatar): 27th Jan. – 7th February

Paris (France): 10th – 21st March, 6th – 17th October

Dubai: 5th – 16th May, 16th – 27th June, 13th – 24th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

REGULATING AND EVALUATING PUBLIC-PRIVATE PARTNERSHIP PROJECTS

OVERVIEW

The increasing popularity of the use of public-private partnership (PPP) as one of the effective strategies for the successful implementation of development projects and programmes has revealed the need for its regulation and evaluation in order for the strategy to be effective. This course aims at acquainting participants with the techniques, so as to facilitate the selection and use of the appropriate techniques in regulating and evaluating PPP projects so as to make them focused, result-oriented, and successful.

WHO TO ATTEND

Directors, Deputy Directors, and Assistant Directors, and Staff in Charge of Research and Planning Departments of Organisations; Trainers, and Civil Society Organisations, staff in the projects of organisation.

OBJECTIVE

The objective of the course is to introduce participants to the techniques for regulating and evaluating PPP projects, in order to equip them for the effective discharge of their responsibilities.

OUTLINE

- Overview of PPP Projects
- Legal framework for PPP projects
- PPP Laws
- PPP-Related Procurement Laws
- Models of PPP
- Establishing Clear, Predictable, and Legitimate Framework for PPP
- Grounding the Selection of PPP in Value for Money
- Transparent Use of the Budgetary Process in PPP
- Regulating PPP projects
- Organising and Managing Fair and Open Competition in PPP
- Managing Contracts and Relationships in PPP Projects
- Implementing PPP Projects
- Evaluating PPP Projects
- Tender and Bid Evaluation
- Assessing the Impact of PPP Projects
- Capacity Building for PPP Projects
- Challenges in Regulating and Evaluating PPP Projects

Booking Information

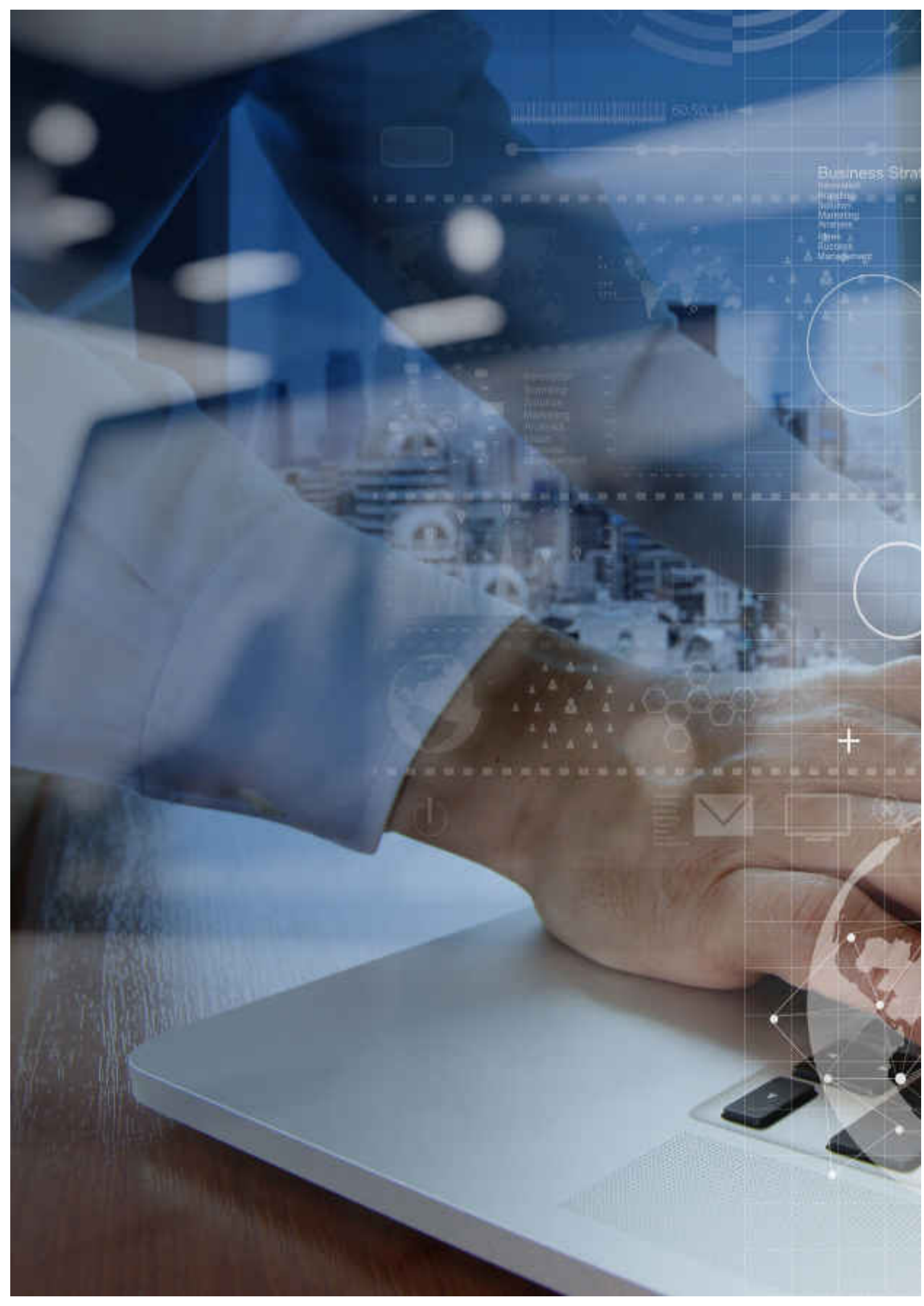
Location and Date:

London: 24th Feb. – 7th March, 3rd – 14th March

Dubai: 17th – 28th March, 5th – 16th May, 16th – 27th June

Fee: \$9,600(2 weeks)

\$5,500(1 week)



COMMUNICATION AND PUBLIC RELATIONS FACULTY

Good corporate reputation, earned through the display of peaceful organisational environment, demonstrated smooth community relationship and the projection of high level corporate social responsibility, enhances organisational patronage, high degree of customer retention, the maintenance of large market share and impressive profit margin. Organisations need to therefore, strive to register their relevance and maintain smooth relationships with their publics by consciously and deliberately developing and sustaining relationship strategies.

Courses offered in our Communication and Public Relations Faculty aim at empowering the Public Relations Officers of organisations with the knowledge, skills and attitudes required for basic and advanced public relations practices that will enable them to be more effective in projecting good images for their organisations. There is no gainsaying the fact that success in this regard will enhance corporate performance and the market share of organisations.

23:35:60

Business Strategy

Business

Strategy

Management

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Management

23:35:60

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33-1234-1235-1236-1237-1238-1239-1240-1241-1242-1243-1244-1245-1246-1247-1248-1249-1250-1251-1252-1253-1254-1255-1256-1257-1258-1259-1260-1261-1262-1263-1264-1265-1266-1267-1268-1269-1270-1271-1272-1273-1274-1275-1276-1277-1278-1279-1280-1281-1282-1283-1284-1285-1286-1287-1288-1289-1290-1291-1292-1293-1294-1295-1296-1297-1298-1299-1300-1301-1302-1303-1304-1305-1306-1307-1308-1309-1310-1311-1312-1313-1314-1315-1316-1317-1318-1319-1320-1321-1322-1323-1324-1325-1326-1327-1328-1329-1330-1331-1332-1333-1334-1335-1336-1337-1338-1339-1340-1341-1342-1343-1344-1345-1346-1347-1348-1349-1350-1351-1352-1353-1354-1355-1356-1357-1358-1359-1360-1361-1362-1363-1364-1365-1366-1367-1368-1369-1370-1371-1372-1373-1374-1375-1376-1377-1378-1379-1380-1381-1382-1383-1384-1385-1386-1387-1388-1389-1390-1391-1392-1393-1394-1395-1396-1397-1398-1399-1400-1401-1402-1403-1404-1405-1406-1407-1408-1409-1410-1411-1412-1413-1414-1415-1416-1417-1418-1419-1420-1421-1422-1423-1424-1425-1426-1427-1428-1429-1430-1431-1432-1433-1434-1435-1436-1437-1438-1439-1440-1441-1442-1443-1444-1445-1446-1447-1448-1449-1450-1451-1452-1453-1454-1455-1456-1457-1458-1459-1460-1461-1462-1463-1464-1465-1466-1467-1468-1469-1470-1471-1472-1473-1474-1475-1476-1477-1478-1479-1480-1481-1482-1483-1484-1485-1486-1487-1488-1489-1490-1491-1492-1493-1494-1495-1496-1497-1498-1499-1500-1501-1502-1503-1504-1505-1506-1507-1508-1509-1510-1511-1512-1513-1514-1515-1516-1517-1518-1519-1520-1521-1522-1523-1524-1525-1526-1527-1528-1529-1530-1531-1532-1533-1534-1535-1536-1537-1538-1539-1540-1541-1542-1543-1544-1545-1546-1547-1548-1549-1550-1551-1552-1553-1554-1555-1556-1557-1558-1559-1560-1561-1562-1563-1564-1565-1566-1567-1568-1569-1570-1571-1572-1573-1574-1575-1576-1577-1578-1579-1580-1581-1582-1583-1584-1585-1586-1587-1588-1589-1590-1591-1592-1593-1594-1595-1596-1597-1598-1599-1600-1601-1602-1603-1604-1605-1606-1607-1608-1609-1610-1611-1612-1613-1614-1615-1616-1617-1618-1619-1620-1621-1622-1623-1624-1625-1626-1627-1628-1629-1630-1631-1632-1633-1634-1635-1636-1637-1638-1639-1640-1641-1642-1643-1644-1645-1646-1647-1648-1649-1650-1651-1652-1653-1654-1655-1656-1657-1658-1659-1660-1661-1662-1663-1664-1665-1666-1667-1668-1669-1670-1671-1672-1673-1674-1675-1676-1677-1678-1679-1680-1681-1682-1683-1684-1685-1686-1687-1688-1689-1690-1691-1692-1693-1694-1695-1696-1697-1698-1699-1700-1701-1702-1703-1704-1705-1706-1707-1708-1709-1710-1711-1712-1713-1714-1715-1716-1717-1718-1719-1720-1721-1722-1723-1724-1725-1726-1727-1728-1729-1730-1731-1732-1733-1734-1735-1736-1737-1738-1739-1740-1741-1742-1743-1744-1745-1746-1747-1748-1749-1750-1751-1752-1753-1754-1755-1756-1757-1758-1759-1760-1761-1762-1763-1764-1765-1766-1767-1768-1769-1770-1771-1772-1773-1774-1775-1776-1777-1778-1779-1780-1781-1782-1783-1784-1785-1786-1787-1788-1789-1790-1791-1792-1793-1794-1795-1796-1797-1798-1799-1800-1801-1802-1803-1804-1805-1806-1807-1808-1809-1810-1811-1812-1813-1814-1815-1816-1817-1818-1819-1820-1821-1822-1823-1824-1825-1826-1827-1828-1829-1830-1831-1832-1833-1834-1835-1836-1837-1838-1839-1840-1841-1842-1843-1844-1845-1846-1847-1848-1849-1850-1851-1852-1853-1854-1855-1856-1857-1858-1859-1860-1861-1862-1863-1864-1865-1866-1867-1868-1869-1870-1871-1872-1873-1874-1875-1876-1877-1878-1879-1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-22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PERSONAL EFFECTIVENESS, COMMUNICATION AND SELF-DEVELOPMENT

OVERVIEW

Good communication skills and professional effectiveness are central to achieving personal effectiveness and effective corporate performance. This course aims at introducing participants to the skills needed for developing their communication skills and personal effectiveness for career enhancement and goal attainment.

WHO TO ATTEND

Senior and Middle Level Management Staff; Heads of Departments; and Staff in the communication units.

OBJECTIVES

At the end of the course, participants will be able to:

- Understand and develop good communication and build personal effectiveness
- Develop efficient and effective communication strategies
- Develop Leadership and Personal Effectiveness Skills
- Relate Personal effectiveness to goal attainment

OUTLINE

- Overview of Communication and Personal Effectiveness
- Managing Relationship
- Managing Superiors and Subordinates
- Personal Effectiveness and Self Development
- Corporate Performance Standards and Indicators
- Skills for Working with Others
- Idea Creation
- Sustaining Corporate Governance
- Best Practice Skills for Managerial Excellence
- Effective Communication Skills
- Interpersonal Relationship Skills
- Develop Win–Win Behaviour
- Attitude and Value
- Self-Awareness and Management
- Critical Thinking and Innovation

Booking Information

Location and Date

London: 5th – 16th May, 9th – 20th June, 4th – 15th August

Dubai: 19th – 30th May, 7th – 18th July, 21st July – 1st August, 18th – 29th August, 15th – 26th September, 13th – 24th October

Fee: \$9,600(2 weeks)
\$5,500(1 week)

ASSERTIVENESS AND BUILDING PERSONAL CONFIDENCE

OVERVIEW

In today business environment that people of different cultures and personalities work together for the common goal of the organization, building effective personal confidence and communication skill is highly needed to build good relationship that will help in enhancing productivity and performance for the success of the organization. This course will educate you on the skills and techniques needed to build effective assertiveness and work well with people.

WHO TO ATTEND

Senior and Middle level Staff of Public and Private Organisation.

OBJECTIVES

The objectives of the course are to:

- Develop and model assertive behaviour for solving issues
- Develop a positive mental attitude to self and others
- Identify and learn to manage conflict situations
- Build confidence in addressing complex issues and challenges
- Develop self-awareness behaviour patterns, and attitudes

OUTLINE

- Develop Assertiveness Skill for Handling Situation
- Master Persuasion and Negotiation
- Theoretical Analyses
- Different Types of Behaviour
- Effective Communication
- Self-Development and Self-Fulfilment
- Self-Reflection and Examination
- Historical Approach to Assertiveness
- Build confidence and Rapport
- Personal Communication Styles
- Self-Awareness and Determination
- Assertiveness as a Significant Quality in Various Communication Fields
- Leading with Authority
- Assertiveness as a Method of Protecting Individual Rights
- Building Effective Team
- Building and Developing Positive Mental Attitude
- Understanding Emotional Intelligence

Booking Information

Location and Date

London: 3rd – 14th March, 19th – 30th May, 25th Aug. – 5th September, 15th – 26th September, 1st – 12th December

Dubai: 4th – 15th August, 6th – 17th October

Fee: \$9,600(2 weeks)
\$5,500(1 week)

REPORT WRITING SKILLS

OVERVIEW

Reports constitute one of the tools for public relations. The quality of report determines in part, the effectiveness of the public relations function. Organisations need to deliberately work towards producing high quality reports, as one of the means of polishing and protecting their public image. This course has been designed to introduce participants to the elements of, and skills for, effective report writing.

WHO TO ATTEND

Middle Level Management Staff of Public Relations Department, Sections, and Units; and Private PR Practitioners.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to review the elements of report writing
- Enable participants to identify the skills for effective report writing
- Prepare participants for significant contributions to effective organisational report writing.

OUTLINE

- Reports as Public Relations Tools
- Types of Organisational Reports
- The Formats of Reports
- Principles of Organising Writing
- Writing Mechanics
- The Cs of Writing
- Writing Conclusions
- Editing Techniques
- Writing News Articles
- Dealing with Specific Requests
- Feature Articles and Documentaries
- Research, Data and Information Gathering
- Effective Interviewing for Information Gathering
- Using Internet Search Engines
- Use of Language and the Economy of Words
- Packaging of Reports
- Effective Use of ICT Software
- Proof-reading
- Effective Use of Reports in Public Relations
- Feedback in Using Reports.

Booking Information

Location and Date

London: 17th – 28th February, 28th April – 9th May

Dubai: 3rd – 14th March, 9th – 20th June

Miami (Florida): 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

BUILDING AND MAINTAINING CORPORATE BRANDS

OVERVIEW

Organisations face the challenge of having to let the world see and identify them for profitable engagements. Thus, to succeed in facing the challenge, organisations need to provide excellent products and services, and get involved in developments within their environment, in the course of which they contribute to developing the environment. In this course, participants will be taught how to make their organisations to get responsibly and productively involved with their host environments.

WHO TO ATTEND

Heads and Other Staff of Public Relations Departments, and Private Public Relations Practitioners.

OBJECTIVES

The objectives of the course are, to:

- Enable participants to know the importance of organisations maintaining cordial relationship with the host communities
- Introduce participants to the strategies for engaging with the host communities
- Stimulate participants to make their organisations contribute positively to the development of their host communities.

OUTLINE

- Overview of Branding Corporations
- The Relationship Between Corporate Brand and Product Brand
- Organisational Culture and Corporate Branding
- Organisations and Corporate Social Responsibility
- The Operating Environment
- Reputation Management
- Strategic Employee Relations
- Best Practices in Community Relations
- Stakeholder Engagement and Relationship Building
- Building and Maintaining Brand and Corporate Positions
- Aligning Internal Branding with External Branding
- Corporate Responsibility Programmes
- Crisis Management
- Using Media Strategies
- Press Releases and Conferences
- Corporate Reports, Magazines, and Bulletins
- Monitoring and Evaluation Corporate Branding
- Trends in Corporate Branding

Booking Information

Location and Date

Geneva (Switzerland): 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

ADVANCED WRITING SKILLS FOR EXECUTIVES

OVERVIEW

Public Relations practitioners use writing extensively in carrying out their functions. Identifying the documents produced and used, and the skills required, as well as proceeding to acquire and sharpen them enhance the quality of documents for effective public relations. This course will provide participants the opportunity of learning how to use writing to carry out their functions, and then consider how to enhance the usage.

WHO TO ATTEND

Heads, Deputy Heads, and other staff of PR Departments of organisations, and Private PR Practitioners.

OBJECTIVE

The objective of the course is to provide experienced Public Relations practitioners the platform on which to share experiences on the use of the written word in the management of the corporate images of organisations.

OUTLINE

- Public Relations and the Written Word
- Types of Documents used in Public Relations
- Effective speech writing
- Use of Language, Grammar, and Word Economy
- Editing Techniques
- Press Briefs
- News Bulletins
- Feature Articles and Documentaries
- Writing Position Papers
- Writing for Different Media and Audiences
- Researching for Special Writing
- Effective Presentation Types and Skills
- Proof-reading
- Packaging of Documents
- Effective Use of ICT in Writing and Presentations

Booking Information

Location and Date:

London: 17th – 28th February, 28th April – 9th May

Dubai: 3rd – 14th March, 9th – 20th June

Accra (Ghana): 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

SKILLS FOR EXCELLENT COMMUNICATION

OVERVIEW

Possessing and appropriately using the skills for excellent communication enhance the benefits of the communicator. It is important for functionaries involved in corporate communication to have the skills and employ them effectively. This course has been structured to enable participants know the skills, adopt some, and use them appropriately.

WHO TO ATTEND

Public Relations Practitioners and Employees Involved in Corporate Communication.

OBJECTIVES

The objectives of the course are to:

- Introduce participants to the concept of excellent communication
- Enable participants to identify skills required for excellent communication
- Stimulate participants to adopt the skills in their organisations

OUTLINE

- Overview of Public Relations Practice
- Corporate Communication Function
- Features of Excellent Communication
- Press Releases
- Documentaries
- News Bulletins
- Magazines
- Media Relations
- Organising and Managing Press Conferences
- Crisis Management
- Technology and Infrastructure for Excellent Communication
- Skills for Excellent Communication
- Effective Use of Voice
- Generating Confidence through Body Language
- Successful Self Presentation
- Effective Listening Techniques
- Strategic Institutional Relationship
- Capacity Building for Excellent Communication

Booking Information

Location and Date

London: 17th – 28th February, 28th April – 9th May

Dubai: 3rd – 14th March, 9th – 20th June

Accra (Ghana): 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

BUSINESS WRITING SKILLS FOR IMPACT IN THE WORKPLACE

OVERVIEW

In order to build confidence within and outside organisation, it requires effective writing skills that will facilitate the influencing of their workforce to face any challenge in the business environment. With the appropriate writing skills, their performance will be high and vice versa. Therefore, participants in this course will be introduced to effective writing skills they need to employ in order to perform better.

WHO TO ATTEND

Senior and Middle Level Staff, Department, Sections, and Units.

OBJECTIVE

The objective of the course is to equip participants with the techniques needed for business writing skills.

OUTLINE

- Overview of Business Writing Skills for Impact in The Workplace
- Communicating Corporate Values
- Business Writing Skills and Communications
- Corporate and Business Unit Strategic Decisions
- Advanced Communication and Management
- Business Writing: Creative and Persuasive Writing Skills
- Preparing Business Presentations: Communication and Writing
- Basics of a Business Proposal
- Trends in Business and Administrative Skills
- Editing and proof reading
- Team Work, Interpersonal and Communication Skills
- Analytical Framework and Tools in Business Writing
- Business Design to Deliver the Value Proposition
- Effective Business Communication Skills and Time Management
- Use of ICT in Writing

Booking Information

Location and Date:

London: 17th – 28th February, 28th April – 9th May

Dubai: 3rd – 14th March, 9th – 20th June

Geneva (Switzerland): 15th – 26th September

Fee: \$9,600(2 weeks)

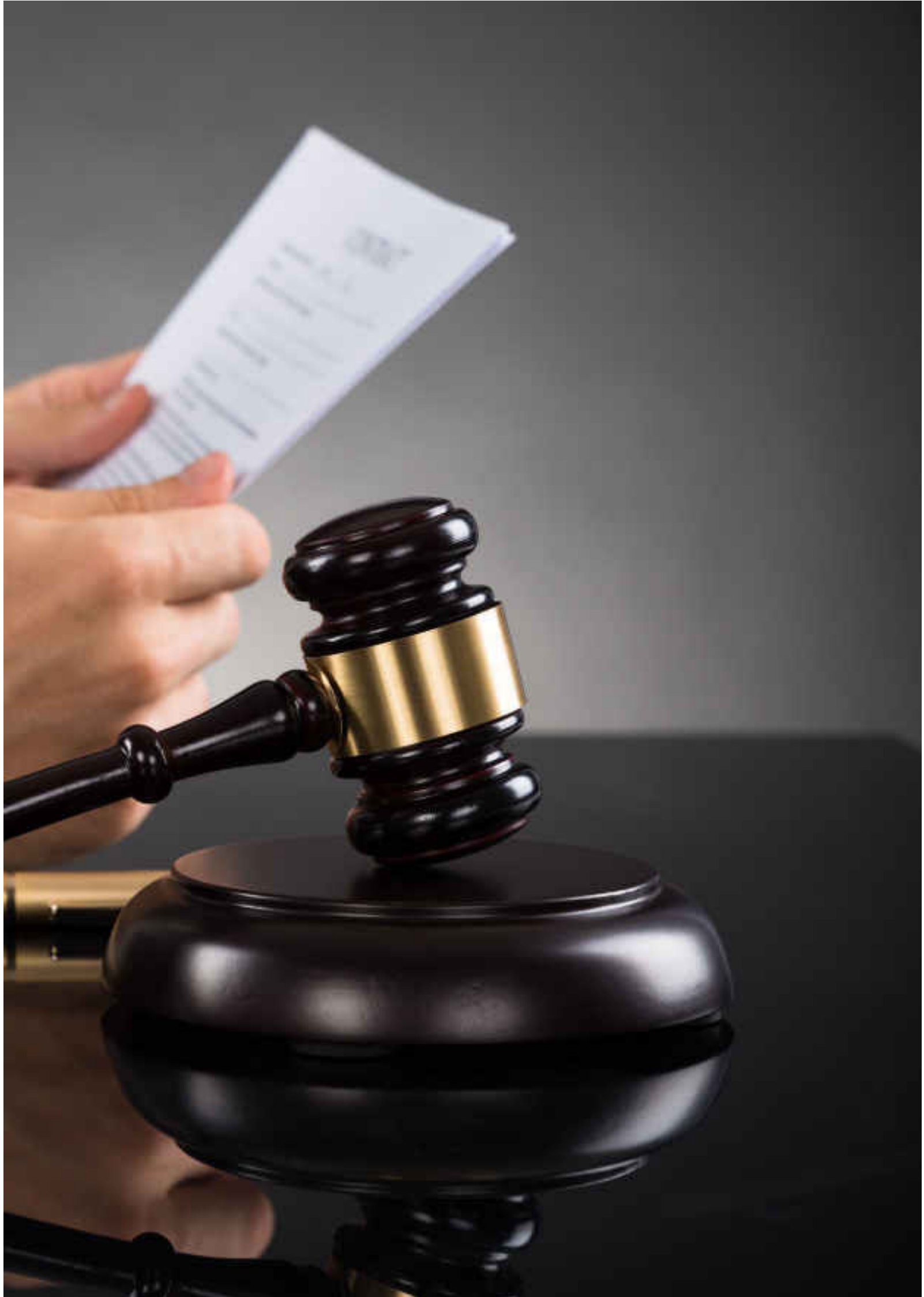
\$5,500(1 week)

LAW AND COMPLIANCE FACULTY

There is dire need of curbing the crippling effects of corruption that have vitiated the potency of rules, regulations and laws in many climes, especially developing countries. Consequently, the effectiveness of organisational performance in such climes is compromised. One major step to take towards securing effective operational performance at both individual and organisational levels is to install effective enforcement of and compliance with rules, regulations, and laws. This is can be partly achieved through training and development.

As part of our contribution, we have designed courses in the Law and Compliance Faculty to arm the employees of organisations with the necessary knowledge, skills and attitude that will enhance the intensity of compliance with rules, regulations and laws and guarantee success in the fight against corruption in the bid to enthrone and safeguard organisational effectiveness.





EFFECTIVE PRACTICE OF LAWYERING

OVERVIEW

The desire to enhance the quality and effectiveness of the administration of justice can be achieved by improving compliance with the code of conduct and adherence to the ethics, of the legal profession by legal practitioners. This is because high quality and effective administration of justice in countries nurture and sustain good governance and rapid development. It is therefore, necessary for countries to entrench compliance with the code of conduct and enhance adherence to the ethics of the legal profession, through continuous training and retraining of legal practitioners. This course has been structured to build the capacity of legal practitioners in this regard.

WHO TO ATTEND

Legal Practitioners.

OBJECTIVES

The objectives of the course are, to:

- Expose participants to the fundamentals of legal practice
- Educate participants on the how to conduct themselves professionally and ethically
- Build the capacity of participants in enhancing their personal effectiveness in practice.

OUTLINE

- The Fundamentals of Legal Practice
- The Law Governing Admission to Practice Law
- Duties of Legal Practitioners
- Conscious and Conscientious Communication in Legal Practice
- Handling Meetings with Clients
- Negotiation Tips, Tricks, Traps, and Tools
- Time Management in Legal Practice
- Bridging Cultural Gaps in Legal Practice
- Effective Marketing for Legal Practitioners
- The Principles and Practice of Legal Ethics
- The Ethics of Practice Management
- Ethical Considerations in Legal Practice
- Court Room Dos and Don'ts
- The Art of Effective Questioning in Legal Practice
- Complying with Professional Codes of Conduct: Charging Fees, Handling Fiduciary Issues, and Protecting Clients' Interests
- Bringing Satisfaction into Legal Practice
- Personal Effectiveness and Self Development to Improve Legal Practice.

Booking Information

Location and Date:

London: 3rd – 14th February, 3rd – 14th March, 21st July – 1st August, 4th – 15th August, 1st – 12th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

STRATEGIC MANAGEMENT OF REGULATORY AND ENFORCEMENT ORGANISATIONS

OVERVIEW

System ineffectiveness in many countries, especially developing countries, has been traced to the state of effectiveness of regulatory and enforcement organisations which in most cases is poor. Often, there are sufficient laws, rules and regulations, but those do not provide the secure atmosphere conducive to safe and reliable transactions in affected countries. This is because of the weaknesses of the organisations, the consequences of which is their inability to effectively regulate practice and enforce laws that are in the statute books. There is therefore, a deafening cry for the regulatory and enforcing organisations to be made effective. One way by which to achieve this is to get them to apply strategic management concept in their operations.

This course has been designed to enable the organisations to effectively apply strategic management in their operations.

WHO TO ATTEND

Staff of Legal Department, Top and Middle level Management Staff of Regulatory and Enforcement Organisations.

OBJECTIVES

The objectives of the course are, to:

- Introduce the participants to the concept and practices of strategic management
- Enable participants to identify the central elements of strategic management
- Stimulate the participants to apply the relevant aspects of strategic management concept to their respective organisations

OUTLINE

- The Nature and Performance of Regulatory and Enforcement Organisations
- Strategic Management: Concept, Elements, and Tools
- Applying Strategic Management in Regulatory and Enforcement Organisations
- The Formation of Vision, Mission, Values, Goals and Objectives of Regulatory and Enforcement Organisations
- Carrying Out Environment and Force Analysis
- Development of Strategic Options and Choices
- Strategic Plan Formulation and Implementation
- Activity Planning and Implementation
- Human Resource Management in Regulatory and Enforcement Organisations
- The Challenge of Technology in the Operations of the Regulatory and Enforcement Agencies
- The Effects of Globalisation on Regulatory and Enforcement Organisations
- Impact Assessment of the Operations of Regulatory and Enforcement Organisations
- Monitoring and Evaluating the Operations of Regulatory and Enforcement Organisations
- The Legal Framework for the Operations of Regulatory and Enforcement Organisations
- Change Management in Regulatory and Enforcement Organisations

Booking Information

Location and Date

London: 27th Jan. – 7th February, 31st March – 11th April, 17th – 28th November

Dubai: 27th Jan. – 7th February, 12th – 23rd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PRINCIPLES AND PRACTICE OF LEGAL DRAFTING

OVERVIEW

Effective individual and organisational performance requires conducive legal environments, supported by reliable legal documents. Legal functionaries saddled with the responsibility of producing and providing the documents need to know and apply the principles underlying the production of the documents. This course has been structured to teach the participants contemporary principles of legal drafting.

WHO TO ATTEND

Legal Directors, Legal Officers and Legal Advisers of organisations and Para-Legal Staff involved in the production of legal documents.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to contemporary principles of legal drafting
- Encourage participants to imbibe and be guided by the principles in the discharge of their duties after the course.

OUTLINE

- The Nature and Types of Legal Documents
- Rules of General Correspondence
- Principles of Legal Drafting
- Plain (English) Language in Legal Drafting
- Planning Letters and Documents
- Brevity, Concision, and Accuracy
- Negotiating and Recording Deals
- Structuring and Writing Contracts
- Legal Writing in Civil Practice
- Writing for Publication
- Judicial Writing
- Legal Writing in Complex criminal Trials
- Practical Drafting of Documents
- Use of ICT in Legal Writing

Booking Information

Location and Date

London: 11th – 22nd August

**Fee: \$9,600(2 weeks)
\$5,500(1 week)**

HANDLING COMPLEX LITIGATION

OVERVIEW

Occasionally, legal practitioners encounter complex cases which they have to handle. Success in handling such complex cases impacts positively on the lawyers concerned, their professional profiles rise and their patronage and earnings equally increase. It is necessary for all rational legal practitioners to proactively arm themselves with the knowledge and skills for effectively handling complex litigations and reap the associated benefits. This course has been designed to aid legal practitioners in this endeavour.

WHO TO ATTEND

Private Legal Practitioners, Corporate Legal Officers, and Non-Legal Personnel involved in Strategic Commercial Transactions in large organisations.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to the techniques and skills of handling complex litigations
- Increase the ability of participants in handling complex cases
- Enable participants to know how to apply technology in handling complex legal case.

OUTLINE

- The Nature and Characteristics of Complex Legal Cases
- Principles of Managing Complex Legal Cases
- Planning for Complex Legal Cases
- Building and Managing Teams for Complex Legal Cases
- Managing Documents for Complex Legal Cases
- Emotional Intelligence in Complex Legal Cases
- Soft Skills for Complex Legal Cases
- Handling Principal-Agent Relationship
- Identifying and Managing Inequities among Key Stakeholders
- Effective Mediation Techniques
- Making Complex Cases Simple
- Effective Presentation of Complex Cases in the Court Room
- Effective Financial Management
- Using Technology in Complex Legal Cases
- Personal Effectiveness and Self Development of the Legal Practitioner for Complex Legal Cases.

Booking Information:

Location and Date:

London: 3rd – 14th February, 3rd – 14th March, 4th – 15th August, 1st – 12th September

**Fee: \$9,600(2 weeks)
\$5,500(1 week)**

ADVOCACY SKILLS

OVERVIEW

Success in legal practices whether as in-house corporate lawyers or private legal practitioners is dependent on the quality of advocacy of lawyers. This is because legal practice is essentially concerned with communication. It is strategic for all lawyers to be effective verbal and non-verbal communicators. This attribute stands lawyers possessing it out from their peers; it enhances their statuses and boosts their profiles to the benefits of their organisations. It stands to reason therefore, that all lawyers need to sharpen their communication skills in order for them to be effective advocates who enhance the performances of their organisations or clients.

This course has been designed to boost the continuous professional development of legal practitioners as a way of enhancing the performances of their respective organisations.

WHO TO ATTEND

Legal Practitioners, In-House Corporate Lawyers, and State Counsels.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to skills for effective advocacy
- Polish the art of professional legal writing for clients and the court room
- Equip participants with the tools for winning advocacies and debates

OUTLINE

- Effective Legal Communication in Corporate Contexts
- Critical Thinking for Effective Legal Rhetoric and Organisation
- Writing and Producing Outstanding Legal Briefs
- Aspects of Good Writing
- Developing Themes for Able Cases
- Adopting the Posture of Authors in Legal Writings
- Perspectives to Consider When Formulating Legal Issues
- Issues to Include in Facts and Agreement Sections of Legal Documents
- General Principles of Drafting
- Developing Case Theories and Taking Instructions
- Drafting Pleadings
- Drafting Opening Statements
- Opening Submissions
- Closing Submissions
- Effective Communication in Negotiations and Alternative Dispute Resolution
- Audience Management Skills in Advocacy
- Leveraging on Social Media for Professional Communication

Booking Information

Location and Dates:

London: 3rd – 14th February, 3rd – 14th March, 4th – 15th August, 1st – 12th September

Dubai: 13th – 24th January

Fee: \$9,600(2 weeks)
\$5,500(1 week)

ARBITRATION AND DISPUTE RESOLUTION

OVERVIEW

Owing to the effectiveness of arbitration in the resolution of commercial disputes, many organisations are embracing it as a preferred means of settling their disputes. It is therefore, expedient for legal practitioners to have good grasps of the rudiments of the process, so as to effectively position themselves strategically in the quest to satisfy their principals and clients. Doing so will make legal practitioners to be more effective, have increased patronage and earnings, and grow and remain competitive in the industry. This course has been designed to arm participants with the appropriate knowledge and skills required for effectiveness in applying the process.

WHO TO ATTEND

Legal Practitioners involved in settling organisational commercial disputes and Lawyers in Organisations

OBJECTIVES

At the end of the course, participants should be able to:

- Enumerate the fundamentals and strategies of the arbitration process
- Describe the skills required for effective arbitration
- Mention how to apply the skills in order to be effective in their practice

OUTLINE

- Fundamentals of Arbitration
- The Art of Persuasion in Arbitration
- International Commercial Arbitration
- Civil and Common Law Perspectives on International Arbitration
- Contributions of the ICC Court to the Practice of Commercial Arbitration
- Investor-State Arbitration
- International Arbitration and Choice of Law Issue
- Rules on the Taking of Evidence in International Arbitration
- Guidelines on Party Representation in International Arbitration
- OVERVIEW and Context of Dispute Resolution
- Links between Negotiation and Mediation
- Introduction to Mediation
- Skills for Effective Mediation
- Restorative Justice
- Evaluating the Judiciary for Dispute Resolution and Restorative Justice.
- Capacity Building for Arbitration and Mediation

Booking Information

Location and Date

London: 10th – 21st November

Paris (France): 8th – 19th December

Fee: \$9,600(2 weeks)
\$5,500(1 week)

ACHIEVING COMPLIANCE MONITORING WITH EFFECTIVE REGULATION

OVERVIEW

To achieve effective compliance and regulation, organization must establish and maintain an organizational culture that encourages ethical conduct and commitment to compliance with the law. This course is designed to educate participants with the knowledge and skills required for effective compliance monitoring.

WHO TO ATTEND

Management Staff; Senior and middle-level staff; Heads of Departments, Sections, and Units; and Trainers.

OBJECTIVES

At the end of the course, participants will be able to:

- Explain the reason for compliance
- Discuss their industry regulatory framework
- Assess the implication of Compliance Communications
- Examine quality assurance

OUTLINE

- Overview of Compliance Programme
- Regulatory Framework: Elements and Purpose
- Quality Assurance
- Effective Service Delivery
- Sustaining Effective Corporate Governance
- Ethics and Organizational Integrity
- Legal Issues in Compliance Management
- Assertiveness in Compliance Monitoring
- Monitoring and Evaluating compliance
- Regulatory Law
- Corporate Governance
- Compliance Communications
- Compliance Monitoring and Evaluation

Booking Information

Location and Date:

London: 31st March – 11th April, 17th – 28th November

Dubai: 20th – 31st January, 27th Jan. – 7th February, 12th – 23rd May

Fee: \$9,600(2 weeks)
\$5,500(1 week)

EFFECTIVE CORPORATE SECRETARY AND LEGAL ADVISER

OVERVIEW

There is an overarching need for lawyers in the services of organisations to justify their being on the payrolls of these organisations as corporate or company secretaries and legal advisers. One sure way of doing so is by improving their performances. This can be achieved through capacity building activities for them, in the form of training and retraining. This course has been designed to build the capacity of in-house lawyers in order to enhance their performances and shore up their contributions to the overall performances of their respective organisations,

WHO TO ATTEND

Directors of Legal Services, Heads of Legal Teams, External Legal Practitioners and Lawyers in Organisations.

OBJECTIVES

At the end of the course, participants should be able to:

- Enumerate the roles company Secretaries and Legal Advisers in organisations.
- Effectively handle legal issues surrounding corporate activities.
- Acquire the skills for working with other lawyers in organisation.
- Describe how to select and manage external lawyers to be patronised by their organisations.
- Mention how to persuade and influence their colleagues to contribute effectively to the performances of their organisations.

OUTLINE

- The Roles of Company Secretaries
- The Roles of Legal Advisers
- Strategic and Operational Management Practice
- Investor and Shareholder Relations
- Managing Investor Relations Online
- Communicating with Investors and Shareholders
- Managing In-House Colleagues
- Working with External Solicitors
- Handling Financial Markets
- Dealing with Investment Issues
- Handling Corporate Restructuring
- Integrating ICT in Legal Services
- Self-Development and Personal Effectiveness

Booking Information

Location and Dates:

London: 3rd – 14th February, 3rd – 14th March, 4th – 15th August, 1st – 12th September

Dubai: 13th – 24th January

Fee: \$9,600(2 weeks)
\$5,500(1 week)

LEGAL PRACTICE MANAGEMENT

OVERVIEW

As most other professionals, legal practitioners confront stiff competition in the practice of their profession. Competitive edge is acquired through the evolution, adoption and use of effective managerial skills in the practice. The aim of this course is to avail participants the opportunity of learning cutting edge practice strategies that will make them effective and successful and in turn, make their firms or organisations to be sustainably and profitably effective.

WHO TO ATTEND

Legal Practitioners or Lawyers working in organisations and partnerships, or as sole proprietors.

OBJECTIVES

The objective of the course is to improve:

- The managerial skills of legal practitioners
- The effectiveness, efficiency, and cost effectiveness of the practice of the legal profession
- Client satisfaction through the use of quality practice management procedures.

OUTLINE

- Overview of Legal Practice
- Applying Managerial Practice in Legal Practice
- Legal and Organisational Strategy Planning
- Client Development and Maintenance
- Legal Practice Business Development
- Roles and Responsibilities of Legal Partners in Legal Practice
- Practice Leadership
- Supervision and Monitoring in Legal Practice
- Ethical Values and Culture in Legal Practice
- The Role of Legal Practitioners in Developing Organisational Ethical Culture and Governance Systems
- Financial Management in Legal Practice
- Maintaining and Operation of Trust and Client Accounts
- Risk Management Systems
- Stakeholder Relationship Management
- Regulation of Legal Practice
- Interpersonal Relationship Management in Legal Practice
- Personal Effectiveness in Legal Practice
- Self and Professional Development for Legal Practitioners.

Booking Information

Location and Date

London: 3rd – 14th February, 11th – 22nd August, 27th Oct – 7th November

Fee: \$9,600(2 weeks)
\$5,500(1 week)

ARBITRATION AND MEDIATION

OVERVIEW

Alternative Dispute Resolution (ADR) is increasingly gaining popularity globally. It is mainly made up of arbitration and mediation. Effectiveness and success in global operations will require organisations to be familiar with these emerging dispute settlement mechanisms. This course has been designed to introduce participants to the fundamentals of the mechanisms and then stimulate them to adopt same in the operations of their respective organisations.

WHO TO ATTEND

Senior and Middle Level Management Staff, particularly lawyers in the Legal Departments of Organisations.

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to the fundamentals of the concepts of arbitration and mediation
- Enable participants to identify the legal issues involved in arbitration
- Enable participants to identify the goals and techniques of arbitration and mediation
- Stimulate participants to use ADR in their organisations

OUTLINE

- Arbitration and Mediation in Legal Practice
- The Arbitration Process: Preparation, Commencement, and Conclusion
- Arbitration Awards
- International Property Arbitration
- How Mediation Works: Preparation, Commencement, and Conclusion
- Conduct of Mediation Meetings and the Roles of Different Actors
- Mediation Tools and Principles
- Capacity Building for Arbitration and Mediation

Booking Information

Location and Date:

London: 10th – 21st November

Istanbul (Turkey): 8th – 19th December

Fee: \$9,600(2 weeks)
\$5,500(1 week)

A large industrial oil and gas processing facility with tall distillation columns, complex piping, and yellow safety railings under a clear blue sky.

OIL AND GAS FACULTY

The rising significance of the oil and gas industry in the revenue profiles of countries has challenged policy makers and investors in the industry to acquire deeper knowledge of the nature and operations of the industry in order to make the sector more productive and effective in its contributions to the economies of countries. The courses in this faculty have been designed to introduce participants to the operations of the industry and the skills that investors and managers in the industry need to possess.



OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING

OVERVIEW

The life cycle of an oil and gas field refers to the stages involved from the discovery of a hydrocarbon reservoir to its abandonment after production ceases. This training course aims to provide participants with comprehensive knowledge of the Oil and Gas Field Life Cycle, with a specific focus on Field Development and Planning. The course will equip professionals/ participants with the necessary skills to understand and manage the technical, economic, and environmental aspects of oil and gas field development.

WHO TO ATTEND

Top and Middle Level Management Staff of organisations in the oil and gas sector.

OBJECTIVES

The objectives of this course are to:

- Make participants understand the stages of the field life cycle: value creation and value realization
- Provide an understanding of the oil and gas field life cycle from exploration to abandonment
- Equip participants with the knowledge to manage risks, perform economic analysis, and comply with environmental and safety regulations
- Enhance participants' skills in using key tools and techniques for efficient and sustainable field management
- Show participants the technology, concepts, methods and terminology used in planning and execution of upstream projects

OUTLINE

- Overview of the Oil and Gas Industry
- Key Players and Stakeholders in the Oil and Gas Industry
- Global Energy Landscape and the Role of Oil and Gas
- Oil and Gas Field Life Cycle
- Exploration Phase
- Exploration Drilling and Risk Management
- Reservoir Modelling and Estimation of Reserves
- Infrastructure Development (Platforms, Pipelines, Processing Facilities)
- Well Operation and Production Optimization
- Reservoir Management Techniques (e.g., Water Injection, Enhanced Oil Recovery)
- Monitoring Production Decline and Implementing Mitigation Strategies
- Environmental Restoration and Regulatory Compliance
- Field Development and Planning
- Reservoir Evaluation
- Reservoir Modelling and Simulation for Production Forecasting
- Recovery Factor Estimation and Well Placement Strategy
- Environmental and Safety Considerations
- Safety in Field Operations

Booking Information

Location and Date

London: 17th – 28th February, 30th June – 11th July, 18th – 29th August

Doha(Qatar): 28th July – 8th August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

EFFECTIVE LEADERSHIP SKILLS IN THE OIL AND GAS SECTOR

OVERVIEW

The oil and gas sector of economies of many countries, especially developing countries, are the driving forces for their host economies. There is therefore, the need for organisations in the sector to have strong management teams to administer them. This requires the management team members to be equipped with effective leadership skills in order to empower them to lead their organisations well.

In this course, participants will be led to review effective leadership skills needed for successful operations in organisations they can adopt.

WHO TO ATTEND

Top and Middle Level Management Staff of organisations in the oil and gas sector.

OBJECTIVES

At the end of the course, participants would be able to:

- Enumerate the leadership skills needed for the effective leadership of organisations
- Identify the skills they can adopt and use
- Resolve to acquire the skills to be adopted and use them to enhance their inputs in their respective organisations.

OUTLINE

- The Oil and Gas Sector of Economies
- Effective Leadership Skills: Features, and Usefulness
- Applying Effective Leadership Skills in the Oil and Gas Sector
- Planning, Organising, Directing, and Controlling in Oil and Gas Companies
- Motivating and Inspiring the Workforce
- Delegating in Oil and Gas Organisations
- Counseling the Workforce in Oil and Gas Businesses
- Building and Managing Teams in Oil and Gas Businesses
- Effective Use of Emotional Intelligence in Oil and Gas Businesses
- Developing Personal Leadership Skills
- Effective Use of Information and Communication Technology (ICT) in Oil and Gas

Booking Information

Location and Date

London: 27th Jan. – 7th February, 19th – 30th May, 23rd June – 4th July, 6th – 17th October

Dubai: 3rd – 14th February

Doha(Qatar): 28th July – 8th August

Fee: \$9,600(2 weeks)

\$5,500(1 week)

RISK MANAGEMENT IN THE ENERGY SECTOR

OVERVIEW

The extent to which an investor can derive benefits from investments in the energy sector depends on the quality of managing the risks inherent in business transactions in the sector. This course aims at arming participants with the knowledge of the risks in the sector and introducing them to the techniques of managing the risks.

WHO SHOULD ATTEND

Investors, Senior and Middle-level Executives in Energy Sector organisations.

OBJECTIVES

The objectives of the course are, to:

- Educate participants on the risks in the energy sector of economies of oil rich countries
- Arm participants with the techniques and strategies for managing the risks
- Build the capacities of participants in integrating the knowledge in their routine operations

OUTLINE

- Overview of Business Risks
- Risks in Oil and Gas Exploration, and Production
- Oil Market Volatility
- Joint venture Risks
- Fraud Prevention, Detection, and Control in Oil and Gas Transactions
- Safety and Security Risks in Oil and Gas Transactions
- Due Diligence and Risks in the Energy Sector
- Techniques for Managing Oil and Gas Operations Business Risks
- Dispute Settlement and Resolution Mechanisms in Oil and Gas Business Transactions
- Legal Framework for Managing Risks in Oil and Gas Business Transactions
- Challenges in Managing Oil and Gas Business Risks
- Building Capacity for Risk Management in the Energy Sector

Booking Information

Location and Date

London: 1st – 12th September

Dubai: 25th Aug. – 5th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

GLOBAL BEST PRACTICES IN OIL AND GAS MANAGEMENT

OVERVIEW

Oil and gas business needs to be managed effectively in order for it to be profitably and contribute significantly to their economy and the host economies. This course has been designed to enable participants in the industry to manage the oil and Gas operation successfully.

WHO TO ATTEND

Senior and Middle Level Staff of Oil Companies and Investors in the Oil and Gas Industry.

OBJECTIVES

The objectives of the course are, to:

- Teach participants the elements of effective management for the oil and gas industry
- Enable participants to identify the skills for the effective management of the industry
- Encourage participants to contribute to the provision of high-quality management in their organisations

OUTLINE

- Overview of the oil and Gas Industry
- The Role of Host Governments
- Ownership and Exploration of Resources
- Strategic Planning and Management in the Oil Industry
- Project Planning and Implementation
- Financial Management for Oil and Gas
- Team Building and Management in the Oil and Gas Industry
- Conflict Management and Resolution
- Production Management in Oil and Gas
- Quality Control in Oil and Gas
- International Oil and Gas Contracts and Key Issues
- Negotiation Framework and Strategy
- Upstream Operations and Exploration Agreements
- Key Differences between Production Sharing Contracts (PSC) Concessions, Service and JV Contracts
- Oil Refining, Trading and Distribution
- Corporate Social Responsibility and Environmental Considerations
- Mitigating Environmental Degradation
- Marketing and Distribution of Oil and Gas Products
- Monitoring and Evaluation in Oil and Gas
- Strategic Social Responsibilities in the Oil and Gas Industry
- Effective Public Relations for Oil and Gas Companies

Booking Information

Location and Date

London: 26th May – 6th June, 27th Oct – 7th November

Dubai: 11th – 22nd August, 15th – 26th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

PETROLEUM REVENUE GENERATION, TREASURY, AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR UNDERSTANDING THE OIL AND GAS SECTORS

OVERVIEW

The oil and gas sector are major source of revenue for many governments and private entities globally. Efficient revenue generation, treasury operations, and funds management are crucial for maximizing returns, ensuring financial stability, and mitigating economic risks associated with fluctuating oil prices. This training programme aims to provide participants with a comprehensive understanding of how petroleum revenues are generated, managed, and optimized, with a focus on treasury operations and funds management in the oil and gas sector.

WHO TO ATTEND

Senior Officials in Oil and Gas and Revenue Organisations in the Private and Public sectors, Investors and top management Staff in Oil and Gas Companies.

OBJECTIVES

The objectives of this course are to:

- Provide a detailed understanding of the mechanisms and processes of petroleum revenue generation
- Equip participants with best practices in treasury management, ensuring optimal cash flow management, liquidity, and risk mitigation
- Introduce strategies for managing oil and gas revenues to ensure long-term financial sustainability and capital growth
- Highlight the role of sovereign wealth funds (SWFs) and national oil companies (NOCs) in effective funds management
- Make participants to understand the regulatory and fiscal frameworks governing petroleum revenues

OUTLINE

- Overview of the Oil and Gas Industry's Revenue Streams
- Petroleum Value Chain: Upstream, Midstream, and Downstream Revenue Generation
- Oil and Gas Sales (Crude Oil, Refined Products, Natural Gas)
- Petroleum Revenue Generation Mechanisms
- Taxation Models: Corporate Taxes, Royalties, and Special Petroleum Taxes
- Impact of Fluctuating oil Prices on Government Revenues
- Hedging Strategies to Mitigate Price Risk
- Treasury and Cash Flow Management in the Oil and Gas Sector
- Treasury Operations in the Oil and Gas Industry
- Monitoring and Managing Revenues from Oil and Gas Production
- Dealing with Receivables and Payments in Oil Contracts
- Managing Credit Lines, Financing Instruments, and Short-Term Investments
- Debt and Capital Management
- Structuring Capital to Fund Exploration, Development, and Operational Activities
- Use of Project Finance in Oil and Gas Projects
- Funds Management and Investment of Petroleum Revenues
- Investment Strategies: Asset Allocation, Risk Management, and Governance
- Risk Management in Treasury and Funds Management
- Regulatory Frameworks and Fiscal Policies

Booking Information

Location and Date

London: 17th – 28th February, 30th June – 11th July

Accra (Ghana): 27th Jan. – 7th February

Dubai: 10th – 21st March, 13th – 24th October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

OVERVIEW

Globally, the oil and gas sectors are very significant sectors of the economies of countries. The sectors constitute the major source of revenue for producing countries; it is often referred to as the 'Cash Cow' of such countries. It has become necessary for policy makers to understand the operations of the sectors, be educated and be well informed for formulating potent economic policies relating to those sectors.

This course has been designed to introduce participants to the sectors for them to gain more knowledge on the operations of the sectors.

WHO TO ATTEND

Senior Officials in Oil and Gas and Revenue Organisations in the Private and Public sectors, Investors and top management Staff in Oil and Gas Companies.

OBJECTIVES

The objectives of the course are, to:

- Educate participants on the basic operations of the sectors
- Expose participants to the social, political, and economic effects of the operation of firms in the sectors of countries
- Enable participants to contribute meaningfully to formulating realistic growth-enhancing policies

OUTLINE

- Overview of the Oil and Gas Sectors
- The Economic Importance of the Oil and Gas Sectors
- Oil and Gas Exploration and Extraction
- Schemes and Principles of Oil Refining
- Oil Storage, Transportation and Freight Cost
- Oil and Gas Sectors Technology
- Costs and Investment in the Sectors
- The Marketing and Distribution of Oil and Gas Products
- Oil Products Pricing
- The Demand for Oil Products
- Oil and Gas Market Development
- Oil and Gas Contracts and Rent Sharing
- Environmental Challenges Facing the Sectors
- Financial and Political Challenges in the Sectors
- Main Actors in the Oil and Gas Sectors

Booking Information

Location and Date

London: 10th – 21st March, 4th – 15th August, 1st – 12th

September, 13th – 24th October

Marrakech (Morocco): 5th – 16th May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

DEVELOPING OIL AND GAS BUSINESS: UPSTREAM AND DOWNSTREAM

OVERVIEW

The complexity and significance of the oil and gas sector of countries compel the need for several businesses to be developed in the sector. Doing so will enhance the operations and contributions of the sector to their host economies. It is, therefore, imperative for prospective businessmen and women interested in operating in the sector to acquire the knowledge required in order to access the sector. This course has been designed to facilitate that.

WHO TO ATTEND

Top and Middle Management Staff of companies and individuals interested in doing business in the oil and gas sector.

OBJECTIVES

The objectives of this course are, to:

- Enlighten participants on steps to take in developing businesses in the oil and gas sectors of economies of countries
- Enable participants to identify the type of businesses to engage in, in the oil and gas sector
- Sensitise participants to develop businesses in the oil and gas sector of oil producing countries

OUTLINE

- The Nature of the Oil and Gas Sectors of Economies
- Oil and Gas Businesses: Nature, Characteristics, and Challenges
- Opportunities in the Oil and Gas Sector
- Legal Framework for Oil and Gas Business Development
- Technologies for Oil and Gas Businesses
- Human Resource Practices in Oil and Gas Business Operations
- Financial Management in Oil and Gas Business Operations
- Marketing of Oil and Gas Business
- Community Relations in Oil and Gas Business Operations
- Social Responsibility in Oil and Gas Business Operations
- Security Concerns in Oil and Gas Business Operations
- Capacity Building for Oil and Gas Business

Booking Information

Location and Date

London: 16th – 27th June, 1st – 12th September

Dubai: 11th – 22nd August, 18th – 29th August

Kigali (Rwanda): 17th – 28th March

Istanbul (Turkey): 7th – 18th July

Doha (Qatar): 20th – 31st October

Fee: \$9,600(2 weeks)

\$5,500(1 week)

OIL AND GAS CONTRACT MANAGEMENT

OVERVIEW

Organisations in the oil and gas sectors are facing increasing pressure to reduce costs and improve financial and operational performance. New regulatory requirements, principles and challenges have resulted in an increasing recognition of the importance and benefits of effective contract management. This course has been designed to expose participants to measures that can be taken to enhance effective contract management.

WHO TO ATTEND

Top and Middle Level Management Staff of companies and individuals interested in doing oil and gas business.

OBJECTIVES

The objectives of the course are to:

- Make participants in the oil and gas sectors to appreciate the importance of contract design and management
- Expose participants to a deeper understanding of ethical principles in contract management
- Show the participants how to plan and manage the contractual disputes in the oil and gas sectors of the economy.

OUTLINE

- Overview of Oil and Gas Contract Management
- Principles of Oil and Gas Contract Management
- Oil Storage, Transportation and Freight Cost
- Contract Governance; Managing Contractual Variations
- Getting and Maintaining Supplier Contract Performance
- Contract Negotiation Skills for Oil and Gas Business
- Oil and Gas Sector Technology
- How to Manage Contractors' Performance
- Costs and Investment in the Sector
- Assembling the Project Team
- Key Performance Indicators
- Developing Contract Strategy
- Risk Assessment in the Oil and Gas Sector
- Contract Visibility and Awareness
- Document Management
- Contract Compliance/Governance
- Developing Contract Exit Strategy

Booking Information

Location and Date

London: 19th – 30th May, 23rd June – 4th July

Dubai: 25th Aug. – 5th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

INTERNATIONAL OIL AND GAS DEVELOPMENT

OVERVIEW

Oil and gas business is essentially international in nature, involving many countries and multinational organisations. Successful operations are often results of agreements entered into by the international stakeholders. To enhance success in this regard, stakeholders need to be knowledgeable in the contracts which form the basis for operations in the sector. In this course, participants will be introduced to the ramifications of the contracts guiding transactions in the sector.

WHO TO ATTEND

Permanent Secretaries, Directors, Deputy Directors, Assistant Directors and Senior Officers in Oil and Gas Ministries and Organisations; Legislators on Oil and Gas related legislative committees; and Investors in the industry.

OBJECTIVE

The objective of the course is to teach participants all the ramifications of the oil and gas sectors of the economies of oil producing countries.

OUTLINE

- Overview of the Oil and Gas Industry
- Oil and Gas Terminologies
- Role of Host Governments in the Industry
- Ownership and Exploration of Resources
- Host Countries' Legal and Regulatory Framework and Fiscal Regime
- Stabilization
- Overview of International Oil and Gas Contracts and Key Issues
- Unconventional Hydrocarbons
- Negotiation Framework and Strategy
- Upstream Operations and Exploration Agreements
- Key Differences between Production Sharing Contracts (PSC) Concessions, Service and JV Contracts
- Analysis of PSC: Main Features, Key Issues from the Perspectives of Host Governments. NOCs and IOCs and Principal Non-Fiscal Forms
- Upstream Joint Ventures (JVs)
- Host Government and NOC Participation
- Benefits and Risks of JVs
- Principal Terms and Drafting Issues in, Joint OP Operating and Agreements (AIP Model)
- Transaction Structures and Risk Management
- Due Diligence and Risk Management
- Deal Terms
- Closing Deals
- Access to Market, Pipelines, and Transportation
- Refining, Trading and Distribution
- Principal Contractual Arrangements and Key Issues
- Current Issues and Trends
- Anti-Corruption and Other Compliance Issues
- Corporate Social Responsibility and Environmental Considerations
- Dispute Resolution Mechanism in Oil and Gas Matters
- Investment Protections

Booking Information

Location and Date:

London: 10th – 21st March, 21st July – 1st Aug., 20th – 31st October

Doha (Qatar): 18th – 29th August

Dubai: 23rd June – 4th July

Accra (Ghana): 27th Jan. – 7th February

Geneva (Switzerland) 12th – 23rd May

Fee: \$9,600 (2 weeks)

\$5,500 (1 week)

LEADING DYNAMICALLY IN THE OIL AND GAS INDUSTRY

OVERVIEW

In an era marked by rapid technological advancements, fluctuating market conditions, and increasing environmental concerns, dynamic leadership in the oil and gas industry is more critical than ever. This training course aims to equip current and emerging leaders with the necessary skills and insights to lead effectively in this complex and challenging environment. The program will focus on developing adaptive leadership skills, strategic decision-making, and fostering innovation to navigate the evolving landscape of the oil and gas sector.

WHO TO ATTEND

Top and Middle Level Management Staff of companies and individuals interested in doing oil and gas business.

OBJECTIVES

The objectives of this course are to:

- Enhance participants' understanding of dynamic leadership principles within the context of the oil and gas industry
- Show participants how to develop strategic decision-making capabilities that consider market volatility and technological change
- Equip leaders with tools to foster innovation and agility within their teams and organizations
- Cultivate skills for effective stakeholder engagement, communication, and collaboration
- Encourage a culture of continuous learning and improvement in the face of industry challenges

OUTLINE

- Understanding Dynamic Leadership
- Strategic Decision-Making in a Volatile Environment
- Current Trends and Challenges in the Industry (e.g., Price Volatility, Regulatory Changes, and Technological Advancements)
- Fostering Innovation and Agility
- Creating a Culture of Innovation
- Encouraging Creativity and Innovative Thinking Within Teams
- Effective Communication and Stakeholder Engagement
- Building High-Performing Teams
- Understanding Team Roles, Dynamics, and Collaboration
- Strategies for Managing Conflict and Fostering Teamwork
- Empowering and Developing Team Members
- Coaching and Mentoring Techniques to Develop Future Leaders
- Creating Opportunities for Skill Development and Career Growth
- Staying Ahead of Industry Trends

Booking Information

Location and Date:

London: 1st – 12th September, 13th – 24th October

Dubai: 3rd – 14th February, 17th – 28th November

Houston (Texas): 26th May – 6th June

Fee: \$9,600 (2 weeks)

\$5,500 (1 week)

DEVELOPING PROJECT STRATEGY IN THE OIL AND GAS INDUSTRY

OVERVIEW

The oil and gas industry operates in a complex and dynamic environment, characterized by fluctuating markets, regulatory challenges, and evolving technologies. Effective project strategy development is crucial for organizations to navigate these complexities, minimize risks, and maximize returns on investment. As the demand for energy continues to grow amidst increasing scrutiny regarding sustainability and climate change, organizations within this sector must navigate a complex landscape filled with both risks and rewards. Developing a well-defined project strategy is essential for success in this environment. This course aims to equip participants with the knowledge, tools, and skills needed to formulate effective project strategies that address the unique challenges and opportunities within the oil and gas industry.

WHO TO ATTEND

Top and Middle Level Management Staff of companies and individuals interested in doing oil and gas business.

OBJECTIVE

The objective of this course is to deepen participants' knowledge of strategic project management principles specific to the oil and gas sectors, ensuring they understand how to align projects with organizational goals and industry standards.

OUTLINE

- Overview of Developing Project Strategy in the Oil and Gas Industry
- Industry Structure and Dynamics
- Importance of Strategy in Project Success
- Market Analysis and Business Environment
- Fundamentals of Project Strategy in the Oil and Gas Sector
- The Strategic Planning Process
- Aligning Project Strategy with Organizational Goals
- Tools for Market Analysis (PESTLE, SWOT)
- Understanding Market Dynamics and Competitive Landscape
- Identifying Opportunities and Threats in the Oil and Gas Sector
- Risk Management and Stakeholder Engagement in the Oil and Gas Sector
- Developing Risk Mitigation Strategies in the Oil and Gas Sector
- Project Planning, Execution, and Best Practices in the Oil and Gas Sector
- Resource Allocation Techniques and Tools
- Importance of Project Timelines and Milestones
- Techniques for Project Monitoring and Evaluation
- Project Planning and Resource Allocation in the Oil and Gas Sector
- Adjusting Project Strategies Based on Evaluation Results

Booking Information

Location and Date

Dubai: 17th – 28th February, 16th – 27th June, 11th – 22nd August, 3rd – 14th November

London: 6th – 17th October, 8th – 19th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

OIL AND GAS OPERATION PROCESS

OVERVIEW

It has become compelling for policy makers and investors to deepen or seek to deepen their knowledge of the oil and gas sector and its operational processes in countries, especially oil rich countries, owing to the significance of the oil and gas sector in the revenue profiles of such countries. Having such knowledge will enhance the benefits derivable from the operations of the sector. In this course, participants will be introduced to the fundamentals of the operational process of the sector.

WHO SHOULD ATTEND

Senior Officials in Oil and Gas and Revenue Organisations in the Public sector, and Investors and top management Staff in Oil and Gas Companies.

OBJECTIVES

At the end of the course, participants should be able to:

- Describe the operational process of oil and gas businesses
- Analyse trends in the oil and gas sectors of countries
- Enumerate strategies for maximizing benefits from oil and gas business transactions

OUTLINE

- Oil and Gas in World Energy Balances, Evolution, and Perspectives
- Oil and Gas Exploration and production: Types and Trends
- Oil refining Schemes and Principles
- Oil and Gas Products
- Ecological and Environmental Considerations in Oil and Gas Business Transactions
- Pricing techniques in Oil and Gas Operations
- Contracts and Rent in Oil and Gas: Principal Terms and Drafting Issues
- Marketing Strategies for Oil and Gas: Principles, Futures, Contracts, Hedging, and Derivatives
- Safety and Security Challenges in Oil and Gas Operations
- The Legal Framework for Oil and Gas Business
- Managing Stakeholders in Oil and Gas Transactions
- Capacity Building for Oil and Gas Operations

Booking Information

Location and Date

London: 30th June – 11th July, 13th – 24th October

Dubai: 17th – 28th February, 13th – 24th October

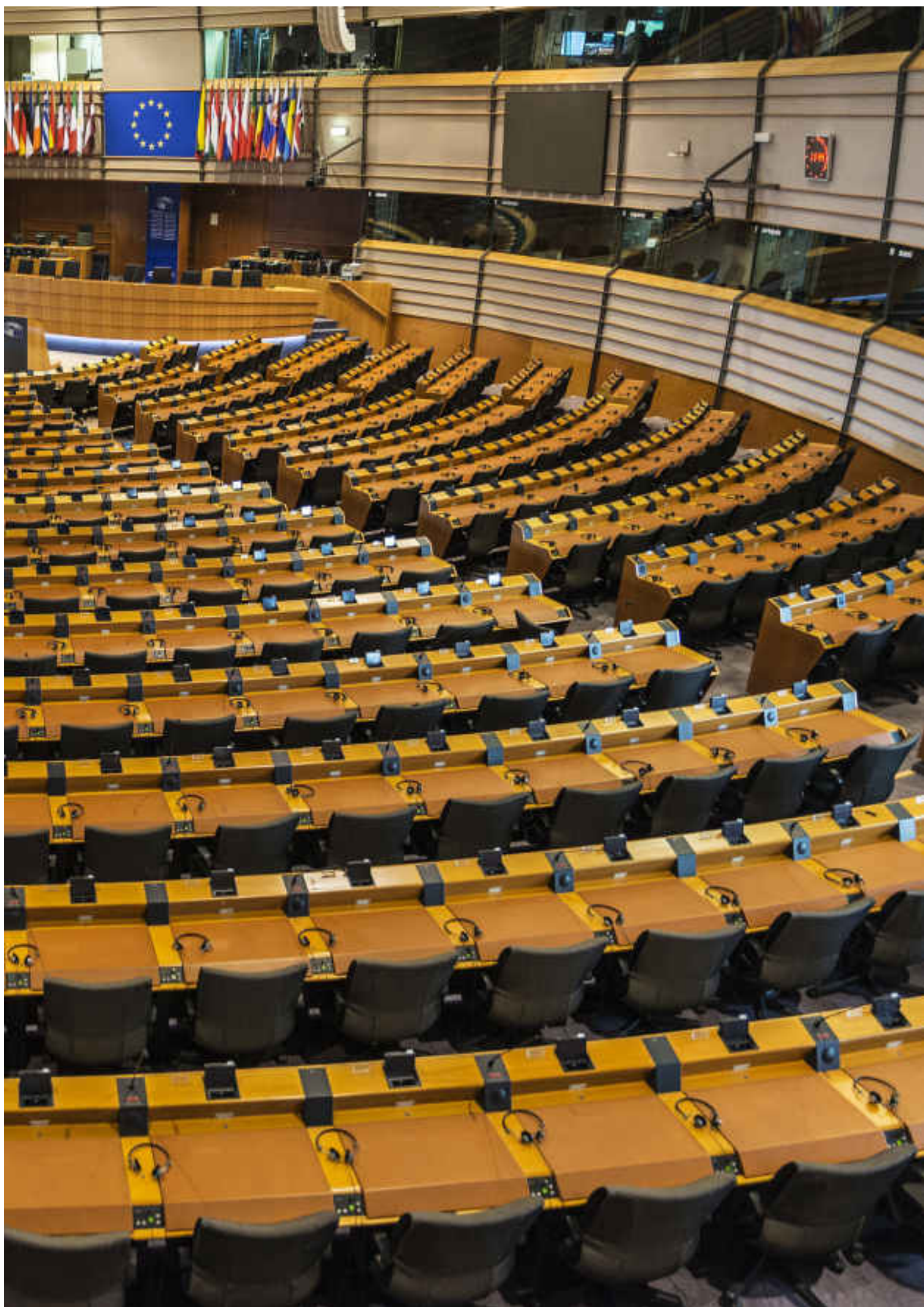
Paris (France): 10th – 21st March

Fee: \$9,600(2 weeks)



LEGISLATURE FACULTY

Through their three main functions of representation, legislation and oversight, the legislative arms of governments connect the citizens of countries in democratic dispensations to their governments. This they do by providing the place where citizens' needs are articulated by being made to have a say in shaping their laws and having a recourse when government powers are abused. By this means, the legislative arms facilitate the rapid development of countries. The extent to which the legislature does this depends on the quality of legislators and legislative staff, which is partly determined by such being provided training and retraining opportunities. The courses designed for this faculty aim at building the capacities of legislators and legislative staff in order to sharpen their effectiveness in preparing for, and participating in, the legislative process appropriately.



UNDERSTANDING LEGISLATIVE PROCESSES AND PROCEDURES

OVERVIEW

The legislative arm of government is the least developed of the three arms, namely the executive, judiciary, and the legislature. This is particularly so in developing countries where political developments are disrupted repeatedly. This has led to legislators not being knowledgeable enough on legislative processes and procedures as to make the legislature effective. Educating the legislators on the fundamentals of legislative practices is a dire need. This course has been designed to expose new legislators to the legislative processes and procedures.

WHO TO ATTEND

Newly elected Legislators and newly appointed Senior Legislative Aides.

OBJECTIVES

The objectives of the course are to:

- Educate participants on the basic processes and procedures of legislation
- Expose participants to important documents used and produced by legislators
- Educate participants on the language, vocabulary, and concepts of the legislature
- Enable participants identify the skills required in the legislature
- Enable participants to identify the techniques and skills required in the legislature.

OUTLINE

- The Legislature as a Third Arm of Government
- The Functions of the Legislature
- The Legislative Processes and Procedures
- The Representative Function of the Legislature
- Law Making by the Legislature
- Oversight Function of the Legislature
- Basic Legislative Documents
- Legislative Language and Vocabulary
- Drafting of Legislative Documents: Bills, and Motions
- The Use of Committees in the Legislature
- Legislative Staff
- Constituency and Public Relations for Legislators,
- Capacity Building for the Legislature
- Comparative Legislative Practices
- Emerging Trends in Legislative Processes and Procedures.

Booking Information

Location and Date:

London: 25th Aug. – 5th September, 8th – 19th September

Istanbul (Turkey): 26th May – 6th June

Dubai: 10th – 21st November

Fee: \$9,600(2 weeks)

\$5,500(1 week)

LEGISLATIVE DRAFTING: PRINCIPLES AND PRACTICE

OVERVIEW

Legislative process and activities can be enriched when the basic documents of legislative activities are enriched through the application of high-quality skills in their production. Sharpening the skills of drafters of legislative documents will go a long way to make legislatures to have and use high quality basic documents like bills, motions, and resolutions, thereby making legislative activities effectively useful. This course has been structured to sharpen the skills of participants involved in the production of basic and strategic legislative documents.

WHO TO ATTEND

Legal officers working in Legislative Houses.

OBJECTIVES

The objectives of this course are, to:

- Teach participants the principles of legislative drafting
- Enable participants to identify the skills required for effective legislative drafting
- Equip the participants with the skills and enthusiasm to be effective in drafting legislative documents.

OUTLINE

- The Purpose of Legislation
- Nature and Types of Legislative Documents
- Converting Policies to Bills
- Principles of Legislative Drafting
- Writing Legislative Sentences
- The Semantics of Legislative Drafting
- Use of Plain Language
- Legislative Language
- The Structure of Bills, Motions, and Resolutions
- Drafting Amendments and Repeals
- Use of Superseding Language in Drafting
- Practical Drafting of Legislative Documents
- Capacity Building for Legislative Drafting

Booking Information

Location and Date

London: 20th – 31st January, 3rd – 14th November

Kigali (Rwanda): 3rd – 14th November

Istanbul (Turkey): 1st – 12th December

Fee: \$9,600(2 weeks)

\$5,500(1 week)

MANAGING CONSTITUENCY AND PUBLIC RELATIONS FOR LEGISLATORS

OVERVIEW

Legislators face mounting challenges in their relationship with constituents and the general public. How successful they handle this relationship impacts greatly on the image and acceptability of the legislators. There is the need for legislatures to acquire and use the required skills, so as to enhance their visibility, effectiveness, and acceptability. This course has been designed to equip legislators, especially those in developing countries, with the skills for effective constituency and public relations.

WHO TO ATTEND

Serving Legislators.

OBJECTIVES

The objectives of the course are, to:

- Educate participants on the nature and importance of relating with their constituencies and the general public
- Enable participants to identify the skills for effective constituency and public relations
- Stimulate participants to use the skills developed in maintaining fruitful relationship with their constituencies and the general public.

OUTLINE

- The Concept of Public Relations
- Legislators' Constituencies and the General Public
- Public Relations Strategies
- Hansard as a Constituency Relations Tool
- Constituency Relations, Strategies: Provision of Services, and Embarking on Development Projects
- Constituency Relations Strategies: Touring, Constituency Meeting with Stakeholders and Hosting of Press Conferences
- Low Key and Non-Partisan Approach in Legislator-Constituency Relations
- Techniques for Seeking and Maintaining Broad-Based Stakeholder Support
- Effective Management of Political Change in Constituencies
- Constituency Relations Strategies: Partnering with Professional and Community-based Organisations
- Relating with the General Public: Press Briefings, Writing of Articles, Features in the Print and Electronic Media
- Effective Inter-Personal Relationship
- Conflict Resolution

Booking Information

Location and Date:

Kigali (Rwanda): 12th – 23rd May

Fee: \$9,600(2 weeks)

\$5,500(1 week)

EFFECTIVE COMMITTEE MANAGEMENT IN THE LEGISLATURE

OVERVIEW

Committees are the engine rooms of legislatures. Their effectiveness determines the quality of the Legislature. It is, therefore, needful for legislative committees to be effective as a precondition for having effective legislatures. This course will build the capacity of committee staff of legislatures for effective performance.

WHO TO ATTEND

Secretaries and key staff of Legislative Committees, and Legislative Aides.

OBJECTIVES

The objectives of the course are, to:

- Educate participants on the duties and responsibilities of Legislative Committees
- Enable participants to identify how to manage committees effectively
- Stimulate participants to make legislative committees perform effectively.

OUTLINE

- The Duties and Responsibilities of Legislative Committee
- Managing Legislative Committees
- Policy Analysis
- Budget Analysis
- Legislative Oversight
- Effective Committee Report Writing
- TQM in Committee Work
- Applying ICT in Committee Work
- Legislative Staff Ethics
- Effective Team Management Techniques for Legislative Committees
- Inter-Personal Relationship in Committee Works
- Time Management in Legislative Committee Work
- Effective Problem Solving and Decision-Making Techniques
- Personal Effectiveness and Self Development in Legislative Committee Work.

Booking Information

Location and Date

London: 25th Aug. – 5th September

Kigali (Rwanda): 8th – 19th September

Fee: \$9,600(2 weeks)

\$5,500(1 week)

Booking Terms and Condition

How to Book a Course

- Via our website: www.htcconsults.com
- By sending a mail to: info@htcconsults.com
- Through our representatives

Payment

All payment must be made to
Hammersmith Training Consult

Cancellations

This intention must be made known to the management of
Hammersmith Training Consult two weeks before the
commencement of the course.

Contact Us

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2025

SCHEDULE OF COURSES BY MONTH

PAGE	COURSE	LOCATION AND DATE	TWO WEEKS	ONE WEEK
	JANUARY			
	Achieving Excellence Through Sustainable Leadership	London: 13 th – 24 th January	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	London: 13 th – 24 th January	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	London: 13 th – 24 th January	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 13 th – 24 th January	\$9,600	\$5,500
	Problem Solving and Business Development	London: 13 th – 24 th January	\$9,600	\$5,500
	Project Management Essentials	London: 13 th – 24 th January	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	Advocacy Skills	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	Effective Corporate Secretary and Legal Adviser	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Dubai: 13 th – 24 th January	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Miami (Florida): 13 th – 24 th January	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Doha(Qatar): 13 th – 24 th January	\$9,600	\$5,500

	Leading with Emotional Intelligence: Psychology of Leadership	London: 20 th – 31 st January	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	London: 20 th – 31 st January	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	London: 20 th – 31 st January	\$9,600	\$5,500
	Legislative Drafting: Principles and Practice	London: 20 th – 31 st January	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 20 th – 31 st January	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	London: 20 th – 31 st January	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	Dubai: 20 th – 31 st January	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	Dubai: 20 th – 31 st January	\$9,600	\$5,500
	Achieving Compliance Monitoring with Effective Regulation	Dubai: 20 th – 31 st January	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Istanbul (Turkey): 20 th – 31 st January	\$9,600	\$5,500
	Strategic Management of Regulatory and Enforcement Organisation	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Public Financial Management	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Strategic Financial Management	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Petroleum Revenue Generation, Treasury and Funds Management in the Oil and Gas Sector	Accra (Ghana): 27 th Jan. – 7 th February	\$9,600	\$5,500
	International Oil and Gas Development	Accra (Ghana): 27 th Jan. – 7 th February	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Achieving Success Through Value Creation	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	London: 27 th Jan. – 7 th February	\$9,600	\$5,500

	Advanced Project Implementation Techniques	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	London: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	Doha(Qatar): 27 th Jan. – 7 th February	\$9,600	\$5,500
	High Performance Strategic Leadership: Creating and Delivering Value	Doha(Qatar): 27 th Jan. – 7 th February	\$9,600	\$5,500
	Project Management Essentials	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Achieving Compliance Monitoring with Effective Regulation	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Strategic Management of Regulatory and Enforcement Organisation	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Dubai: 27 th Jan. – 7 th February	\$9,600	\$5,500
	Public Financial Management	Istanbul (Turkey) : 27 th Jan. – 7 th February	\$9,600	\$5,500
	Strategic Financial Management	Istanbul (Turkey) : 27 th Jan. – 7 th February	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Paris (France): 27 th Jan. – 7 th February	\$9,600	\$5,500
	FEBRUARY			
	Project Management, Scheduling and Compliance	London: 3 rd – 14 th February	\$9,600	\$5,500
	Project Governance Best Practices	London: 3 rd – 14 th February	\$9,600	\$5,500
	Advocacy Skills	London: 3 rd – 14 th February	\$9,600	\$5,500
	Effective Corporate Secretary and Legal Adviser	London: 3 rd – 14 th February	\$9,600	\$5,500
	Effective Practice of Lawyering	London: 3 rd – 14 th February	\$9,600	\$5,500
	Handling Complex Litigations	London: 3 rd – 14 th February	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	London: 3 rd – 14 th February	\$9,600	\$5,500

	Emotional Intelligence: Attitudes and Behaviours	London: 3 rd – 14 th February	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 3 rd – 14 th February	\$9,600	\$5,500
	Legal Practice Management	London: 3 rd – 14 th February	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Leadership, Creativity and Peak Performance	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Strategic Frameworks for Competitive Advantage	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Creating and Implementing Strategy for Competitive Advantage	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Leading Dynamically in the Oil and Gas Industry	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	Dubai: 3 rd – 14 th February	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Istanbul (Turkey): 3 rd – 14 th February	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Istanbul (Turkey): 3 rd – 14 th February	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 10 th – 21 st February	\$9,600	\$5,500
	Budgeting and Budgetary Control	London: 10 th – 21 st February	\$9,600	\$5,500
	Public Financial Administration	London: 10 th – 21 st February	\$9,600	\$5,500
	Corporate Financial Planning	London: 10 th – 21 st February	\$9,600	\$5,500

	Managing Yourself and Leading Others Through Difficult Time	London: 10 th – 21 st February	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	London: 10 th – 21 st February	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	London: 10 th – 21 st February	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	London: 10 th – 21 st February	\$9,600	\$5,500
	Leading with Authenticity and Purpose	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Mastering Project Management	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Dubai: 10 th – 21 st February	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Houston (Texas): 10 th – 21 st February	\$9,600	\$5,500
	Leading and Managing Change	Houston (Texas): 10 th – 21 st February	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 17 th – 28 th February	\$9,600	\$5,500
	Report Writing Skills	London: 17 th – 28 th February	\$9,600	\$5,500
	Business Writing Skills for Impact in the Workplace	London: 17 th – 28 th February	\$9,600	\$5,500
	Advanced Writing Skills for Executives	London: 17 th – 28 th February	\$9,600	\$5,500
	Skills for Excellent Communication	London: 17 th – 28 th February	\$9,600	\$5,500
	Crises Management and Conflict Resolution Skills for Public Relations Practitioners	London: 17 th – 28 th February	\$9,600	\$5,500
	Petroleum Revenue Generation, Treasury and Funds Management in the Oil and Gas Sector	London: 17 th – 28 th February	\$9,600	\$5,500
	Oil and Gas Field Life Cycle, Field Development and Planning	London: 17 th – 28 th February	\$9,600	\$5,500

	Developing Project Strategy in the Oil and Gas Industry	Dubai: 17 th – 28 th February	\$9,600	\$5,500
	Oil and Gas Operation Process	Dubai: 17 th – 28 th February	\$9,600	\$5,500
	Mastering Management Development	Dubai: 17 th – 28 th February	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	London: 17 th – 28 th February	\$9,600	\$5,500
	Best Practices in Human Resource Management for Organisational Peace	Dubai: 17 th – 28 th February	\$9,600	\$5,500
	Coaching and Succession Planning	London: 17 th – 28 th February	\$9,600	\$5,500
	Achieving Leadership Success Through People	Miami (Florida): 17 th – 28 th February	\$9,600	\$5,500
	Achieving Success Through Value Creation	Miami (Florida): 17 th – 28 th February	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Houston (Texas): 17 th – 28 th February	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Houston (Texas): 17 th – 28 th February	\$9,600	\$5,500
	Mastering Project Management	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Project Management Essentials	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Regulating and Evaluating Public-Private Partnership Projects	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Project Financial Management	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Leading and Managing Change	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Leading with Authenticity and Purpose	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500

	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Dubai: 24 th Feb. – 7 th March	\$9,600	\$5,500
	Achieving Leadership Success Through People	Houston (Texas): 24 th Feb. – 7 th March	\$9,600	\$5,500
	Achieving Success Through Value Creation	Houston (Texas): 24 th Feb. – 7 th March	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Doha(Qatar): 24 th Feb. – 7 th March	\$9,600	\$5,500
	MARCH			
	Assertiveness Skills: Communicating with Authority and Impact	London: 3 rd – 14 th March	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	London: 3 rd – 14 th March	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 3 rd – 14 th March	\$9,600	\$5,500
	Mastering Project Management	London: 3 rd – 14 th March	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	London: 3 rd – 14 th March	\$9,600	\$5,500
	Advanced Project Implementation Techniques	London: 3 rd – 14 th March	\$9,600	\$5,500
	Leadership, Creativity, and Peak Performance	London: 3 rd – 14 th March	\$9,600	\$5,500
	Regulating and Evaluating Public-Private Partnership Project	London: 3 rd – 14 th March	\$9,600	\$5,500
	Digital Economy Regulation and Control	London: 3 rd – 14 th March	\$9,600	\$5,500
	Advocacy Skills	London: 3 rd – 14 th March	\$9,600	\$5,500
	Effective Corporate Secretary and Legal Adviser	London: 3 rd – 14 th March	\$9,600	\$5,500
	Effective Practice of Lawyering	London: 3 rd – 14 th March	\$9,600	\$5,500
	Handling Complex Litigations	London: 3 rd – 14 th March	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Dubai: 3 rd – 14 th March	\$9,600	\$5,500

	Managing Change for Business and Organisation's Success	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Business Writing Skills for Impact in the Workplace	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Advanced Writing Skills for Executives	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Skills for Excellent Communication	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Report Writing Skills	Dubai: 3 rd – 14 th March	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	London: 10 th – 21 st March	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 10 th – 21 st March	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	London: 10 th – 21 st March	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	London: 10 th – 21 st March	\$9,600	\$5,500
	Professional Development Solutions for Visionary Leadership	London: 10 th – 21 st March	\$9,600	\$5,500
	International Oil and Gas Development	London: 10 th – 21 st March	\$9,600	\$5,500
	Understanding the Oil and Gas Sector	London: 10 th – 21 st March	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	London: 10 th – 21 st March	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Leading with Authenticity and Purpose	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Petroleum Revenue Generation, Treasury and Funds Management in the Oil and Gas Sector	Dubai: 10 th – 21 st March	\$9,600	\$5,500
	Oil and Gas Operation Process	Paris (France): 10 th – 21 st March	\$9,600	\$5,500

	Result-Oriented Project Monitoring and Evaluation	Paris (France): 10 th – 21 st March	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	Houston (Texas): 10 th – 21 st March	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Houston (Texas): 10 th – 21 st March	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Marrakech (Morocco): 10 th – 21 st March	\$9,600	\$5,500
	Digital Economy Regulation and Control	Marrakech (Morocco): 10 th – 21 st March	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Istanbul (Turkey): 10 th – 21 st March	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	Istanbul (Turkey): 10 th – 21 st March	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Istanbul (Turkey): 10 th – 21 st March	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 17 th – 28 th March	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 17 th – 28 th March	\$9,600	\$5,500
	Achieving Success Through Value Creation	London: 17 th – 28 th March	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	London: 17 th – 28 th March	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	London: 17 th – 28 th March	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	London: 17 th – 28 th March	\$9,600	\$5,500
	International Financial Reporting Standards	London: 17 th – 28 th March	\$9,600	\$5,500
	Mastering Project Management	Dubai: 17 th – 28 th March	\$9,600	\$5,500
	Project Management Essentials	Dubai: 17 th – 28 th March	\$9,600	\$5,500
	Regulating and Evaluating Public-Private Partnership Project	Dubai: 17 th – 28 th March	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	Dubai: 17 th – 28 th March	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Dubai: 17 th – 28 th March	\$9,600	\$5,500
	High Performance Strategic Leadership: Creating and Delivering Value	Dubai: 17 th – 28 th March	\$9,600	\$5,500

	Developing Oil and Gas Business: Upstream and Downstream	Kigali (Rwanda): 17 th – 28 th March	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Kigali (Rwanda): 17 th – 28 th March	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Houston (Texas): 17 th – 28 th March	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	Houston (Texas): 17 th – 28 th March	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 24 th March – 4 th April	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	London: 24 th March – 4 th April	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	London: 24 th March – 4 th April	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	London: 24 th March – 4 th April	\$9,600	\$5,500
	Leading with Authenticity and Purpose	London: 24 th March – 4 th April	\$9,600	\$5,500
	AI Transformation for Telecoms Leaders	London: 24 th March – 4 th April	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	London: 24 th March – 4 th April	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 24 th March – 4 th April	\$9,600	\$5,500
	Problem Solving and Business Development	London: 24 th March – 4 th April	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	Public Financial Management	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	Strategic Financial Management	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	Public Financial Administration	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Dubai: 24 th March – 4 th April	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Doha(Qatar): 24 th March – 4 th April	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Geneva (Switzerland): 24 th March – 4 th April	\$9,600	\$5,500

	Global Best Practices and Approach for Successful Leadership	Accra (Ghana): 24 th March – 4 th April	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 31 st March – 11 th April	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 31 st March – 11 th April	\$9,600	\$5,500
	Achieving Compliance Monitoring with Effective Regulation	London: 31 st March – 11 th April	\$9,600	\$5,500
	Strategic Management of Regulatory and Enforcement Organisation	London: 31 st March – 11 th April	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Dubai: 31 st March – 11 th April	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 31 st March – 11 th April	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 31 st March – 11 th April	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Istanbul (Turkey): 31 st March – 11 th April	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Istanbul (Turkey): 31 st March – 11 th April	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Miami (Florida): 31 st March – 11 th April	\$9,600	\$5,500
	Leadership Impact Through Innovation	Miami (Florida): 31 st March – 11 th April	\$9,600	\$5,500
	APRIL			
	Leadership and Change Management in the Digital Era	London: 7 th – 18 th April	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 7 th – 18 th April	\$9,600	\$5,500
	Result Oriented Leadership Strategies	London: 7 th – 18 th April	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 7 th – 18 th April	\$9,600	\$5,500
	Achieving Success Through Value Creation	London: 7 th – 18 th April		
	Performance Measurement and Appraisal	Dubai: 7 th – 18 th April	\$9,600	\$5,500
	Coaching and Succession Planning	Dubai: 7 th – 18 th April	\$9,600	\$5,500
	Mastering Project Management	Dubai: 7 th – 18 th April	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	Dubai: 7 th – 18 th April	\$9,600	\$5,500

	Project Management, Scheduling and Compliance	London: 14 th – 25 th April	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 14 th – 25 th April	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Dubai: 14 th – 25 th April	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Dubai: 14 th – 25 th April	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	Dubai: 14 th – 25 th April	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Problem Solving and Business Development	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Project Governance Best Practices	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Public Financial Administration	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Corporate Financial Planning	London: 21 st April – 2 nd May	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 21 st April – 2 nd May	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Dubai: 21 st April – 2 nd May	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Dubai: 21 st April – 2 nd May	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 21 st April – 2 nd May	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 21 st April – 2 nd May	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 28 th April – 9 th May	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	London: 28 th April – 9 th May	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	London: 28 th April – 9 th May	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	London: 28 th April – 9 th May	\$9,600	\$5,500
	Leading and Managing Change	Paris (France): 28 th April – 9 th May	\$9,600	\$5,500

	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 28 th April – 9 th May	\$9,600	\$5,500
	Report Writing Skills	London: 28 th April – 9 th May	\$9,600	\$5,500
	Business Writing Skills for Impact in the Workplace	London: 28 th April – 9 th May	\$9,600	\$5,500
	Advanced Writing Skills for Executives	London: 28 th April – 9 th May	\$9,600	\$5,500
	Skills for Excellent Communication	London: 28 th April – 9 th May	\$9,600	\$5,500
	Crises Management and Conflict Resolution Skills for Public Relations Practitioners	London: 28 th April – 9 th May	\$9,600	\$5,500
	MAY			
	Corporate Governance: Operations and Processes	London: 5 th – 16 th May	\$9,600	\$5,500
	Leading with Authenticity and Purpose	London: 5 th – 16 th May	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	London: 5 th – 16 th May	\$9,600	\$5,500
	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	London: 5 th – 16 th May	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	London: 5 th – 16 th May	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	London: 5 th – 16 th May	\$9,600	\$5,500
	Strategic Leadership, Planning and Goal Achievement	Marrakech (Morocco): 5 th – 16 th May	\$9,600	\$5,500
	Understanding the Oil and Gas Sector	Marrakech (Morocco): 5 th – 16 th May	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Houston (Texas): 5 th – 16 th May	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	Doha(Qatar): 5 th – 16 th May	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Mastering Project Management	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Dubai: 5 th – 16 th May	\$9,600	\$5,500

	Result-Oriented Project Monitoring and Evaluation	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Regulating and Evaluating Public-Private Partnership Projects	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Project Financial Management	Dubai: 5 th – 16 th May	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 12 th – 23 rd May	\$9,600	\$5,500
	Achieving Success Through Value Creation	London: 12 th – 23 rd May	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 12 th – 23 rd May	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 12 th – 23 rd May	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	London: 12 th – 23 rd May	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	London: 12 th – 23 rd May	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	London: 12 th – 23 rd May	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	London: 12 th – 23 rd May	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	London: 12 th – 23 rd May	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Achieving Compliance Monitoring with Effective Regulation	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Strategic Management of Regulatory and Enforcement Organisation	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 12 th – 23 rd May	\$9,600	\$5,500

	Innovation and Strategy for Business Growth	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	Dubai: 12 th – 23 rd May	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Paris (France): 12 th – 23 rd May	\$9,600	\$5,500
	Leading and Managing Change	Paris (France): 12 th – 23 rd May	\$9,600	\$5,500
	Leadership, Human Resources and Change Management: Attitude and Behaviours	Kigali (Rwanda): 12 th – 23 rd May	\$9,600	\$5,500
	Managing Constituency and Public Relations for Legislators	Kigali (Rwanda): 12 th – 23 rd May	\$9,600	\$5,500
	International Oil and Gas Development	Geneva (Switzerland) 12 th – 23 rd May	\$9,600	\$5,500
	Achieving Leadership Success Through People	Houston (Texas): 12 th – 23 rd May	\$9,600	\$5,500
	Achieving Success Through Value Creation	Houston (Texas): 12 th – 23 rd May	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	Miami (Florida): 12 th – 23 rd May	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Accra (Ghana): 12 th – 23 rd May	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Doha(Qatar): 19 th – 30 th May	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	London: 19 th – 30 th May	\$9,600	\$5,500
	Best Practices in Human Resource Management for Organisational Peace	London: 19 th – 30 th May	\$9,600	\$5,500
	Leadership, Human Resources and Change Management: Attitudes and Behaviours	London: 19 th – 30 th May	\$9,600	\$5,500
	Oil and Gas Contract Management	London: 19 th – 30 th May	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	London: 19 th – 30 th May	\$9,600	\$5,500
	AI Transformation for Telecoms Leaders	London: 19 th – 30 th May	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	London: 19 th – 30 th May	\$9,600	\$5,500

	High Performance Strategic Leadership: Creating and Delivering Value	London: 19 th – 30 th May	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	London: 19 th – 30 th May	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	London: 19 th – 30 th May	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 19 th – 30 th May	\$9,600	\$5,500
	Achieving Leadership Success Through People	Marrakech (Morocco): 19 th – 30 th May	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Digital Economy Regulation and Control	Istanbul (Turkey): 19 th – 30 th May	\$9,600	\$5,500
	Skills for Effective People Management in Project and Programmes	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Problem Solving and Business Development	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Coaching and Succession Planning	Dubai: 19 th – 30 th May	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	London: 26 th May – 6 th June	\$9,600	\$5,500
	Project Management Essentials	London: 26 th May – 6 th June	\$9,600	\$5,500
	Global Best Practices in Oil and Gas Management	London: 26 th May – 6 th June	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 26 th May – 6 th June	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	London: 26 th May – 6 th June	\$9,600	\$5,500

	Creative Thinking: Innovative Solutions to Complex Challenges	London: 26 th May – 6 th June	\$9,600	\$5,500
	Project Governance Best Practices	London: 26 th May – 6 th June	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 26 th May – 6 th June	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Leadership, Human Resources and Change Management: Attitudes	Dubai: 26 th May – 6 th June	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Istanbul (Turkey): 26 th May – 6 th June	\$9,600	\$5,500
	Understanding Legislative Processes and Procedures	Istanbul (Turkey): 26 th May – 6 th June	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Paris (France): 26 th May – 6 th June	\$9,600	\$5,500
	Problem Solving and Business Development	Paris (France): 26 th May – 6 th June	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Houston (Texas): 26 th May – 6 th June	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Houston (Texas): 26 th May – 6 th June	\$9,600	\$5,500
	Leading Dynamically in the Oil and Gas Industry	Houston (Texas): 26 th May – 6 th June	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Kigali (Rwanda): 26 th May – 6 th June	\$9,600	\$5,500
	JUNE			
	Leadership and Change Management in the Digital Era	London: 2 nd – 13 th June	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 2 nd – 13 th June	\$9,600	\$5,500
	Leading and Managing Change	London: 2 nd – 13 th June	\$9,600	\$5,500
	Result Oriented Leadership Strategies	London: 2 nd – 13 th June	\$9,600	\$5,500

	Achieving Excellence Through Sustainable Leadership	London: 2 nd – 13 th June	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	London: 2 nd – 13 th June	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Dubai: 2 nd – 13 th June	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 2 nd – 13 th June	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Dubai: 2 nd – 13 th June	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 2 nd – 13 th June	\$9,600	\$5,500
	Leadership, Creativity, and Peak Performance	Dubai: 2 nd – 13 th June	\$9,600	\$5,500
	Achieving Leadership Success Through People	Miami (Florida): 2 nd – 13 th June	\$9,600	\$5,500
	Achieving Success Through Value Creation	Miami (Florida): 2 nd – 13 th June	\$9,600	\$5,500
	Strategic Frameworks for Competitive Advantage	Houston (Texas): 2 nd – 13 th June	\$9,600	\$5,500
	Creating and Implementing Strategy for Competitive Advantage	Houston (Texas): 2 nd – 13 th June	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 9 th – 20 th June	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 9 th – 20 th June	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 9 th – 20 th June	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 9 th – 20 th June	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	London: 9 th – 20 th June	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	London: 9 th – 20 th June	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	London: 9 th – 20 th June	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	London: 9 th – 20 th June	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	London: 9 th – 20 th June	\$9,600	\$5,500
	Business Writing Skills for Impact in the Workplace	Dubai: 9 th – 20 th June	\$9,600	\$5,500

	Advanced Writing Skills for Executives	Dubai: 9 th – 20 th June	\$9,600	\$5,500
	Skills For Excellent Communication	Dubai: 9 th – 20 th June	\$9,600	\$5,500
	Report Writing Skills	Dubai: 9 th – 20 th June	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	Dubai: 9 th – 20 th June	\$9,600	\$5,500
	Professional Development Solutions for Visionary Leadership	Dubai: 9 th – 20 th June	\$9,600	\$5,500
	Strategic Leadership, Planning and Goal Achievement	Marrakech (Morocco): 9 th – 20 th June	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Marrakech (Morocco): 9 th – 20 th June	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Paris (France): 9 th – 20 th June	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Paris (France): 9 th – 20 th June	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Geneva (Switzerland): 9 th – 20 th June	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Accra (Ghana): 9 th – 20 th June	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 16 th – 27 th June	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	London: 16 th – 27 th June	\$9,600	\$5,500
	Leading with Authenticity and Purpose	London: 16 th – 27 th June	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	London: 16 th – 27 th June	\$9,600	\$5,500
	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	London: 16 th – 27 th June	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 16 th – 27 th June	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	London: 16 th – 27 th June	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	London: 16 th – 27 th June	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	London: 16 th – 27 th June	\$9,600	\$5,500

	Innovation and Strategy for Business Growth	London: 16 th – 27 th June	\$9,600	\$5,500
	Mastering Project Management	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Global Best Practice In Projects and Programmes Management	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Advanced Project Implementation Techniques	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	High Performance Strategic Leadership: Creating and Delivering Value	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Regulating and Evaluating Public-Private Partnership Projects	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Developing Project Strategy in the Oil and Gas Industry	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Project Governance Best Practices	Dubai: 16 th – 27 th June	\$9,600	\$5,500
	Project Financial Management	Houston (Texas): 16 th – 27 th June	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Houston (Texas): 16 th – 27 th June	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Kigali (Rwanda): 16 th – 27 th June	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	Kigali (Rwanda): 16 th – 27 th June	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	Istanbul (Turkey): 16 th – 27 th June	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Istanbul (Turkey): 16 th – 27 th June	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Miami (Florida): 16 th – 27 th June	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Best Practices in Human Resource Management for Organisational Peace	London: 23 rd June – 4 th July	\$9,600	\$5,500

	Leadership, Human Resources and Change Management: Attitudes and Behaviours	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Leadership Impact Through Innovation	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Oil and Gas Contract Management	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	London: 23 rd June – 4 th July	\$9,600	\$5,500
	AI Transformation for Telecoms Leaders	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	London: 23 rd June – 4 th July	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Skills for Effective People Management in Project and Programmes	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Coaching and Succession Planning	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	International Oil and Gas Development	Dubai: 23 rd June – 4 th July	\$9,600	\$5,500
	Digital Economy Regulation and Control	Houston (Texas): 23 rd June – 4 th July	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Houston (Texas): 23 rd June – 4 th July	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Houston (Texas): 23 rd June – 4 th July	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	London: 30 th June – 11 th July	\$9,600	\$5,500
	Project Management Essentials	London: 30 th June – 11 th July	\$9,600	\$5,500
	Project Governance Best Practices	London: 30 th June – 11 th July	\$9,600	\$5,500
	Oil and Gas Field Life Cycle, Field Development and Planning	London: 30 th June – 11 th July	\$9,600	\$5,500

	Best Practices in Project Planning, Monitoring and Evaluation	London: 30 th June – 11 th July	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	London: 30 th June – 11 th July	\$9,600	\$5,500
	Leading with Authenticity and Purpose	London: 30 th June – 11 th July	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 30 th June – 11 th July	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	London: 30 th June – 11 th July	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	London: 30 th June – 11 th July	\$9,600	\$5,500
	Leadership in a Digitalized Economy	London: 30 th June – 11 th July	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 30 th June – 11 th July	\$9,600	\$5,500
	Petroleum Revenue Generation, Treasury and Funds Management in the Oil and Gas Sector	London: 30 th June – 11 th July	\$9,600	\$5,500
	Oil and Gas Operation Process	London: 30 th June – 11 th July	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Miami (Florida): 30 th June – 11 th July	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Miami (Florida): 30 th June – 11 th July	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Achieving Leadership Success Through People	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Achieving Success Through Value Creation	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Dubai: 30 th June – 11 th July	\$9,600	\$5,500

	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 30 th June – 11 th July	\$9,600	\$5,500
	JULY			
	Economic Development: Using Analytical Frameworks for Smart Policy Design	London: 7 th – 18 th July	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	London: 7 th – 18 th July	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 7 th – 18 th July	\$9,600	\$5,500
	Problem Solving and Business Development	London: 7 th – 18 th July	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	London: 7 th – 18 th July	\$9,600	\$5,500
	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	London: 7 th – 18 th July	\$9,600	\$5,500
	Achieving Leadership Success Through People	Dubai: 7 th – 18 th July	\$9,600	\$5,500
	Achieving Success Through Value Creation	Dubai: 7 th – 18 th July	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 7 th – 18 th July	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 7 th – 18 th July	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Dubai: 7 th – 18 th July	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	Istanbul (Turkey) : 7 th – 18 th July	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Istanbul (Turkey) : 7 th – 18 th July	\$9,600	\$5,500
	Advanced Project Implementation Techniques	Geneva (Switzerland): 7 th – 18 th July	\$9,600	\$5,500
	Project Management Essentials	Accra (Ghana): 7 th – 18 th July	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	London: 14 th – 25 th July	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 14 th – 25 th July	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 14 th – 25 th July	\$9,600	\$5,500

	Internet of Things: Building Concepts and Application in Current World	London: 14 th – 25 th July	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Dubai: 14 th – 25 th July	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 14 th – 25 th July	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 14 th – 25 th July	\$9,600	\$5,500
	Leadership Essential	Dubai: 14 th – 25 th July	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 14 th – 25 th July	\$9,600	\$5,500
	International Oil and Gas Development	London: 21 st July – 1 st August	\$9,600	\$5,500
	Effective Practice of Lawyering	London: 21 st July – 1 st August	\$9,600	\$5,500
	Handling Complex Litigations	London: 21 st July – 1 st August	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	London: 21 st July – 1 st August	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	London: 21 st July – 1 st August	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	London: 21 st July – 1 st August	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 21 st July – 1 st August	\$9,600	\$5,500
	Achieving Success Through Value Creation	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Dubai: 21 st July – 1 st August	\$9,600	\$5,500
	International Financial Reporting Standards (IFRS)	Houston (Texas): 21 st July – 1 st August	\$9,600	\$5,500

	IPSAS - Presentation, Disclosure and Financial Reports	Miami (Florida): 21 st July – 1 st August	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Miami (Florida): 21 st July – 1 st August	\$9,600	\$5,500
	Digital Economy Regulation and Control	Kigali (Rwanda): 21 st July – 1 st August	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	London: 28 th July – 8 th August	\$9,600	\$5,500
	Advanced Project implementation Techniques	London: 28 th July – 8 th August	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	London: 28 th July – 8 th August	\$9,600	\$5,500
	Professional Development Solutions for Visionary Leadership	London: 28 th July – 8 th August	\$9,600	\$5,500
	Leadership in a Digitalized Economy	London: 28 th July – 8 th August	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 28 th July – 8 th August	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 28 th July – 8 th August	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Leading with Authenticity and Purpose	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Dubai: 28 th July – 8 th August	\$9,600	\$5,500
	Oil and Gas Field Life Cycle, Field Development and Planning	Doha(Qatar): 28 th July – 8 th August	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	Doha(Qatar): 28 th July – 8 th August	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Marrakech (Morocco): 28 th July – 8 th August	\$9,600	\$5,500
	AUGUST			
	Professional Development Solutions for Visionary Leadership	London: 4 th – 15 th August	\$9,600	\$5,500

	Leading with Emotional Intelligence: Psychology of Leadership	London: 4 th – 15 th August	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	London: 4 th – 15 th August	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	London: 4 th – 15 th August	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	London: 4 th – 15 th August	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	London: 4 th – 15 th August	\$9,600	\$5,500
	Advocacy Skills	London: 4 th – 15 th August	\$9,600	\$5,500
	Effective Corporate Secretary and Legal Adviser	London: 4 th – 15 th August	\$9,600	\$5,500
	Effective Practice of Lawyering	London: 4 th – 15 th August	\$9,600	\$5,500
	Handling Complex Litigations	London: 4 th – 15 th August	\$9,600	\$5,500
	Understanding the Oil and Gas Sector	London: 4 th – 15 th August	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	International Financial Reporting Standards	Dubai: 4 th – 15 th August	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	Doha(Qatar): 4 th – 15 th August	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	Geneva (Switzerland): 4 th – 15 th August	\$9,600	\$5,500

	Achieving Excellence: Maximising Leadership Effectiveness	Geneva (Switzerland): 4 th – 15 th August	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Miami (Florida): 4 th – 15 th August	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Miami (Florida): 4 th – 15 th August	\$9,600	\$5,500
	Problem Solving and Business Development	Istanbul (Turkey): 4 th – 15 th August	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 11 th – 22 nd August	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 11 th – 22 nd August	\$9,600	\$5,500
	Leading and Managing Change	London: 11 th – 22 nd August	\$9,600	\$5,500
	Principles and Practice of Legal Drafting	London: 11 th – 22 nd August	\$9,600	\$5,500
	High Performance Strategic Leadership: Creating and Delivering Value	London: 11 th – 22 nd August	\$9,600	\$5,500
	Legal Practice Management	London: 11 th – 22 nd August	\$9,600	\$5,500
	Digital Economy Regulation and Control	London: 11 th – 22 nd August	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	London: 11 th – 22 nd August	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	London: 11 th – 22 nd August	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Global best practices and approach for successful leadership	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Global Best Practices in Oil and Gas Management	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	Dubai: 11 th – 22 nd August	\$9,600	\$5,500

	Developing Project Strategy in the Oil and Gas Industry	Dubai: 11 th – 22 nd August	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Houston (Texas): 11 th – 22 nd August	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Houston (Texas): 11 th – 22 nd August	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Houston (Texas): 11 th – 22 nd August	\$9,600	\$5,500
	Leading with Authenticity and Purpose	Doha(Qatar): 11 th – 22 nd August	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	London: 18 th – 29 th August	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 18 th – 29 th August	\$9,600	\$5,500
	Human Resource Strategies for Transforming Organisations	London: 18 th – 29 th August	\$9,600	\$5,500
	Leadership, Creativity, and Peak Performance	London: 18 th – 29 th August	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 18 th – 29 th August	\$9,600	\$5,500
	Effective Reward and Compensation Systems for Organisation	London: 18 th – 29 th August	\$9,600	\$5,500
	Public Financial Administration	London: 18 th – 29 th August	\$9,600	\$5,500
	Leading and Managing Change	London: 18 th – 29 th August	\$9,600	\$5,500
	Oil and Gas Field Life Cycle, Field Development and Planning	London: 18 th – 29 th August	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 18 th – 29 th August	\$9,600	\$5,500
	Problem Solving and Business Development	Doha(Qatar): 18 th – 29 th August	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Effective Public Procurement Management	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Leadership Impact Through Innovation	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Dubai: 18 th – 29 th August	\$9,600	\$5,500

	International Procurement	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Best Practice in Procurement Management	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	Dubai: 18 th – 29 th August	\$9,600	\$5,500
	International Oil and Gas Development	Doha(Qatar): 18 th – 29 th August	\$9,600	\$5,500
	Project Governance Best Practices	Istanbul (Turkey): 18 th – 29 th August	\$9,600	\$5,500
	Advanced Project Implementation Techniques	Istanbul (Turkey): 18 th – 29 th August	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	AI Transformation for Telecoms Leaders	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Leadership in a Digitalized Economy	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Effective Committee Management in the Legislature	London: 25 th Aug. – 5 th September	\$9,600	\$5,500

	Understanding Legislative Processes and Procedures	London: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Mastering Project Management	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Project Management Essentials	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Risk Management in The Energy Sector	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Oil and Gas Contract Management	Dubai: 25 th Aug. – 5 th September	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	Paris (France): 25 th Aug. – 5 th September	\$9,600	\$5,500
	Advanced Project Implementation Techniques	Paris (France): 25 th Aug. – 5 th September	\$9,600	\$5,500
	SEPTEMBER			
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 1 st – 12 th September	\$9,600	\$5,500
	Professional Development Solutions for Visionary Leadership	London: 1 st – 12 th September	\$9,600	\$5,500
	Leading Dynamically in the Oil and Gas Industry	London: 1 st – 12 th September	\$9,600	\$5,500
	Risk Management in The Energy Sector	London: 1 st – 12 th September	\$9,600	\$5,500
	Advocacy Skills	London: 1 st – 12 th September	\$9,600	\$5,500
	Effective Corporate Secretary and Legal Adviser	London: 1 st – 12 th September	\$9,600	\$5,500
	Effective Practice of Lawyering	London: 1 st – 12 th September	\$9,600	\$5,500
	Handling Complex Litigations	London: 1 st – 12 th September	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 1 st – 12 th September	\$9,600	\$5,500
	Strategic Frameworks for Competitive Advantage	London: 1 st – 12 th September	\$9,600	\$5,500
	Creating and Implementing Strategy for Competitive Advantage	London: 1 st – 12 th September	\$9,600	\$5,500
	Understanding the Oil and Gas Sector	London: 1 st – 12 th September	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	London: 1 st – 12 th September	\$9,600	\$5,500

	Human Resource Strategies for Transforming Organisations	Dubai: 1 st – 12 th September	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 1 st – 12 th September	\$9,600	\$5,500
	Leadership, Creativity, and Peak Performance	Dubai: 1 st – 12 th September	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Dubai: 1 st – 12 th September	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Dubai: 1 st – 12 th September	\$9,600	\$5,500
	Problem Solving and Business Development	Doha(Qatar): 1 st – 12 th September	\$9,600	\$5,500
	Mastering Project Management	Houston (Texas): 1 st – 12 th September	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Houston (Texas): 1 st – 12 th September	\$9,600	\$5,500
	Leading and Managing Change	London: 8 th – 19 th September	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 8 th – 19 th September	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	London: 8 th – 19 th September	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	London: 8 th – 19 th September	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	London: 8 th – 19 th September	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	London: 8 th – 19 th September	\$9,600	\$5,500
	Project Governance Best Practices	London: 8 th – 19 th September	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 8 th – 19 th September	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	London: 8 th – 19 th September	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	London: 8 th – 19 th September	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	London: 8 th – 19 th September	\$9,600	\$5,500
	Understanding Legislative Processes and Procedures	London: 8 th – 19 th September	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	Dubai: 8 th – 19 th September	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 8 th – 19 th September	\$9,600	\$5,500

	High Performance Strategic Leadership: Creating and Delivering Value	Dubai: 8 th – 19 th September	\$9,600	\$5,500
	Achieving Excellence Through Sustainable Leadership	Dubai: 8 th – 19 th September	\$9,600	\$5,500
	Business Process Optimisation and Modelling: A Practical Approach	Doha(Qatar): 8 th – 19 th September	\$9,600	\$5,500
	Effective Committee Management in the Legislature	Kigali (Rwanda): 8 th – 19 th September	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	Istanbul (Turkey): 8 th – 19 th September	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Houston (Texas): 8 th – 19 th September	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	Houston (Texas): 8 th – 19 th September	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	London: 15 th – 26 th September	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	London: 15 th – 26 th September	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 15 th – 26 th September	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 15 th – 26 th September	\$9,600	\$5,500
	International Financial Reporting Standard (IFRS)	London: 15 th – 26 th September	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	London: 15 th – 26 th September	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Global Best Practices in Oil and Gas Management	Dubai: 15 th – 26 th September	\$9,600	\$5,500

	Leadership in a Digitalized Economy	Geneva (Switzerland): 15 th – 26 th September	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Result Oriented Leadership Strategies	Dubai: 15 th – 26 th September	\$9,600	\$5,500
	Building and Maintaining Corporate Brands	Geneva (Switzerland): 15 th – 26 th September	\$9,600	\$5,500
	Business Writing Skills for Impact in the Workplace	Geneva (Switzerland): 15 th – 26 th September	\$9,600	\$5,500
	Advanced Writing Skills for Executives	Accra (Ghana): 15 th – 26 th September	\$9,600	\$5,500
	Skills For Excellent Communication	Accra (Ghana): 15 th – 26 th September	\$9,600	\$5,500
	Report Writing Skills	Miami (Florida): 15 th – 26 th September	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Miami (Florida): 15 th – 26 th September	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Kigali (Rwanda): 15 th – 26 th September	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Project Management, Monitoring and Reporting	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Advanced Project Implementation Techniques	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	London: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	Dubai: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Dubai: 22 nd Sept. – 3 rd October	\$9,600	\$5,500

	Leading with Authenticity and Purpose	Dubai: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Dubai: 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Paris (France): 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Paris (France): 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Marrakech (Morocco): 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	Marrakech (Morocco): 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	Istanbul (Turkey): 22 nd Sept. – 3 rd October	\$9,600	\$5,500
	Digital Economy Regulation and Control	Doha(Qatar): 29 th Sept – 10 th October	\$9,600	\$5,500
	Financial Planning for Organisational Effectiveness	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	AI Transformation for Telecoms Leaders	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	Problem Solving and Business Development	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	Effective Public Procurement Management	London: 29 th Sept – 10 th October	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	International Procurement	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	Best Practice in Procurement Management	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 29 th Sept – 10 th October	\$9,600	\$5,500
	OCTOBER			

	Internet of Things: Building Concepts and Application in Current World	London: 6 th – 17 th October	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	London: 6 th – 17 th October	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	London: 6 th – 17 th October	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 6 th – 17 th October	\$9,600	\$5,500
	Developing Project Strategy in the Oil and Gas Industry	London: 6 th – 17 th October	\$9,600	\$5,500
	Strategic Frameworks for Competitive Advantage	London: 6 th – 17 th October	\$9,600	\$5,500
	Creating and Implementing Strategy for Competitive Advantage	London: 6 th – 17 th October	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	London: 6 th – 17 th October	\$9,600	\$5,500
	Effective Leadership Skills in the Oil and Gas Sector	London: 6 th – 17 th October	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Assertiveness and Building Personal Confidence	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Dubai: 6 th – 17 th October	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Paris (France): 6 th – 17 th October	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	Paris (France): 6 th – 17 th October	\$9,600	\$5,500
	Leading with Authenticity and Purpose	London: 13 th – 24 th October	\$9,600	\$5,500

	Attracting and Sustaining Productive Relationships and Building Skills for Workable Team	London: 13 th – 24 th October	\$9,600	\$5,500
	The Positive Workplace for Building Employee Engagement and Satisfaction	London: 13 th – 24 th October	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	London: 13 th – 24 th October	\$9,600	\$5,500
	Achieving Leadership Success Through People	London: 13 th – 24 th October	\$9,600	\$5,500
	Achieving Success Through Value Creation	London: 13 th – 24 th October	\$9,600	\$5,500
	International Financial Reporting Standards	London: 13 th – 24 th October	\$9,600	\$5,500
	Understanding the Oil and Gas Sector	London: 13 th – 24 th October	\$9,600	\$5,500
	Oil and Gas Operation Process	London: 13 th – 24 th October	\$9,600	\$5,500
	Leadership in a Digitalized Economy	London: 13 th – 24 th October	\$9,600	\$5,500
	Leading Dynamically in the Oil and Gas Industry	London: 13 th – 24 th October	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 13 th – 24 th October	\$9,600	\$5,500
	Global Best Practice in Projects and Programmes Management	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Result-Oriented Project Monitoring and Evaluation	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Creative Thinking: Innovative Solutions to Complex Challenges	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Driving Innovation and Growth Using Blue Ocean Strategy	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Personal Effectiveness, Communication and Self-Development	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Effective Public Procurement Management	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	International Procurement	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Project Governance Best Practices	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Best Practice in Procurement Management	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Achieving Leadership Success Through People	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Petroleum Revenue Generation, Treasury and Funds Management in the Oil and Gas Sector	Dubai: 13 th – 24 th October	\$9,600	\$5,500

	Oil and Gas Operation Process	Dubai: 13 th – 24 th October	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Miami (Florida): 13 th – 24 th October	\$9,600	\$5,500
	Problem Solving and Business Development	Istanbul (Turkey): 13 th – 24 th October	\$9,600	\$5,500
	Managing Responsibly: Practicing Sustainability, Responsibility and Ethics	Istanbul (Turkey): 13 th – 24 th October	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Istanbul (Turkey): 13 th – 24 th October	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	Geneva (Switzerland): 13 th – 24 th October	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	London: 20 th – 31 st October	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	London: 20 th – 31 st October	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 20 th – 31 st October	\$9,600	\$5,500
	Leadership, Critical Thinking and Innovation	London: 20 th – 31 st October	\$9,600	\$5,500
	Leadership Impact Through Innovation	London: 20 th – 31 st October	\$9,600	\$5,500
	Leading and Managing Change	London: 20 th – 31 st October	\$9,600	\$5,500
	International Oil and Gas Development	London: 20 th – 31 st October	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	London: 20 th – 31 st October	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Building the Best Supply Chain Operations: Principles for Continuity and Sustainability	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 20 th – 31 st October	\$9,600	\$5,500

	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Strategic Leadership, Planning and Goal Achievement	Dubai: 20 th – 31 st October	\$9,600	\$5,500
	Developing Oil and Gas Business: Upstream and Downstream	Doha(Qatar): 20 th – 31 st October	\$9,600	\$5,500
	Innovation, Creativity and Problem Solving	Kigali (Rwanda): 20 th – 31 st October	\$9,600	\$5,500
	Problem Solving and Business Development	Accra (Ghana): 20 th – 31 st October	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Geneva (Switzerland): 20 th – 31 st October	\$9,600	\$5,500
	Digital Economy Regulation and Control	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Professional Development Solutions for Visionary Leadership	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Principle and Practice of Legal Drafting	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Legal Practice Management	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Economic Development: Using Analytical Frameworks for Smart Policy Design	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Global Best Practices in Oil and Gas Management	London: 27 th Oct – 7 th November	\$9,600	\$5,500
	Achieving Leadership Success Through People	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	Achieving Success Through Value Creation	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	Effective Reward and Compensation Systems for Organisations	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	Forensic Auditing and Accounting	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	Maximising Value for Internal Audit	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	Performance Audit	Dubai: 27 th Oct – 7 th November	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	Marrakech (Morocco): 27 th Oct – 7 th November	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Paris (France): 27 th Oct – 7 th November	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Paris (France): 27 th Oct – 7 th November	\$9,600	\$5,500

	Managing Yourself and Leading Others Through Difficult Time	Houston (Texas): 27 th Oct – 7 th November	\$9,600	\$5,500
	Corporate Governance: Operations and Processes	Houston (Texas): 27 th Oct – 7 th November	\$9,600	\$5,500
	Effective Public Sector Corporate Governance	Houston (Texas): 27 th Oct – 7 th November	\$9,600	\$5,500
	NOVEMBER			
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	London: 3 rd – 14 th November	\$9,600	\$5,500
	High Performance Strategic Leadership: Creating and Delivering Value	London: 3 rd – 14 th November	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	London: 3 rd – 14 th November	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 3 rd – 14 th November	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 3 rd – 14 th November	\$9,600	\$5,500
	Mastering Project Management	London: 3 rd – 14 th November	\$9,600	\$5,500
	Best Practice in Procurement Management	London: 3 rd – 14 th November	\$9,600	\$5,500
	Legislative Drafting: Principles and Practice	London: 3 rd – 14 th November	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Developing Project Strategy in the Oil and Gas Industry	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Leadership Essential	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	Dubai: 3 rd – 14 th November	\$9,600	\$5,500
	Legislative Drafting: Principles and Practice	Kigali (Rwanda): 3 rd – 14 th November	\$9,600	\$5,500
	Making Policy More Effective: Evaluating the Effect and Impact of Policy Decisions	London: 10 th – 21 st November	\$9,600	\$5,500

	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	London: 10 th – 21 st November	\$9,600	\$5,500
	Leadership in a Digitalized Economy	London: 10 th – 21 st November	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	London: 10 th – 21 st November	\$9,600	\$5,500
	Strategic Leadership, Planning and Goal Achievement	London: 10 th – 21 st November	\$9,600	\$5,500
	Arbitration and Mediation	London: 10 th – 21 st November	\$9,600	\$5,500
	Arbitration and Dispute Resolution	London: 10 th – 21 st November	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	Dubai: 10 th – 21 st November	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	Dubai: 10 th – 21 st November	\$9,600	\$5,500
	Leading and Managing Change	Dubai: 10 th – 21 st November	\$9,600	\$5,500
	Digital Economy Regulation and Control	Dubai: 10 th – 21 st November	\$9,600	\$5,500
	Understanding Legislative Processes and Procedures	Dubai: 10 th – 21 st November	\$9,600	\$5,500
	High Potentials Leadership: Attitudes and Behaviours	London: 17 th – 28 th November	\$9,600	\$5,500
	Strategic Management: Competitive and Corporate Strategy	London: 17 th – 28 th November	\$9,600	\$5,500
	Achieving Compliance Monitoring with Effective Regulation	London: 17 th – 28 th November	\$9,600	\$5,500
	Strategic Management of Regulatory and Enforcement Organisation	London: 17 th – 28 th November	\$9,600	\$5,500
	Project Management, Scheduling and Compliance	London: 17 th – 28 th November	\$9,600	\$5,500
	Best Practices in Project Planning, Monitoring and Evaluation	London: 17 th – 28 th November	\$9,600	\$5,500
	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	London: 17 th – 28 th November	\$9,600	\$5,500
	Innovation and Strategy for Business Growth	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Getting and Staying Ahead: Goal Setting and Techniques for Achievement	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Public Financial Management	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Strategic Financial Management	Dubai: 17 th – 28 th November	\$9,600	\$5,500

	Innovation, Creativity and Problem Solving	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Problem Solving and Business Development	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Leading Dynamically in the Oil and Gas Industry	Dubai: 17 th – 28 th November	\$9,600	\$5,500
	Leadership and Change Management in the Digital Era	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Managing Change for Business and Organisation's Success	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Leading and Managing Change	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Digital Economy Regulation and Control	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	London: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Dubai: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Managing Change in the Digitalised Ecosystem: Responsibility and Ethics	Doha(Qatar): 24 th Nov. – 5 th December	\$9,600	\$5,500
	Leadership in a Digitalized Economy	Dubai: 24 th Nov. – 5 th December	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 24 th Nov. – 5 th December	\$9,600	\$5,500
	21st Century Leadership Inspiring Excellence and Engagement	Paris (France): 24 th Nov. – 5 th December	\$9,600	\$5,500
	Achieving Leadership Success Through People	Marrakech (Morocco): 24 th Nov. – 5 th December	\$9,600	\$5,500
	Assertiveness Skills: Communicating with Authority and Impact	Marrakech (Morocco): 24 th Nov. – 5 th December	\$9,600	\$5,500
	DECEMBER			
	Assertiveness and Building Personal Confidence	London: 1 st – 12 th December	\$9,600	\$5,500
	Operational Excellence in the Digital Age: Harnessing Technology for Efficiency	London: 1 st – 12 th December	\$9,600	\$5,500
	Smart Leadership: Achieving Strategy Through Leadership & Innovation	London: 1 st – 12 th December	\$9,600	\$5,500

	Skills for Effective People Management in Projects and Programmes	London: 1 st – 12 th December	\$9,600	\$5,500
	Public Financial Management	London: 1 st – 12 th December	\$9,600	\$5,500
	Strategic Financial Management	London: 1 st – 12 th December	\$9,600	\$5,500
	Leadership, Creativity and Peak Performance	Doha(Qatar):: 1 st – 12 th December	\$9,600	\$5,500
	Global Best Practices and Approach for Successful Leadership	Dubai: 1 st – 12 th December	\$9,600	\$5,500
	Emerging Blockchain Business Model: Black Box AI and Problematic Futures	Dubai: 1 st – 12 th December	\$9,600	\$5,500
	Fusion of IoT, Blockchain and Artificial Intelligence	Dubai: 1 st – 12 th December	\$9,600	\$5,500
	Managing Yourself and Leading Others Through Difficult Time	Dubai: 1 st – 12 th December	\$9,600	\$5,500
	Leading with Emotional Intelligence: Psychology of Leadership	Kigali (Rwanda): 1 st – 12 th December	\$9,600	\$5,500
	Emotional Intelligence: Attitudes and Behaviours	Geneva (Switzerland): 1 st – 12 th December	\$9,600	\$5,500
	Strengthening Business Relationships: Creating Strategic Alliances and Building Trust	Istanbul (Turkey): 1 st – 12 th December	\$9,600	\$5,500
	Legislative Drafting: Principles and Practice	Istanbul (Turkey): 1 st – 12 th December	\$9,600	\$5,500
	Internet of Things: Building Concepts and Application in Current World	London: 8 th – 19 th December	\$9,600	\$5,500
	Digital Innovative Solution: Achieving Strategy Through Excellence Leadership	London: 8 th – 19 th December	\$9,600	\$5,500
	Leveraging the Power of Design Thinking, Creativity and Innovation	London: 8 th – 19 th December	\$9,600	\$5,500
	IPSAS - Presentation, Disclosure and Financial Reports	London: 8 th – 19 th December	\$9,600	\$5,500
	Strategic Frameworks for Competitive Advantage	London: 8 th – 19 th December	\$9,600	\$5,500
	Creating and Implementing Strategy for Competitive Advantage	Dubai: 8 th – 19 th December	\$9,600	\$5,500
	Developing Project Strategy in the Oil and Gas Industry	London: 8 th – 19 th December	\$9,600	\$5,500
	International Financial Reporting Standards	Dubai: 8 th – 19 th December	\$9,600	\$5,500

	AI Transformation for Telecoms Leaders	Dubai: 8 th – 19 th December	\$9,600	\$5,500
	Achieving Excellence: Maximising Leadership Effectiveness	Dubai: 8 th – 19 th December	\$9,600	\$5,500
	Developing Personal Impact and Building Productive Team	Istanbul (Turkey): 8 th – 19 th December	\$9,600	\$5,500
	Arbitration and Mediation	Istanbul (Turkey): 8 th – 19 th December	\$9,600	\$5,500
	Arbitration and Dispute Resolution	Paris (France): 8 th – 19 th December	\$9,600	\$5,500



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