

## Select Your Training Programs by Categories

### **A). Business and Management Programs**

#### **1. Executive Development**

- ✓ **Leadership - Masterclass**
- ✓ **Sustainable Business Strategy Skills Training**
- ✓ **CEO Excellence; The Six Mindsets That Distinguishes the Best Leaders from the Rest**
- ✓ **Board Secretary Master Class Skills Training**
- ✓ **Business Transformation Skills Training**

#### **2. Management and Leadership**

- ✓ **Effective Managerial Leadership & Supervisory Skills Training**
- ✓ **Excellent Supervisory Skills Training**
- ✓ **Finance for non-finance Managers/Directors Skills Training**

- ✓ **Intra – Entrepreneurial Leadership Essentials Skills Training**
- ✓ **Mastering People Management and Leadership Skills Training**
- ✓ **Risk Management Skills Training**
- ✓ **Managing Remote Teams Skills Training**
- ✓ **Effective Board Reporting and Presentation Skills Training**
- ✓ **Management – Masterclass**
  
- ✓ **Artificial Intelligence (AI) for Leaders and Managers Skills Training....Leveraging Data Analytics for Business**
- ✓ **New Managers - High Performance Leadership for New Managers Skills Training.... Emerging Leader Development Program**
- ✓ **Leadership in a Digital Age Skills Training.... The Essential Program for Future-Ready Leaders**
- ✓ **Coaching - Mastering the Art of Coaching Skills Training**
- ✓ **Business Continuity Management Skills Training**

### **3. Strategy and Strategic Planning**

- ✓ **Strategic Leadership Skills Training ..**
- ✓ **Sustainable Business Strategy Skills Training**
- ✓ **Building and Supporting High Performance Board Skills Training**
- ✓ **Benchmarking: Comparing Your Performance with the Best Skills Training...Tools and Methodologies for Continuous Quality Improvement**
- ✓ **Market and Competitive Intelligence Masterclass Skills Training ....**

## **4. HR Management**

- ✓ **Job Analysis and Job Evaluation Skills Training**
- ✓ **ER - Employee Relations and Engagement Motivation, Grievances, Conflict and Discipline Skills Training**
- ✓ **360 Degree Feedback Assessment Training Course**
- ✓ **Culture - Developing Corporate and Organizational Culture Training Program**
- ✓ **HR Audit Training Program**
- ✓ **Job Description Writing Training Course**
- ✓ **KPI (Key Performance Indicators) Training Program**
- ✓ **Performance Appraisal Training Course for Managers**
- ✓ **Recruitment Skills Training**
- ✓ **Succession Planning Training Course**
- ✓ **Industrial and Labour Relations Skills Training**
- ✓ **Strategic Performance Management Skills Training**
- ✓ **Managing Performance with OKR (Objectives and Key Results) Skills Training**
- ✓ **Competency Based Interviewing Skills Training**
- ✓ **HR Analytics and Metrics Skills Training**
- ✓ **HR Information Management System Training**

- ✓ **Organizational Culture Leadership Skills Training**
- ✓ **Policy Initiatives to Transform HR Skills Training**
- ✓ **Advanced Selection, Interviewing & Recruitment Skills Training**
- ✓ **Mastering People Management and Leadership Skills Training**
- ✓ **People Analytics Skills Training**
- ✓ **The Future of HR**
- ✓ **Talent Management Skills Training**
- ✓ **Organizational, Behavioral & Cultural Aspects of Digitalization Skills Training**

## **5. Learning and Development**

- ✓ **Linking Training to Organizational Goals Skills Training**
- ✓ **The Training Analyst Skills Training**
- ✓ **Competencies: Design, Development and Implementation Skills Training**
- ✓ **Cultivating Learning Agility in the Workplace Skills Training**

## **6. Personal Effectiveness**

- ✓ **Self-Leadership Skills Training..... Embracing Agility for Highly Effective Self-Leadership.**
- ✓ **Emotional Intelligence Skills Training**
- ✓ **Goal Setting Skills Training**
- ✓ **Advanced MS Excel Skills Training**
- ✓ **Excellent Public Speaking & Presentation Skills Training**
- ✓ **Business Analytics, Data Analysis and Metrics Skills Training**
- ✓ **Professional Writing, Report Skills and Excellent Communication Skills Training ....**
- ✓ **Excellent communication, Image and Business etiquette skills Training**
- ✓ **Advanced Negotiation Skills Training**
- ✓ **Personal Financial Management, Investing & Entrepreneurship Skills Training**
- ✓ **Personal Effectiveness & Influencing Skills Training**
- ✓ **The Art of Presence & Influence Master Class Skills Training...**
- ✓ **Managing Multiple Tasks, Priorities & Deadlines Masterclass Skills Training ...**
- ✓ **Data Visualization Skills Training .....The New Era for Comprehending and Conveying Information**
- ✓ **MS PowerPoint Training Course**
- ✓ **MS WORD Practical Skills Training**

## **Customer Service**

- ✓ **Customer Centricity Skills Training**
- ✓ **Customer Experience Management Skills Training**
- ✓ **Customer Retention and Loyalty Training Program**
- ✓ **The WOW! Customer Service Experience, Image & Business etiquette Training**
- ✓ **Customer Service Metrics Skills Training**
- ✓ **Customer Relationship Management Masterclass Skills Training**
- ✓ **Excellent Contact Centre Management Skills Training**
- ✓ **Achieving Excellence in Customer Service Skills Training**
- ✓ **Client Management Strategies for Retention & Growth Skills Training**

## **7. Sales and Marketing**

- ✓ **Sales Manager Training... Mastering Sales Management Fundamentals.**
- ✓ **Key Account Management & Sales Effectiveness Skills Training**
- ✓ **FMCG Sales Skills Training**
- ✓ **Distribution Channel Marketing Management Training for FMCG**
- ✓ **Business Development Manager Skills Training**

- ✓ **Certified ECOMMERCE Specialist**
- ✓ **Credit Risk Management Skills Training**
- ✓ **Advanced Negotiation Skills Training**
- ✓ **Strategic Marketing and Communication Skills Training**
- ✓ **Business Development Manager Skills Training**
  
- ✓ **Customer Relationship Management Masterclass Skills Training**
- ✓ **Advanced Social Media Training**
  
- ✓ **Agile Product Management Skills Training**
- ✓ **Market and Competitive Intelligence Masterclass Skills Training ....**
- ✓ **Internet and Social Media Marketing Training**

## **8. Creativity and Innovation**

- ✓ **Disruptive Innovation Skills Training**
  
- ✓ **Structured Problem Solving Using Lean Sigma Skills Training...**

## **9. Business Process Management**

- ✓ **Business Process Re-engineering (BPR) skills Training**
- ✓ **Business Process Automation Skills Program**
- ✓ **Lean Manufacturing Training Program**

## **10. Office Administration and Management**

- ✓ **Office Management Masterclass Skills Training**
- ✓ **Excellent Meeting Management and Minute Taking Skills Training**
- ✓ **Perfect PA and Effective Office Administrator Skills Training**
- ✓ **Credit Risk Management Skills Training**
- ✓ **Executive Assistant Master Class Skills Training**
- ✓ **Customer Relationship Management Masterclass Skills Training**
- ✓ **Government Protocols, Communication & Etiquette Skills Training**
- ✓ **The NEW Executive Assistant Skills Training -Exceptional Executive Office Management.**
- ✓ **Finance & Accounting for Office Administrators & Secretaries; Contributing & Benefiting from Accounting and Finance Systems.**
- ✓ **MS PowerPoint Training Course**
- ✓ **MS WORD Practical Skills Training**
  - ✓ **Office Administration Skills Training**
  - ✓ **Essential Office Administrative Skills Training**
  - ✓ **Receptionist Training Course**
  - ✓ **Travel Management Skills Training**



## **11. Corporate Communication**

- ✓ **Strategic Communication Skills Training**
- ✓ **Government Protocols, Communication & Etiquette Skills Training**
- ✓ **Corporate Risk & Crisis Management Skills Training**
- ✓ **Strategic Brand Management Skills Training**

## **12. Public Relations**

- ✓ **PR and Corporate Communications- Unleashing the power of PR Skills Training**
- ✓ **Corporate Risk & Crisis Management Skills Training**
- ✓ **Event and Conference Management Training**
- ✓ **International Protocol and Diplomacy Training Program**
- ✓ **Public Affairs and Media Relations Training Program**

## **13. Sustainability and CSR**

- ✓ **CSR - Corporate Social Responsibility Skills Training**
- ✓ **Sustainability Leadership and Corporate Responsibility Skills Training**

## **B). Finance and Investment Programs**

### **1. Banking and Financial Regulations**

- ✓ Investment Risk Management Skills Training
- ✓ Portfolio Investment Analysis Skills Training
- ✓ Basel II/III Retail Credit Risk Modelling Skills Training
- ✓ AML - Anti-Money Laundering Skills Training
- ✓ Advanced Basel III Skills Training

### **2. Finance and Budgeting**

- ✓ Budgeting and Cost Control Skills Training
- ✓ Effective Credit Management and Debt Collection Skills Training
- ✓ CASH Management Skills Training
- ✓ Internal Auditor Training Program
- ✓ Zero Based Budgeting (ZBB) Skills Training
- ✓ Power BI for Finance Professionals Skills Training
- ✓ Credit Risk Management Skills Training
- ✓ Financial Modeling and Dashboards with Advanced Excel Masterclass Skills Training
- ✓ Risk Management Skills Training
- ✓ Personal Financial Management, Investing & Entrepreneurship Skills Training

- ✓ **Capital Raising Skills Training**
- ✓ **Asset Management Skills Training**
- ✓ **Advanced Financial Statements Analysis Skills Training**
- ✓ **Accounts Payable Skills Training...From Accounting to Management**
- ✓ **Business Intelligence & Analytics for Finance Professionals Skills Training  
..Leveraging Data to Improve Decision-making and Build Competitive Advantage**

### **3. Data Management and Analytics**

- ✓ **Advanced MS Excel Skills Training**
- ✓ **POWER BI Practical Skills Training**
- ✓ **Advanced Data Management Skills Training**
- ✓ **Primavera P6 Professional Fundamentals and Advanced Skills Training**
- ✓ **Business Analytics, Data Analysis and Metrics Skills Training**
- ✓ **Diligent Record Management & Information Technology In Record Keeping Skills Training**
- ✓ **Financial Modeling and Dashboards with Advanced Excel Masterclass Skills Training**
- ✓ **Data Visualization Skills Training .....The New Era for Comprehending and Conveying Information**
- ✓ **Data Protection and Freedom of Information (FOI) Training**
- ✓ **Enterprise Content Management Training**

## **Fraud and Financial Audits**

- ✓ **Fraud & Forgeries Detection, Prevention & Response Skills Training**
- ✓ **Managing Fraud in a Digitized World Skills Training**

## **4. Real Estate Investment and Finance**

- ✓ **Facilities Management Skills Training.** Standards, Processes, and Implementation Guidance

## **5. Treasury and Investment Management**

- ✓ **Treasury and Risk Management Skills Training**
- ✓ **Central Bank Digital Currency (CBDC) Masterclass Skills Training**

## **6. Fintech and Block chain**

- ✓ **Block chain and other Emerging Technologies**

## **Joint Ventures**

- ✓ **Capital Raising Skills Training**

## **C). Operations and Logistics Programs**

### **1. Project Management**

- ✓ **Excellent Project Management Skills Training**
- ✓ **Project Analyst Skills Training**
- ✓ **Project Coordinator Training Program**

### **2. Purchasing, Logistics and Supply Chain**

- ✓ **Supply Chain and Inventory Management Skills Training**
- ✓ **Transport, Logistics and Supply Chain Management Skills Training**
- ✓ **Effective Purchasing and Contract Negotiation Strategies Skills Training**
- ✓ **Procurement Planning and Management Skills Training**
- ✓ **Warehouse & Stores Management Skills Training**
- ✓ **Lean Logistics for Supply Chain Operations Skills Training....Optimize Efficiency and Sustainability**
- ✓ **Procurement - Emerging Technologies in Procurement and Supply Master Class Skills Training**
- ✓ **Transport Manager Training Program**

### **3. IT and Systems**

- ✓ **Cyber Security, CT Security and Penetration Testing Masterclass Skills Training**
- ✓ **Block chain and other Emerging Technologies**
- ✓ **Excellent I.T. Services Management Skills Training**
- ✓ **Managing Fraud in a Digitized World Skills Training**
  
- ✓ **Implementation of Modern Record Management through SharePoint and Office 365 - Managing Records in Support of Business Requirements Skills Training.**
- ✓ **Professional Business System Analyst Skills Training.**
  
- ✓ **AI-Artificial Intelligence for Professionals Skills Training. The Use of AI in Modern and Challenging Times**

### **3. Contract Management**

- ✓ **Commercial and Business Contracts Skills Training**

### **4. Quality and Audit**

- ✓ **Quality Assurance and Control Skills Training**
- ✓ **Fire, First Aid and Security Practical Skills Training**
  
- ✓ **Implementing Effective Preventive & Predictive Maintenance Programmes Skills Training**
  
- ✓ **Monitoring & Evaluation Masterclass Skills Training**

- ✓ OSHA Training - Occupational Safety & Health Administration Standards, The Right Way for Safety

## **5. Civil and Construction Management**

- ✓ Construction Contracts Masterclass Skills Training

## **D) Sector Specific Programs**

### **1. Social Insurance and Retirement**

- ✓ Pensions - Governance & Regulation Skills Training
- ✓ Pension Fund Investment Strategies Skills Training
- ✓ Pension Plan and Fund Administrator Skills Training
- ✓ Investment Risk Management Skills Training
- ✓ Portfolio Investment Analysis Skills Training

### **2. Insurance and Risk**

- ✓ Best Practices in Claims Management Skills Training
- ✓ Traffic Management

### **3. Public Sector and Public Affairs**

- ✓ Government Protocols, Communication & Etiquette Skills Training

- ✓ **E-Government; Digital Transformation in Government, Innovating Public Policy & Service Skills Training...**
- ✓ **Central Bank Digital Currency (CBDC) Masterclass Skills Training**



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