

2024 TRAINING & CAPACITY BUILDING BROCHURE



THRIVE 2.0

Building Corporate Resilience in a **VUCA** Environment



CONTENT

About Us -----	1
Accreditation Bodies, Awards -----	2
Our Core Services -----	3
JPCann Associates Subsidiaries -----	4
Our Training & Capacity Building Methodology -----	5
Thematic Training Areas -----	6
Testimonials -----	7
Industry Expertise -----	8
Selected Clientele -----	9
International, Board , Executive & Senior Mgt Training Programmes -----	10
Leadership & Managerial Skills Training Programmes -----	16
Human Resource Management Training Programmes -----	21
Office Productivity Skills Training Programmes -----	24
Information Communication & Technology Training Programmes -----	26
Banking & Financial Services Training Programmes -----	29
Accounting & Finance Training Programmes -----	34
Governance, Risk & Compliance Training Programmes -----	39
Public Sector Management Training Programmes -----	43
Health Safety & Environment Training Programmes -----	46
Certified and Professional Training Programmes -----	50
Insurance & Pensions Training Programmes -----	55
General Training Programmes -----	58
Engineering , Mining & Oil and Gas Training Programmes -----	61
Payroll Ghana -----	66



Building Corporate **RESILIENCE** IN A **VUCA** ENVIRONMENT

INTRODUCTION

In today's rapidly changing business landscape, organizations face unprecedented challenges arising from volatility, uncertainty, complexity, and ambiguity (VUCA). To thrive in such an environment, companies must cultivate corporate resilience - an ability to adapt, innovate, and sustain performance in the face of disruption.

Resilience Strategies

This thought leadership piece aims to explore strategies and key principles that can help build corporate resilience in a VUCA environment.

1

Embrace a Growth Mindset

This thought leadership piece aims to explore strategies and key principles that can help build corporate resilience in a VUCA environment.

2

Develop Adaptive Leadership

In a VUCA environment, traditional hierarchical leadership models may prove inadequate. Adaptive leadership, on the other hand, empowers individuals at all levels to make informed decisions, take ownership, and collaborate across functions. By distributing leadership responsibilities, organizations can tap into diverse perspectives, respond more effectively to unexpected events, and foster a culture of resilience.

3

Foster a Culture of Innovation

Innovation is a critical driver of corporate resilience. Organizations must create an environment that encourages experimentation, rewards calculated risk-taking, and supports the exploration of new ideas. By fostering a culture of innovation, companies can adapt their business models, products, and services to meet changing customer needs and stay ahead of the competition.

4

Build Agile Structures & Processes

Static organizational structures and rigid processes can hinder resilience in a VUCA environment. Instead, companies should embrace agile methodologies that promote flexibility, collaboration, and rapid decision-making. Agile structures enable organizations to respond swiftly to market shifts, optimize resource allocation, and drive innovation through cross-functional teams.

5

Cultivate Strategic Partnerships

Building resilience requires organizations to look beyond their internal capabilities and leverage external partnerships. By forging strategic alliances, companies can access complementary expertise, share risks, and enhance their ability to navigate uncertainty. Collaborative ecosystems enable organizations to tap into diverse networks, drive innovation, and create new value propositions.

6

Invest in Technology & Data Analytics

Technological advancements and data analytics play a pivotal role in building corporate resilience. By leveraging emerging technologies such as artificial intelligence, machine learning, and automation, organizations can gain real-time insights, identify trends, and make data-driven decisions. Technology empowers companies to proactively respond to market shifts, optimize operations, and identify new business opportunities.

7

Prioritize Employee Well-being & Engagement

Resilience starts with the well-being and engagement of an organization's most valuable asset - its employees. Organizations must prioritize employee well-being by fostering a supportive work environment, promoting work-life balance, and providing opportunities for personal and professional growth. Engaged employees are more likely to navigate challenges, adapt to change, and contribute to the organization's resilience.

Conclusion

In a VUCA environment, building corporate resilience is not an option but a necessity.

By embracing a growth mindset, developing adaptive leadership, fostering innovation, building agile structures, cultivating strategic partnerships, leveraging technology, and prioritizing employee well-being, organizations can enhance their ability to navigate uncertainty, seize opportunities, and thrive in a rapidly changing world.



By embracing these strategies, organizations can position themselves as resilient leaders in the face of VUCA challenges.

Jonathan Prince Cann
Managing Partner

About Us

JPCann Associates Limited is an award-winning boutique management consulting firm specializing in business advisory; business process outsourcing services; training, and capacity building. It is headquartered in Accra, Ghana, and operates in several African countries, the United States, Canada and the United Kingdom.

JPCann Associates Limited's aim is to provide critically needed services for its clients in both the public and private sector to support and build their operational systems, and employees' capacities and modernize their operations efficiently.



JPCANN ASSOCIATES LIMITED provides a pool of industry experts and highly qualified professionals in the discharge of its service delivery to clients across the Sub Saharan Africa (SSA) region.

Our Vision

Our vision is to build capacity, strengthen and improve the performance of institutions in developing and emerging markets, especially in the sub-Saharan region of Africa.

Our Mission

Our key mission is to transform the private and public sectors of emerging economies through the provision of consultancy and assurance services aimed at building and strengthening the capacities of both the private and public sector organizations in achieving improved performance.

Core Values

Our acronym SPLIT defines our core values:

01 Social Entrepreneurship:

The social benefits of our work are more important than the desire to make a profit.

02 Professionalism:

Our strength lies in our contemporary and exceptional professionalism towards our clients and each assignment.

03 Local Emphasis:

We provide local solutions to our clients in the context of international best practices and standards.

04 Improved Performance:

Our services are aimed at improving clients' performance, systems, and human capacity.

05 Transformation:

Our belief is in transforming local businesses, human capacity, and raising corporate excellence.

Where We Operate – Locations

JPCann Associates Limited is headquartered in Accra, Ghana and operates and conducts services in:

- | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 📍 Canada  | 📍 United Arab Emirates  |
| 📍 United Kingdom (UK)  | 📍 Liberia  |
| 📍 United States of America (USA)  | 📍 Rwanda  |

Accreditation Bodies

JPCann Associates Group has achieved the ISO 9001:2015 Quality Management Systems (QMS) mark as a further demonstration of the quality our services, processes, and systems. Our dedication to providing world-class value to our clients pushes us to aim for and maintain the highest standards of professionalism.

As a result, we strive to fulfil all the stringent requirements of world-renowned organizations.



Awards

JPCann Associates Limited is a recipient of several awards including the Prestigious Ghana Accountancy and Finance Awards (GAF Awards) in recognition for its dedicated services of building the capacity of corporate entities in Ghana and across Africa over the years.

- | | |
|--------------------------------------------------------------------|-----------------------------------------------------|
| ✓ Integrity-Driven Management Consultancy Brand of the Year - 2023 | ✓ Management Consultancy Company of the Year - 2019 |
| ✓ Training Company of the Year – 2022 | ✓ Training Company of the Year - 2018 |
| ✓ Management Consultancy Company of the Year – 2022 | ✓ Management Consultancy Company of the Year - 2018 |
| ✓ Training Company of the Year - 2021 | ✓ Training Company of the Year - 2017 |
| ✓ Training Company of the Year - 2019 | |



Core Services

01 Business Advisory Services (BAS)

At JPCann Associates Limited we provide tailor-made solutions to all business needs. Our Business Advisory Services (BAS) range from helping in the formation of new start-up companies, entry into the Ghanaian economy, strategic positioning for growing businesses and providing services for restructuring, refinancing and repositioning businesses to enable them to overcome dysfunctional growth and meet the challenges of competition in the industry.

Our Business Advisory Services specialized in the following areas:

- ✓ Governance, Risk Management & Compliance
- ✓ Internal Auditing & Controls
- ✓ Strategic and Business Planning
- ✓ Organisational Development
- ✓ Business Restructuring and Re-engineering
- ✓ Entrepreneurship & Business Development
- ✓ Due Diligence Services
- ✓ Capital Raising & Sourcing
- ✓ Market Research & Feasibility Studies

02 Business Process Outsourcing (BPO)

- ✓ Standard Operating Procedures (SOPs)
- ✓ Company Policies, Processes, Procedures and Charters
- ✓ ISO Implementation and Management (ISO 9001:2015; ISO 27001; ISO 22301; ISO 22301; ISO 22000; ISO 45000; ISO 31000 etc.)
- ✓ Audit Certification
- ✓ Outsourced Payroll Management
- ✓ Outsourced Internal Auditing
- ✓ Outsourced Risk Management
- ✓ Outsourced Tax Management
- ✓ Outsourced Accounting Systems Management
- ✓ Computerized & Cloud Accounting System

03 Training & Capacity Building (TCB)

JPCann Associates Limited is a leader in providing training, coaching and capacity building services to several institutions globally. Our training and capacity building are under the branded names of:

- ✓ CorpTrain Global
- ✓ Upskills Learning
- ✓ i-TrainCourseWare.

Our mandate is to provide current and relevant knowledge, skills, practical tools, and networking opportunities to our clients in both the private and public sectors across Africa and globally.

Our experience spans several business entities both in the private and public sectors and across different sectors and countries.



OUR SUBSIDIARIES



PAYROLL GHANA

Our Cloud-based payroll management solution is a full SaaS platform allowing both small, medium, and corporate institutions to process their employees' payroll with ease. Fully automated service includes weekly or monthly pay run, electronic Payslips, statutory reports and filing of returns, Net Salary Payment files for bank processing, among others.

<https://ghpayroll.net>



Outsourced Ghana Services
A Subsidiary of JPCann Associates Ltd

Outsourced Ghana Services

Outsourced Ghana Services supports organisations and clients to outsource non-core but critical services to us to perform on their behalf. Our BPO services are aimed at reducing an organisation's cost in having to perform such services directly and afford you the opportunity of benefiting from the needed pool of expertise we have at the fraction of the costs!

<https://outsourcedghana.com>



UPSKILLS LEARNING

With Upskills Learning we bring training to your doorstep and make it easily accessible and at your convenience at minimal cost. You do not need to travel or physically be available in any of our training centers or locations to experience first class industry-based learning. You need only an internet connection to be educated, build skills, and obtain relevant knowledge.

<https://upskillslearning.net>



CORPTRAIN GLOBAL

Our flagship training arm provides and supports organisations in developing employees' skills and knowledge in critical functional areas of operations. Our programmes are industry based and a practical demonstration of relevant and current knowledge needed to be competitive.

<https://corptraininglobal.com>



i -TrainCourseWare

In I-TrainCourseWare we equip would-be trainers and facilitators with bespoke learning materials on different disciplines to allow them concentrate on the delivery of the training rather than on designing content. Our courseware materials come fully loaded with Facilitator's PowerPoint, Participants Workbook, Case.

<https://i-traincourseware.com>

Training & Capacity Building Methodology

01 Adult Learning Methodology

We effectively combine several training methods in delivering our training programs. The focus of our training method is participatory learning based on several techniques such as:

- ✓ Scenarios Analysis
- ✓ Case Studies
- ✓ Educational Videos
- ✓ Role Plays
- ✓ Exercises
- ✓ Simulations
- ✓ Lectures
- ✓ Group Discussions
- ✓ and Among Others

02 Instructional Design Methodology

Our instructional design method relies on the use of the ADDIE methodology: Analysis, Design, Development, Implementation and Evaluation of training and learning.

03 Blended Learning Methodology

In the recent years we have also combined traditional training and learning practices with blended learning methodologies which make use of both In-Person Classroom and Virtual or online training and learning. We have developed robust in-house online platforms including the use of Learning Management Systems (LMS) and Moodle Platforms to enhance our virtual and online learning experience. We have a robust in-house Web conferencing facility using the BigBlueButton technology to host several virtual learning programmes, workshops, seminars, and live training across Africa.

04 Post - Training Evaluation

As part of our Quality Assurance measures to our clients, JPCann Associates adopts the following after training procedures to ensure return on investment by our clients. For post-training evaluation, we normally adopt Kirkpatrick's Four-Level Training Evaluation Model. This allows us to measure the effectiveness of the training in an objective way.

✓ Reaction

Thoughts and feelings of the participants about the training after the training. We administer post training evaluation on all participants using the likert 5 scale model of evaluation. This will be analysed and included in the after - training report for our closed programs.

✓ Learning

The increase in knowledge or understanding because of the training. We use various methods including the use of presentations, group exercises, discussion, and individual exercises to reinforce skills, knowledge, and attitude of participants.

✓ Behaviour

Extent of change in behaviour, attitude, or capability. A post-training refresher program is always encouraged for all participants after three months to six months to re-evaluate how the acquired skills and knowledge are impacting

✓ Results

The effect on the bottom line of the company because of the training.

Building The Capacity Of Nations

Thematic Training Areas

- ✓ Board ,Executive & Senior Management Training Programs
- ✓ Leadership and Managerial Skills
- ✓ Banking and Financial Services
- ✓ Governance, Risk and Compliance
- ✓ Accountancy and Finance
- ✓ Health, Safety and Environment
- ✓ Office Productivity Skills
- ✓ Information Communication Technology
- ✓ Certified & Professional Programs
- ✓ Insurance Programs
- ✓ Human Resource Management
- ✓ General Training Programs
- ✓ Public Sector Management
- ✓ Engineering, Mining, Oil & Gas

Benefits of Training to Organisation's & Employees

We are hopeful that participants trained by JPCann Associates Ltd achieve the following benefits as against the cost incurred:

- ✓ Higher morale
- ✓ Enhanced performance
- ✓ Increased customer base
- ✓ Increased customer satisfaction
- ✓ Fewer staff complaints
- ✓ Improved recovery levels
- ✓ Higher quality ratings
- ✓ Increased employee retention
- ✓ Increased productivity and profitability

Join us at **JPCann Associates Ltd** and embark on a journey of lifelong learning and achievement. Our **training and capacity-building programs** are the catalysts for your personal and professional success.

Testimonials



Our clients endorsement is very important to Us.



Volta River Authority (VRA)

The business writing and communication training facilitated by JPCann Associates Limited was top-notch.

ANN OBOSHIE ADAMS



Bank of Ghana (BOG)

Very professional training centre and well resourced. Staff are helpful and professional.

KWABENA LARBI – SIAW



Driver and Vehicle Licensing Authority (DVLA)

I recommend that if you are in search of the best accounting related training, look no further but JPCann Associates Limited.

RICHARD GYASI APPIAH



Sandvik Mining & Construction

The training on Customer Relationship Management is an excellent training not only for the job but for your personal life.

SALOME AFIBA ASSAN



Agricultural Development Bank (ADB)

The Fraud Management training was a refreshing course. I got more insight into fraud management and I recommend this training for Internal Audit Staff.

ROBERT KWAME AMEGAH



Koudjis

Take your team members to the next level by getting their skills sharpened with JPCann Associates' Project Management training.

APPIAH-KUBI MICHAEL



Ghana Revenue Authority (GRA)

JPCann Associates Limited is well known training provider. Every organisation should give them the opportunity to train their staff.

GEORGE KODZO KUMAKO



Consolidated Bank Ghana Limited (CBG)

Though I have facilitated and trained participants, I have obtained more knowledge and insight to run effective training.

JUSTINA AYETEEY ENNINFUL

Industry Expertise

Our training programs are carefully targetted at several industries including those in the following industries:

1



Financial Services Training: Banks, Non-Bank financial institutions, Rural & Community Banks.

2



Government institutions: Ministries, Departments and Agencies (MNDs).

3



International Development Organisations.

4



Non-Government Organisations (NGOs): Local and Foreign.

5



Hospitality and Tourism: Hotels, Restaurants, etc

6



Telecommunication Service Providers

7



Private Sector businesses such as those in the SME Sector – Agro-Processing, manufacturing, import and export companies, etc

8



Mining, Oil & Gas, and other explorations of natural resources.

Clientele

Summary list of clienteles we are proud of associating with and having used our services in the past.



INTERNATIONAL

Training Programmes

Scan this code to get programme details:



BOARD DEVELOPMENT Training Programmes

INT 123: BOARD RISK GOVERNANCE

In an increasingly volatile, uncertain, complex, and ambiguous (VUCA) world, the importance of board-level risk governance has never been more pronounced. The board has a fundamental role in ensuring that risks are effectively identified, assessed, and managed.

DATE	VENUE	FEES
15 - 19 APR 2024	LONDON	\$4250
19 - 23 AUG 2024	SINGAPORE	\$4250

INT 115: BOARD STRATEGIC LEADERSHIP

This intensive training program is designed to equip board members with the skills and knowledge they need for effective strategic leadership. The program will cover critical areas such as governance, strategy development, risk management, and stakeholder engagement.

DATE	VENUE	FEES
20 - 24 MAY 2024	DUBAI	\$3950
14 - 18 OCT 2024	CANADA	\$4250

INT 178: BOARD OVERSIGHT RESPONSIBILITIES ON ENVIRONMENTAL SOCIAL GOVERNANCE (ESG)

In the evolving business landscape, Environmental, Social, and Governance (ESG) factors have become critical components that boards must consider in their strategic decision-making. While once seen as peripheral or solely the realm of CSR teams, ESG is now integral to risk management, stakeholder engagement, and long-term value creation.

DATE	VENUE	FEES
16 - 20 SEPT 2024	WASHINGTON DC	\$4250
18 - 22 NOV 2024	DUBAI	\$3950

INT 175: BOARD OF TRUSTEES DEVELOPMENT & CAPACITY BUILDING

The Board of Trustees Governance Programme offers trustees the insights and understanding required to carry out their roles effectively. Touching on the many aspects of pension schemes, the programme will focus on the building blocks for implementing good scheme governance, financial and Investments insight and risk governance management.

DATE	VENUE	FEES
15 - 19 APR 2024	CANADA	\$4250
19 - 23 AUG 2024	SINGAPORE	\$4250

INT 116: CORPORATE GOVERNANCE & BOARD OVERSIGHT RESPONSIBILITIES

Training impact of skills and knowledge on Corporate Governance principles, regulations, and directives from different perspectives. It will investigate the key activities and pillars of Board Oversight Responsibilities and requirements to lead corporate institutions and organizations.

DATE	VENUE	FEES
20 - 24 MAY 2024	DUBAI	\$3950
14 - 18 OCT 2024	LONDON	\$4250

*The training
was very
Interactive.*

*Ogyeahoho Yaw Gyebi II
President National House
of Chiefs & Council of State*



INT 117: UNDERSTANDING BOARD AUDIT & RISK GOVERNANCE RESPONSIBILITIES

Training aimed at those involved in the Board Audit, Risk and Compliance (BARC) oversight responsibilities in various institutions including Audit Review Implementation Committee (ARIC). It will equip participants with current trends, tools, and techniques in providing leadership for the critical role of GRC in organizations.

DATE	VENUE	FEES
15 - 19 APR 2024	CANADA	\$4250
14 - 18 OCT 2024	LONDON	\$4250

INT 121: UNDERSTANDING BOARD FINANCIAL RESPONSIBILITIES AND REPORTING

Training aims at refreshing and equipping board members with the financial responsibilities and scrutiny skills needed to probe financial information and take informed financial decisions.

DATE	VENUE	FEES
15 - 19 APR 2024	DUBAI	\$3950
19 - 23 AUG 2024	LONDON	\$4250

INT 120: BOARD OVERSIGHT RESPONSIBILITIES ON INFORMATION & CYBERSECURITY RISK

This training puts in perspective tools and knowledge needed by the Board to oversee a company's management of cybersecurity, including oversight of appropriate risk mitigation strategies, systems, processes and controls.

DATE	VENUE	FEES
18 - 22 MAR 2024	SINGAPORE	\$4250
18 - 22 NOV 2024	CANADA	\$4250

The training is very indepth and they gave relevant examples that aid in understanding the topics.

Nana Kofi Frempong
GNPC

EXECUTIVES & SENIOR MANAGEMENT Training Programmes

INT 165: BUSINESS AGILITY & GROWTH MINDSET

The purpose of this workshop is to equip the organization's employees with an Agile Mindset. This workshop transforms the organization's employee into an employee who does his/her work with a positive attitude, as well as coming up with innovative solutions.

DATE	VENUE	FEES
15 - 19 JUL 2024	DUBAI	\$3500
18 - 22 NOV 2024	CANADA	\$3950

INT 166: BUSINESS PLANNING AND STRATEGIC LEADERSHIP

Ever wonder why some decisions just don't seem to go your way? Navigating yourself through 'organisational politics' and building effective support for an agenda doesn't happen by chance. It happens by developing relationships with key people above and around you in order to be seen as influential and effective. This course has been developed for business leaders and managers who need to work with people to move their vision forwards and who have a desire to achieve their goals.

DATE	VENUE	FEES
15 - 19 APR 2024	LONDON	\$3950
18 - 22 NOV 2024	SINGAPORE	\$3950

INT 177: MANPOWER PLANNING AND HUMAN CAPITAL ANALYTICS

The course also addresses the strategic and operational aspects of manpower planning and human capital analytics, such as alignment with organizational goals, integration with decision making, stakeholder engagement, data culture, learning, and adaptation. The course is designed to be interactive, practical, and relevant to the participants' own contexts and goals.

DATE	VENUE	FEES
12 -16 AUG 2024	LONDON	\$3950
18 - 22 NOV 2024	SINGAPORE	\$3950

INT 170: STRATEGIC BUSINESS AND COMMERCIAL ACUMEN

The course covers the concepts and principles of strategic business and commercial acumen, the tools and techniques used in strategy development and execution, the use of strategic thinking and innovation approaches, the leadership qualities needed to inspire, motivate, and engage with staff and stakeholders, and the challenges and opportunities for enhancing strategic business and commercial acumen impact.

DATE	VENUE	FEES
15 - 19 JUL 2024	DUBAI	\$3500
14 - 18 OCT 2024	LONDON	\$3950

INT171: HUMAN RESOURCE BUSINESS PARTNER: COMPETENCES, ROLES AND RESPONSIBILITIES

This course provides a comprehensive understanding of the role of an HR Business Partner (HRBP). It aims to clarify what exactly is meant by HR business partnership based on best practices in the field of modern HR management. HR professionals responsible for aligning business objectives with employees and management in designated business units. This course may also be attended by line or business managers interested in taking advantage of the internal consulting services that HR business partners can offer.

DATE	VENUE	FEES
08 - 12 JUL 2024	LONDON	\$3950
14 - 18 OCT 2024	CANADA	\$3950

INT 142: LEGAL AND COMPLIANCE RISK MANAGEMENT

The Masterclass on Legal and Compliance Management seeks to take a thorough evaluation and develop the key concepts and principles involved in today's regulatory risk environment.

DATE	VENUE	FEES
22 - 26 APR 2024	LONDON	\$3950
21 - 25 OCT 2024	CANADA	\$3950

INT 167: ADVANCED EXECUTIVE LEADERSHIP

The Advanced Executive Leadership training program is designed to enhance the leadership skills and capabilities of senior-level executives. This program is tailored for individuals who already have a solid foundation in leadership and are seeking to further develop their strategic thinking, decision-making, and communication abilities. organizations in dynamic and complex business environments.

DATE	VENUE	FEES
15 - 19 JUL 2024	WASHINGTON DC	\$3950
14 - 18 OCT 2024	CANADA	\$3950

INT 174: MASTERING CONTRACT NEGOTIATION AND MANAGEMENT

The course will help delegates to develop their ability to negotiate contracts effectively. It will equip them with a range of interpersonal skills, and appreciation of the elements of planning and objective setting in negotiations. There will be an opportunity for delegates to carry out a self-assessment of their skills in key areas of negotiation including team negotiations.

DATE	VENUE	FEES
22 - 26 JUL 2024	LONDON	\$3950
16 - 20 SEPT 2024	WASHINGTON DC	\$3950

INT 173: ADVANCED TRAINING FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS

Executive Assistants (EAs) perform, coordinate, and oversee office administrative duties while providing an extensive level of support to Executive Managers. They help managers make the best use of their time and are relied on heavily to ensure that work is handled efficiently and without the need for constant or direct supervision.

DATE	VENUE	FEES
22 - 26 APR 2024	DUBAI	\$3500
18 - 22 NOV 2024	DUBAI	\$3500

INT176: PROTOCOLLING AND CORPORATE TRAVEL MANAGEMENT

This course is an essential investment in the professional development of any Protocol and Corporate Travel executive. This course will equip and refresh participants with professional handling of corporate travel, transportation and accommodation arrangements for visiting guests, including planning agendas and making schedules for their visits.

DATE	VENUE	FEES
20 - 24 MAY 2024	DUBAI	\$3500
16 - 20 SEPT 2024	DUBAI	\$3500



MASTERCLASS

Training Programmes

INT 137: MASTERCLASS: CHIEF FINANCIAL OFFICER (CFO)

This Masterclass has been curated to help financial professionals move from the cubicle to the corner office as soon as possible. Its table stakes that you know the numbers and can prepare the reports. In this program, you'll learn to move beyond the accounting to think strategically, act as a catalyst leader, and influence the decisions of any organization for the better.

DATE	VENUE	FEES
27 - 31 MAY 2024	RWANDA	\$2950
14 - 18 OCT 2024	DUBAI	\$3500

INT 154: MASTERCLASS | ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG)

The training on ESG is a critical intervention needed by all key managers in any modern and sustainable business endeavour. Long term business survival and achieving the triple bottom line of profitability, people and planet is premised upon the adoption and integration of Environmental, Social & Governance (ESG) framework into all processes and activities of the modern-day business. Sustainable growth is the key to building a successful business and positive impact on the environment and society.

DATE	VENUE	FEES
15 - 19 APR 2024	CANADA	\$3950
12 - 16 AUG 2024	UGANDA	\$2950

INT 125: MASTERCLASS | CORPORATE SECRETARIES & GOVERNANCE

The modern corporate and board secretary provides professional guidance to shareholders, boards, individual directors, management, and other stakeholders on the governance aspects of strategic decisions. Corporate and Board secretaries have an important role to play as governance professionals in all types of organisations in the private, public, and not-for-profit sectors. Governance is more than just complying with laws, regulations, standards, and codes; it is also about creating cultures of good practice.

DATE	VENUE	FEES
08 - 12 JUL 2024	SINGAPORE	\$3950
14 - 18 OCT 2024	KENYA	\$2950

INT 155: MASTERCLASS CLIMATE & SUSTAINABLE FINANCE

The training on Climate & Sustainable Finance is an in-depth interrogation of the subject of climate change, sustainability, and finance. The training discusses what climate change is, understanding finance terms and the different financial mechanisms, as well as how to describe a potential climate finance related project. It also takes a deeper look into how funding can be potentially secured for climate change projects and investigates the various components that are relevant to developing an understanding of climate finance and sustainable finance.

DATE	VENUE	FEES
16 - 20 SEPT 2024	RWANDA	\$2950
14 - 18 OCT 2024	SINGAPORE	\$3950



INT 141: MASTERING COMBINED ASSURANCE

This seminar will expose delegates to the concept of combined assurance and the role that internal audit, risk management, internal controls, and compliance should play in the risk governance eco system.

A combined assurance model effectively co-ordinates the efforts of management and internal and external assurance providers, increases their collaboration and develops a shared and more holistic view of the organisation's risk profile.

DATE	VENUE	FEES
20 - 24 MAY 2024	RWANDA	\$2950
09 - 13 SEP 2024	DUBAI	\$3500

INT 144: MASTERCLASS: MANAGING THE INTERNAL AUDIT FUNCTION

This Masterclass explore how to audit emerging business risks and how to integrate the sensitive but critical areas of governance, strategy, ethics, and culture into your audit plan. It covers key structures, systems and best practices couched in the IIAs IPPF, & Practice Guidance on managing effectively the internal audit function including systems, people and processes. The training explores how to audit emerging business risks and how to integrate the sensitive but critical areas of governance, strategy, ethics, and culture into your plan.

DATE	VENUE	FEES
18 - 22 MAR 2024	SOUTH AFRICA	\$2950
11 - 15 NOV 2024	CANADA	\$3950

INT 138: MASTERCLASS CHIEF RISK OFFICER (CRO)

The training on ESG is a critical intervention needed by all key managers in any modern and sustainable business endeavour. Long term business survival and achieving the triple bottom line of profitability, people and planet is premised upon the adoption and integration of Environmental, Social & Governance (ESG) framework into all processes and activities of the modern-day business. Sustainable growth is the key to building a successful business and positive impact on the environment and society.

DATE	VENUE	FEES
18 - 22 MAR 2024	DUBAI	\$3500
25 - 29 NOV 2024	UGANDA	\$2950

INT 142: LEGAL AND COMPLIANCE RISK MANAGEMENT

The Masterclass on Legal and Compliance Management seeks to take a thorough evaluation and develop the key concepts and principles involved in today's regulatory risk environment. In this course, we will discuss why compliance is essential in extremely regulated industries to avert fines and prevent reputational and commercial problems. This Legal and Compliance Management program will introduce the essential elements of effective legal, licensing, and compliance by exploring the concepts, considerations, and strategies for managing the function. The insights from this program will be applicable to a wide range of different types of organisations.

DATE	VENUE	FEES
11 - 15 MAR 2024	RWANDA	\$2950
27 - 31 MAY 2024	KENYA	\$2950



INT 146: MASTERCLASS: CRAFTING RISK BASED AUDIT PLAN (3-YEAR CYCLE)

This Masterclass is a hands-on practical sessions aimed to equip participants with the technical skills and knowledge to undertake a risk-based internal audit according to internationally accepted professional standards.

Drafting the Risk-Based Audit Plan as a three-year cycle of audits to be performed demands a thorough understanding of the processes of conducting risk maturity assessments, creating risk audit universe, risk prioritisation and ranking, resource budgeting, skilful and scientific selection of high risk auditable units spread over the three years for the audit committee's consideration and approval.

DATE	VENUE	FEES
15 - 19 APR 2024	SINGAPORE	\$3950
09 - 13 SEP 2024	KENYA	\$2950

INT 145: MASTERCLASS: CHIEF AUDITOR EXECUTIVE (CAE)

The term Chief Audit Executive (CAE) is the generic term used in the Internal Audit Standards to refer to the head of internal audit in an organisation. The objective of the 'Chief Audit Executive Masterclass' is to position a CAE for success within their functional roles and responsibilities and to provide key knowledge and support needed to execute the functional responsibilities with excellence. This course also provides clear best practices of the Chief Audit Executive interfacing with the Audit Risk Committee of the Board and how to exceed the expectations of its Board members through its routine reporting to the Board and other matters to the Board.

DATE	VENUE	FEES
15 - 19 APR 2024	SOUTH AFRICA	\$2950
12 - 16 AUG 2024	UGANDA	\$2950



LEADERSHIP & MANAGERIAL

Training Programmes

Scan this code to get programme details:



LMS 107: LEADERSHIP SKILLS FOR MANAGERS

Managers represent an important force in the Ghanaian economy. You have the power to turn on or turn off the productivity of the people who work for you. You are the crucial interface between the employee on the shop floor or the service desk and the managers of the organization. You usually have more experience and more skill than the employees you supervise, because management tends to look for super people to fill those roles.

DATE	FEES
15 - 17 JAN 2024	2,500
13 - 15 MAR 2024	2,500
05 - 07 JUN 2024	2,500
16 - 18 OCT 2024	2,500

LMS 132: EFFECTIVE TENDERING AND PROPOSAL WRITING

This tender and proposal writing training is designed with the supplier in view as respondent to the various tender processes either solicited or unsolicited.

The course starts with the bidding process and seeks to equip the participants with the needed knowledge and skills in tender process and how to effectively respond to such request for tender or sending unsolicited proposals. Proposal writing is a process that needs a carefully thought-out.

DATE	FEES
17 - 19 JAN 2024	2,500
12 - 14 JUN 2024	2,500
20 - 22 NOV 2024	2,500

LMS 159: EFFECTIVE PRESENTATION SKILLS WITH MS POWERPOINT

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. Participants will also be taken through public speaking which is a key to a successful presentation. CorpTrain Ghana's presentation training practically helps participants generate a simple, clear, and convincing presentations and deliver them effectively, whatever the situation.

DATE	FEES
24 - 26 JAN 2024	2,500
17 - 19 APR 2024	2,500
10 - 12 JUL 2024	2,500
20 - 22 NOV 2024	2,500



LMS 110: CUSTOMER SERVICE EXCELLENCE

Customers are the nerve Centre for the survival of every business and must be taken diligent care of. Corporate firms must therefore ensure that service levels meet and, in some cases, exceed customer expectations in the face of the continuous challenges of growth and change.

DATE	FEES
18 - 19 JAN 2024	2,200
14 - 15 MAR 2024	2,200
23 - 24 MAY 2024	2,200
12 - 13 SEP 2024	2,200

LMS 116: OFFICE MANAGEMENT AND PRACTICE

This two-day course allows participants to see clearly how offices can be run efficiently and effectively. By developing skills in recruitment, communication, time management, planning and organization, office managers and senior level administrators can improve business processes, procedures, and techniques, to ensure their organization is working at maximum capability.

DATE	FEES
24 - 26 JAN 2024	2,500
17 - 19 APR 2024	2,500
21 - 23 AUG 2024	2,500
11 - 13 DEC 2024	2,500



LMS 184: LEADING AND MANAGING CHANGE

Change is constant in many lives and in every organisation. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and this training will impart such valuable skills. The Change Management training will give any supervisor or leader tools to implement changes more smoothly and to have those changes better accepted. This training will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

DATE	FEES
15 - 17 JAN 2024	2,500
15 - 17 MAY 2024	2,500
11 - 13 SEP 2024	2,500

LMS 112: PERFORMANCE MANAGEMENT WITH BALANCED SCORE CARD

Balanced Scorecards are core to strategic planning. They are used by over 40% of organizations in commerce and industry and government to align activities to vision and strategy by monitoring performance against quantified object.

DATE	FEES
21 - 23 FEB 2024	2,500
19 - 21 AUG 2024	2,500
13 - 15 NOV 2024	2,500



LMS 103: EFFECTIVE NEGOTIATION AND INFLUENCING SKILLS

Negotiation is a key skill that, when mastered, can enhance communications, and provide better results from communication. This two-day course will teach participants the basics of negotiation, how to prepare to negotiate, and ways to respond to negotiation challenges, how to create win-win solutions, and how to create sustainable agreements.

DATE	FEES
12 - 14 FEB 2024	2,500
19 - 21 JUN 2024	2,500
11 - 13 SEP 2024	2,500
11 - 13 DEC 2024	2,500

LMS 133: DEVELOPING WOMEN IN LEADERSHIP

In the World today, women make up half of the workforce. Unfortunately for women, their male colleagues are promoted at a much higher rate. Women offer magnificent work ethnics, and bring something different from men to the workforce, but many times it goes unnoticed. In this training, you will learn about how organizations can develop women leaders, about the benefits of women in organizations, as well as advancements for the future of women. You will learn how women in the workplace cannot only benefit the women themselves, but also your organization as well.

DATE	FEES
19 - 21 FEB 2024	2,500
19 - 21 JUN 2024	2,500
18 - 20 SEP 2024	2,500

LMS 118: EFFECTIVE EXECUTIVE PERSONAL ASSISTANT TRAINING

Executive Assistants (EAs) perform, coordinate, and oversee office administrative duties while providing an extensive level of support to Executive Managers. They help managers make the best use of their time and are relied on heavily to ensure that work is handled efficiently and without the need for constant or direct supervision.

DATE	FEES
14 - 15 MAR 2024	2,200
13 - 14 JUN 2024	2,200
15 - 16 AUG 2024	2,200
14 - 15 NOV 2024	2,200

LMS 158: BUSINESS ETHICS AND PROFESSIONAL CONDUCT

What exactly decides ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another. This workshop will not provide you with an effortless way to solve every ethical decision you will ever have to make. It will, however, help you define your ethical framework to make solving those ethical dilemmas easier.

We will also look at some tools that you can use when you are faced with an ethical decision. And we will look at some techniques you can use so you do not get stuck in an ethical quandary. Best of all, we will look at a lot of case studies so that you can practice making decisions in a safe environment.

DATE	FEES
17 - 19 JAN 2024	2,500
21 - 23 AUG 2024	2,500
23 - 25 OCT 2024	2,500

LMS 174: LEADERSHIP AND SUPERVISORY SKILLS

Leadership and Supervisory Skills course is designed to inform you about what can be done to extend and develop your capacity as a leader in your organization. The incentive for doing so is evident; those who are well-led are more productive, more motivated and have a greater idea of where they are heading and why. A well-led organization can remain streamlined and competitive by facing changes as a unified whole, rather than as a collection of individuals.

DATE	FEES
13 - 15 MAR 2024	2,500
17 - 19 JUL 2024	2,500
23 - 25 OCT 2024	2,500
11 - 13 DEC 2024	2,500

LMS 172: STRATEGIC THINKING & ANALYSIS

In this course, we will cover the 7 steps of the strategy management process, starting with the 'thinking' components of strategy, moving into the 'planning' components, and ending with 'execution'. At the end of the course, participants will be able to implement or improve the strategic process at their organizations to reach their vision and achieve their mission.

DATE	FEES
15 - 17 MAY 2024	2,500
25 - 27 SEP 2024	2,500

LMS 169: ARBITRATION & DISPUTE RESOLUTION

This module builds on the skills and knowledge of participants and moves into a more challenging, complex, and emotionally charged situations. Skills, theory, and techniques include framing and tracking issues, probing for, and clarifying interests, addressing power dynamics, and adapting the mediation process to meet the needs of participants.

DATE	FEES
20 - 22 MAR 2024	2,500
24 - 26 JUL 2024	2,500
23 - 25 OCT 2024	2,500

LMS 170: LEAN SIX SIGMA

Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. That is what Six Sigma does to business: it treats the processes in business so that they deliver their intended result. Our Lean Process and Six Sigma workshop will introduce this way of thinking that has changed so many corporations in the world. This workshop will give participants an overview of the Six Sigma methodology, and some of the tools required to deploy Six Sigma in their own organizations.

DATE	FEES
14 - 16 FEB 2024	2,500
19 - 21 JUN 2024	2,500



LMS 109: ADMINISTRATIVE SKILLS FOR MANAGERS

Work is not the only thing that matters in life, but most of us want to take pride in what we do. While we do not have to like the people we work with, or report to, at the very least we should be able to interact positively with them. The biggest influence on our job satisfaction is our relationship with others.

DATE	FEES
17 - 19 APR 2024	2,500
21 - 23 AUG 2024	2,500

LMS 108: EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It is a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, and how you manage and reduce stress will determine how successful you are in life.

DATE	FEES
21 - 23 FEB 2024	2,500
25 - 27 SEPT 2024	2,500

LMS 104: CONDUCTING EFFECTIVE PERFORMANCE APPRAISAL

Performance reviews are an essential component of employee development. The performance review meeting is an important aspect of career planning, and the outcomes of the meeting should be known to the employee and supervisor before and after the meeting takes place.

DATE	FEES
24 - 26 JAN 2024	2,500
27 - 29 NOV 2024	2,500

OTHER TRAINING PROGRAMMES WE OFFER

LMS 178: EFFECTIVE PRESENTATION SKILLS WITH MS EXCEL

LMS 179: EFFECTIVE COMPENSATION & BENEFITS MANAGEMENT

LMS 180: MANAGING VIRTUAL TEAMS

LMS 181: DEVELOPING AND IMPLEMENTING COMPETENCY SKILLS

LMS 182: WORKPLACE CONFLICT MANAGEMENT

LMS 183: EFFECTIVE BUSINESS REPORT AND PROPOSAL WRITING

LMS 185: MARKET RESEARCH AND REPORT WRITING

LMS 178: BUSINESS COMMUNICATION AND REPORT WRITING

In this competitive business world, your ability to effectively communicate your ideas, products, services, and policies, etc. will go a long way in helping you achieve set goals and targets. Therefore, what we say, what we write, and how it is presented can have a significant impact on whether the ideas and proposals are accepted.

DATE	FEES
14 - 16 FEB 2024	2,500
12 - 14 JUN 2024	2,500
21 - 23 AUG 2024	2,500
06 - 08 NOV 2024	2,500

LMS 162: INSPIRATIONAL LEADERSHIP THROUGH EMOTIONAL INTELLIGENCE

Great leaders can recognize emotions as they arise in response to an action or situation. As a result, they are better able to address problems and handle any future complications. They also establish meaningful connections, allowing them to enhance and expand relationships which lead to better results.

DATE	FEES
22 - 24 MAY 2024	2,500
13 - 15 NOV 2024	2,500

LMS 131: EFFECTIVE REPORT AND PROPOSAL WRITING

Our 'Effective Report and Proposal Writing' training delves into the intricacies of crafting impactful narratives. Master the techniques to create clear, persuasive reports and proposals that captivate and persuade. Elevate your written communication skills to unlock professional success.

DATE	FEES
20 - 22 MAR 2024	2,500
17 - 19 MAY 2024	2,500
16 - 18 OCT 2024	2,500





HUMAN RESOURCE MANAGEMENT

Training Programmes

Scan this code to get programme details:



HRM 103: EFFECTIVE HUMAN RESOURCE ANALYTICS

Employee salaries and HR programmes frequently account for close to half of many organisations operating expenses. One reason for this high level of investment is the recognition that people are the ultimate source of innovation and competitive advantage. In order to leverage maximum employee value and potential, many leading organisations are turning to human capital analytics to gain a deeper understanding of their work forces and improve the quality and credibility of HR decision-making.

DATE	FEES
15 - 17 APR 2024	2,500
05 - 07 JUN 2024	2,500
14 - 16 AUG 2024	2,500
20 - 22 NOV 2024	2,500

HRM 102: EMPLOYEE RELATIONS MANAGEMENT

Company expectations from Employee Relations (ER) staff are increasing and the pressure to deliver more with less implies they should be more knowledgeable than other HR Administration and operations functions. Taking this into consideration, this course was designed to shed light on activities that are formally and informally expected from ER units. This course is a functional journey that will assist participants in exploring the skills that contribute to success.

DATE	FEES
10 - 12 JUL 2024	2,500
23 - 25 OCT 2024	2,500

HRM 101: EFFECTIVE HUMAN RESOURCE ADMINISTRATION

This is a three-day overview of human resource issues facing today's business owners, managers, and HR practitioners. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal. This workshop will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring process (such as diversity issues, compensation, and discipline).

DATE	FEES
14 - 16 FEB 2024	2,500
05 - 07 JUN 2024	2,500
16 - 18 OCT 2024	2,500
11 - 13 DEC 2024	2,500

HRM 108: STRATEGIC WORKFORCE PLANNING

This course is designed to explore the stages of strategic workforce planning and how to plan and apply the process to make informed decisions. Strategic workforce planning is a process of identifying and addressing the gap between the workforce of an organization and its future needs.

It involves analysing the current workforce, forecasting future needs, and developing strategies to address any gaps. The goal of strategic workforce planning is to ensure that an organization has the right people with the right skills in the right positions at the right time.

DATE	FEES
10 - 12 JUN 2024	2,500
23 - 25 OCT 2024	2,500



HRM 116: DIVERSITY, EQUITY & INCLUSION

This course is designed to provide an overview of diversity, equity, and inclusion (DEI) and its importance in today's business environment. It will help participants gain insight into why diversity, equity, and inclusion matter. You will discover personal unconscious bias and identify at least one technique to challenge biases and improve your judgments and decision-making.

DATE	FEES
24 - 26 JUN 2024	2,500
07 - 09 OCT 2024	2,500

HRM 110: SETTING KPIS IN PERFORMANCE MANAGEMENT

This course is designed to provide an overview of performance management and its importance in today's business environment. It delves deeper into the how to integrate Critical Key Success Factors and Key Performance Indicators into a performance management system. This course will show you how to choose the right KPIs that resonate with your organization's broader objectives and cascaded to each employee in performance agreement.

DATE	FEES
08 - 10 APR 2024	2,500
19 - 21 AUG 2024	2,500

HRM 117: ESTABLISHING MENTORING & COACHING SYSTEM AT WORKPLACE

This course is for HR Managers and Senior Executives seeking to understand how to institute an effective coaching and mentoring system at their workplace as a means of developing talents and increasing performance. The course seeks to provide participants with an understanding of what mentoring and coaching are, why they are important in the workplace, how they can be designed effectively, how they can be implemented successfully, evaluated on an ongoing basis for continuous improvement. It also provides examples of successful mentoring programs in organizations.

DATE	FEES
05 - 07 JUN 2024	2,500
12 - 14 AUG 2024	2,500

HRM 118: MASTERING COACHING & MENTORING AT WORKPLACE

An effective leader is one who has the required skill and ability to coach and mentor colleagues in achieving stated performance goals and career improvement. Coaching and mentoring are two important practices in the workplace that help employees develop their skills and achieve their goals. Coaching is a process of providing guidance and feedback to employees to help them improve their performance, while mentoring is a process of providing guidance and support to employees to help them develop their careers. Both coaching and mentoring are important for employee development and can help organizations achieve their goals. This training seeks to equip supervisors and managers in developing their coaching and mentoring skills in leading their colleagues.

DATE	FEES
05 - 07 JUN 2024	2,500
12 - 14 AUG 2024	2,500

HRM 175: DEVELOPING AND IMPLEMENTING COMPETENCY SKILLS

This course will teach you about competencies in an easy and rational approach that will make you feel confident about this important topic. Providing line managers and the organization with HR solutions based on competencies will help HR professionals play a strategic partnership role in their organizations. Join us and learn about competencies, and how you can implement this wonderful concept in your HR department and in all your HR practices.

DATE	FEES
14 - 16 FEB 2024	2,500
05 - 07 JUN 2024	2,500
16 - 18 OCT 2024	2,500

HRM 104: PRACTICAL TRAINING OF TRAINERS

People who work as trainers are often put into difficult situations without much understanding of what training is or how to do it well. We know that being a good trainer is the result of developing skills to bring information to an audience. This information will then engage, empower, and encourage continued learning and development. This three-day course will give you the skills that you need so that your participants not only learn, but also enjoy the process, retain information shared, and use their new skills back in the workplace.

DATE	FEES
13 - 15 MAR 2024	2,500
13 - 15 NOV 2024	2,500

HRM 105: EFFECTIVE COMPENSATION AND BENEFITS MANAGEMENT

Compensation and benefits are the parts of human resources that works behind the scenes. It is usually the specialization in human resources that professionals in the field typically avoid for its complex nature and dependency on mathematics. By attending this course, you will understand and build your skills in this HR specialty. You will learn an approach which is easy to understand, and which explains the specifics of compensation and benefits management. This approach will also help you in applying the principles of compensation and benefits at work.

DATE	FEES
15 - 17 APR 2024	2,500
21 - 23 AUG 2023	2,500





OFFICE PRODUCTIVITY SKILLS

Training Programmes

Scan this code to get programme details:



OPS 105: DATA ANALYTICS WITH MS EXCEL

ERPs and databases have evolved to a point where they can house amazingly large amounts of data. The question now is, what do you do with this data to add value?

This program will introduce data analysis, hands-on, to allow you to clean, normalize, and interpret large amounts of data. You will be able to establish historical relationships, analyse the current situation and predict future strategies.

DATE	FEES
15 - 17 MAY 2024	2,500
11 - 13 NOV 2024	2,500

OPS 104: WORKING WITH MICROSOFT POWER BI

This powerful collection of software, apps, and services will help you analyse your organization's data and uncover insights and trends. This course will show you how to link and model data in Power BI and create visual reports that reveal data insights. Although the Power BI desktop client will be the primary focus, an introduction to the Power BI web app will also be provided.

DATE	FEES
15 - 17 MAY 2024	2,500
11 - 13 NOV 2024	2,500

OPS 101: MICROSOFT OFFICE SUITE

This course is designed to improve efficiency and productivity by leveraging the power of Microsoft Office applications - Word, Excel, Outlook, PowerPoint, and Access. In this course, you gain the skills needed to stand out in a competitive market by maximizing the innovative features and integration techniques required to streamline day-to-day tasks and enable better decision-making in the workplace.

DATE	FEES
24 - 26 JAN 2024	2,500
24 - 26 APR 2024	2,500
18 - 20 SEP 2024	2,500

OPS 102: MICROSOFT OFFICE 365-APPLICATIONS

Microsoft Office 365 course aims to teach users of Office 365 how to learn tasks using the included apps and services.

DATE	FEES
15 - 17 MAR 2024	2,500
11 - 13 NOV 2024	2,500

OPS 107: DIGITAL SKILLS AT THE WORKPLACE

The Digital Skills at the Workplace course is designed to equip participants with the essential digital skills required to thrive in today's modern workplace. In this course, participants will gain a comprehensive understanding of various digital tools, technologies, and strategies that are crucial for success in a digital-driven work environment. Through a combination of theoretical knowledge and practical exercises, participants will develop the necessary skills to effectively navigate digital platforms, collaborate remotely, manage data, and leverage technology for productivity and innovation.

DATE	FEES
27 - 29 MAR 2023	2,500
24 - 26 JUL 2023	2,500

OPS 103: MICROSOFT EXCEL (BASIC & INTERMEDIATE)

This course starts with the basic concepts and skills in Microsoft Excel 2016/2019, then builds on these to provide more advanced tools to solve real-world problems and analyse and present complex, realistic data. It teaches rearranging and presenting complex data, getting information from large amounts of data from sources inside and outside Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

DATE	FEES
24 - 26 APR 2024	2,500
18 - 20 SEP 2024	2,500



OPS 106: VIRTUAL PRESENTATION SKILLS

Most of us have experienced the reality of virtual meetings and presentations during our forced stays at home during the global COVID-19 pandemic.

If you are not familiar with Zoom, MS Teams, GoToMeeting, and Google Meet or are not sure if you can do well as an on-line presenter, you could be facing a challenge.

DATE	FEES
21 - 23 FEB 2024	2,500
24 - 26 APR 2024	2,500
18 - 20 SEP 2024	2,500





INFORMATION COMMUNICATION & TECHNOLOGY

Training Programmes

Scan this code to get programme details:



ICT 108: DATA WAREHOUSING MANAGEMENT

This course is designed to provide an in-depth understanding of data warehousing management. The course will cover the fundamental concepts of data warehousing, including the design, implementation, and maintenance of data warehouses.

The course will also cover the various tools and techniques used in data warehousing management. A data warehouse is a large, centralized repository of data that is used for reporting and analysis.

DATE	FEES
29 - 31 JAN 2024	2,500
10 - 12 APR 2024	2,500

ICT 112: IT SERVICES MANAGEMENT (ITSM)

This course is designed to provide a comprehensive understanding of IT Services Management (ITSM). It covers the key concepts, principles, and practices of ITSM. IT Service Management (ITSM) is a set of practices for managing IT services and processes. It involves managing the end-to-end delivery of IT services to customers, including all the processes and activities to design, create, deliver, and support IT services. The core concept of ITSM is the belief that IT should be delivered as a service. This means that IT services should be designed and delivered with the needs of customers in mind.

DATE	FEES
06 - 08 MAY 2024	2,500
25 - 27 SEP 2024	2,500

ICT 109: ITIL4

This course is designed to provide a comprehensive understanding of the ITIL 4 framework. It covers the key concepts, principles, and practices of IT service management. ITIL 4 Foundation introduces an end-to-end operating model for the creation, delivery, and continual improvement of technology-enabled products and services.

This course provides IT leaders, practitioners, support staff, and staff interfacing with the organization's digital and information systems functions with a practical understanding of the key concepts, common language, principles, and practices that enable successful management of modern IT-enabled services.

DATE	FEES
26 - 28 FEB 2024	2,500
19 - 21 JUN 2024	2,500

ICT 110: NETWORK SECURITY MANAGEMENT

This course is designed to provide a comprehensive understanding of Network Security Management. It covers the key concepts, principles, and practices of network security management. The course will be delivered through a combination of lectures, case studies, and hands-on exercises.

DATE	FEES
25 - 27 MAR 2024	2,500
22 - 24 JUL 2024	2,500

The training is very insightful and deepens your knowledge on cybersecurity and awareness.

Nii-Yebuah Nortey | Agricultural Development Bank





“

Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.

Henry Ford

ICT 114: ADVANCED CLOUD COMPUTING MANAGEMENT

This course is designed to provide a comprehensive understanding of Advanced Cloud Computing Management.

It covers the key concepts, principles, and practices of cloud computing management. Cloud computing is the delivery of computing services over the internet. These services include servers, storage, databases, networking, software, and analytics. Cloud computing provides organizations with a flexible and cost-effective way to access and manage their IT resources. Cloud computing provides organizations with a flexible, cost-effective, and reliable way to manage their IT resources.

ICT 101: MICROSOFT AZURE FUNDAMENTALS

This training is designed for candidates looking to demonstrate foundational-level knowledge of cloud services and how those services are provided with Microsoft Azure.

DATE	FEES
17 - 19 JUL 2024	2,500

ICT 106: CYBERSECURITY RISK MANAGEMENT

Cyber Security Awareness (CSA) training is aimed at providing staff with needed skills, knowledge, and ability to identify potential breaches, threats and risk associated with cyber space.

DATE	FEES
24 - 26 JAN 2024	2,500
19 - 21 JUN 2024	2,500

DATE

FEES

29 - 31 JUL 2024	2,500
25 - 27 SEP 2024	2,500

OTHER ICT TRAINING PROGRAMMES WE OFFER

- ICT 102: CCNA SECURITY 2.0
- ICT 103: CCNA - ROUTING AND SWITCHING
- ICT 104: ITIL V.12 - FOUNDATION
- ICT 105: ITIL V.12 - INTERMEDIATE
- ICT 107: CCNA CYBERSECURITY OPERATIONS
- ICT 111: VULNERABILITY ASSESSMENT & PENETRATION TESTING
- ICT 113: ADVANCED IT DATABASE MANAGEMENT SYSTEMS



BANKING & FINANCIAL SERVICES

Training Programmes

Scan this code to get programme details:





BAC 109: BANK CUSTOMER EXPERIENCE MANAGEMENT

Customers are the nerve Centre for the survival of every business and must be taken diligent care of. Financial Institutions like other corporate firms must therefore ensure that service levels meet and, in some cases, exceed customer expectations in the face of the continuous challenges of growth and change.

DATE	FEES
20 - 22 MAR 2024	2,700
17 - 19 JUL 2024	2,700
20 - 22 NOV 2024	2,700

BAC 161: CORPORATE & WHOLESALE BANKING

This course is designed to provide an in-depth understanding of corporate and wholesale banking. It covers the principles, practices, and tools used in the field of corporate and wholesale banking. The course will explore the role of corporate and wholesale banking in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
22 - 24 JUL 2024	2,700
18 - 20 NOV 2024	2,700



BAC 162: FUND ADMINISTRATION & MANAGEMENT

This course is designed to provide an in-depth understanding of fund administration and management. It covers the principles, practices, and tools used in the field of fund administration. The course will explore the role of fund administration in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
19 - 21 FEB 2024	2,700
10 - 12 JUN 2024	2,700

BAC 166: RETAIL BANKING - SELLING & PROSPECTING

This course is designed to provide an in-depth understanding of retail banking - selling & prospecting. It covers the principles, practices, and tools used in the field of retail banking. The course will explore the role of retail banking in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
17 - 19 APR 2024	2,700
09 - 11 SEP 2024	2,700

BAC 148: E-BANKING & DIGITAL CHANNELS

This course is designed to provide an in-depth understanding of E-Banking and Digital Channels Management. It covers the principles, practices, and tools used in the field of digital banking. The course will explore the role of digital banking in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
22 - 24 MAY 2024	2,700
09 - 11 SEP 2024	2,700



BAC 154: BANK BRANCH MANAGEMENT

This course is designed to provide an in-depth understanding of bank branch management. It covers the principles, practices, and tools used in the field of bank branch management. The course will explore the role of bank branch management in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
17 - 19 APR 2024	2,700
09 - 11 SEP 2024	2,700

BAC 160: LENDING TO SMES IN BANKING

This course is designed to provide an in-depth understanding of lending to small and medium-sized enterprises (SMEs) in banking. It covers the principles, practices, and tools used in the field of SME lending. The course will explore the role of SME lending in promoting financial well-being and how it can be used to address the unique needs of SME clients.

DATE	FEES
11 - 13 MAR 2024	2,700
12 - 14 AUG 2024	2,700

BAC 167: MANAGING SME CLIENTS IN BANKING

This course is designed to provide an in-depth understanding of managing small and medium-sized enterprise (SME) clients in banking. It covers the principles, practices, and tools used in the field of SME banking. The course will explore the role of SME banking in promoting financial well-being and how it can be used to address the unique needs of SME clients.

DATE	FEES
19 - 21 FEB 2024	2,700
10 - 12 JUN 2024	2,700

BAC 150: MANAGING HIGH NET WORTH CLIENTS

This course is designed to provide an in-depth understanding of managing high net worth clients. It covers the principles, practices, and tools used in the field of wealth management. The course will explore the role of wealth management in promoting financial well-being and how it can be used to address the unique needs of high-net-worth clients.

DATE	FEES
27 - 29 MAY 2024	2,700
12 - 14 AUG 2024	2,700

BAC 159: GREEN FINANCING & LENDING

This course is designed to provide an in-depth understanding of green and sustainable financing. It covers the principles, practices, and tools used in the field of sustainable finance. The course will explore the role of finance in promoting sustainability and how it can be used to address environmental challenges.

DATE	FEES
12 - 14 JUN 2024	2,700
16 - 18 OCT 2024	2,700

BAC 148: E-BANKING & DIGITAL CHANNELS

This course is designed to provide an in-depth understanding of E-Banking and Digital Channels Management. It covers the principles, practices, and tools used in the field of digital banking. The course will explore the role of digital banking in promoting financial well-being and how it can be used to address the unique needs of customers.

DATE	FEES
22 - 24 MAY 2024	2,700
09 - 11 SEP 2024	2,700



BAC 105: OPERATIONAL RISK AND CONTROL MANAGEMENT

This course defines key concepts of Operational risk measurement and management in a simplified manner along with the various methods of measuring and modelling operational risk as well as the challenges faced in the process

DATE	FEES
14 - 16 FEB 2024	2,700
12 - 14 JUN 2024	2,700

BAC 144: SME LENDING AND RISK ANALYSIS

This training impacts a comprehensive set of knowledge required for lending to the SME sector. It among others seeks to equip those involved in the lending process with the requisite tools and techniques needed to make informed decisions when granting and monitoring loans to SME clients.

It looks at the Credit risk factors, non-financial and financial analysis through the various stages of lending and monitoring process.

DATE	FEES
17 - 19 JUL 2024	2,700
16 - 18 OCT 2024	2,700

BAC 134: INVESTMENT AND WEALTH MANAGEMENT

Investment Management and Practice is an excellent intermediate program in investment management which is an ideal training for those working in key roles in the investment management industry, managing investments and advising clients.

DATE	FEES
15 - 17 MAY 2024	2,700
25 - 27 SEP 2024	2,700

BAC 113: CASH FLOW ANALYSIS FOR LENDING

Traditional financial analysis teaches financial health analysis. Cash flow analysis builds on this to determine availability of funds to repay debt. Cash, not net profits, repays loan. Since today's loan is repaid with tomorrow's cash, understanding the present and future cash flows of the company are key to any loan decision. It also has ramifications on loan structure and covenants.

DATE	FEES
22 - 24 MAY 2024	2,700

BAC 103: INTERNATIONAL PAYMENTS AND SETTLEMENT

This practical 3-day course has been tailored for banking professionals who have some experience in domestic payments and want to expand their knowledge of international payments. You will explore the key principles, concepts, practices, and current developments in the international payments.

DATE	FEES
19 - 21 JUN 2024	2,700

BAC 139: BANK FRAUD RISK MANAGEMENT

According to the Payment Systems Oversight Report from the BoG (2007), there is an increase in the cases of fraud being committed in the banking sector in Ghana. More than 1000 cases of fraud were reported amounting to GH¢244.32 million. This is a wakeup call to financial institutions to sharpen their skills and knowledge when it comes to fraud risk management. This is exactly what this training program intends to achieve – equipping participants with the relevant skills, knowledge and tools that are needed to not only prevent and detect but to be able to be ahead of the fraudsters!

DATE	FEES
13 - 15 MAR 2024	2,700
11 - 13 SEP 2024	2,700

BAC 145: RETAIL BANKING SALES AND MARKETING

Successful selling at retail banks and other financial services institutions has moved from a focus on products and “today’s special offer” to a consultative approach, one where the frontline relationship officer needs to be skilled in listening, understanding of customer needs, and suggestive selling techniques. Each stage of the selling process will be examined thoroughly, and then acted out several times so that participants leave the course with a complete understanding of how to apply these skills in everyday sales situations.

DATE	FEES
12 - 14 FEB 2024	2,700
19 - 21 JUN 2024	2,700



BAC 133: CORE RETAIL BANKING PRACTICES

Banks seek to build a competitive and profitable retail banking business. This training seeks to develop participants key knowledge and skills in understanding all the key elements of a retail banking business. Participants will learn how to develop customer segmentation models, product development and retail operations efficiencies through digital banking practices to create and serve its customers at a profit.

DATE	FEES
17 - 19 JAN 2024	2,700
14 - 16 AUG 2024	2,700

Access Bank Ghana

This was very hands on, structured and very professional. The resource person is an expert on the subject matter.

Maxwell Mba-Zuah Dinko

BAC 121: ANTI - MONEY LAUNDERING - RISK BASED APPROACH

This intensive training takes a comprehensive approach to the detection, prevention, and risk assessment of issues of AML and applies to frontline, middle office, and back-office staff.

DATE	FEES
17 - 19 JAN 2024	2,700
15 - 17 APR 2024	2,700
14 - 16 AUG 2024	2,700

BAC 127: LOAN RECOVERIES AND DELINQUENCY MANAGEMENT

This is an intensive training aimed at equipping Recoveries Officers, Credit Officers and Credit Risk Analysts to plan effective strategies on the second way out to recover the delinquent and bad loans within the confines of guidelines imposed by regulations and best practices.

DATE	FEES
14 - 16 FEB 2024	2,700
15 - 17 MAY 2024	2,700
16 - 18 OCT 2024	2,700

BAC 143: TRADE FINANCE MECHANISMS – PRODUCTS & SERVICES

The training course provides an overview of Trade Finance with emphasis on key issues of Invoice Finance and Guarantees as financial instruments, benefits to clients and ways of financing and risk involved. The content has been created by professionals with in-depth knowledge and experience from across the industry.

DATE	FEES
14 - 16 FEB 2024	2,700
24 - 26 JUL 2024	2,700





ACCOUNTING & FINANCE

Training Programmes

Scan this code to get programme details:



ACF 131: BUSINESS TAX MANAGEMENT

The training is based on the Income Tax Act, 2015 (Act 896) and takes a comprehensive view of the skills and knowledge needed in managing the various tax computations including that of employees, individuals, businesses (corporate tax), allowable and disallowable expenses, capital allowances, tax reliefs and incentives. It also investigates the filing process and procedures with its penalties for non-compliance. It finally investigates the issues of VAT, NHIL and Get fund.

DATE	FEES
24 - 26 JAN 2024	2,700
15 - 17 MAY 2024	2,700
25 - 27 SEPT 2024	2,700

ACF 146: FINANCIAL REPORTING USING IFRS

Is your company's financial statement and reporting IFRS based? Are you looking at transiting to IFRS but need a firm grip on IFRS before transiting with the hope of training your staff in getting ready for the move towards IFRS? IFRS for SME is aimed at meeting the needs of SMEs in Ghana in their financial reporting processes and transiting towards IFRS based financial reporting. SMEs account for more than 90% of companies in Ghana. The three-day training takes a closer look at various requirements for SMEs in recognizing and measuring assets, liabilities, income, and expenses. The complications involved with full IFRS disclosures are also minimized significantly to make it more applicable to all SMEs reporting requirements and reducing costs.

DATE	FEES
24 - 26 JAN 2024	2,700
15 - 17 MAY 2024	2,700
25 - 27 SEPT 2024	2,700

ACF 103: FINANCIAL MODELLING WITH MS EXCEL

In this course, participants will learn that Financial Modelling with the use of advanced MS Excel techniques in manipulating, presenting, and reporting financial information for decision making. It will analyze sets of financial data including structuring financial information, project analysis and interpretation of financial information for decision making. It requires intermediate skills in MS Excel 2016. projects that support continuous activity.

DATE	FEES
24 - 26 JAN 2024	2,700
17 - 19 APR 2024	2,700
14 - 16 AUG 2024	2,700
27 -29 NOV 2024	2,700

ACF 114: TREASURY MANAGEMENT

The Treasury Management Workshop is designed to provide newly elected or appointed treasurers, or those with less than three years of treasury management experience, with top-notch training in treasury fundamentals. This workshop is also beneficial for those who want a "refresher."

DATE	FEES
20 - 22 MAR 2024	2,700
25 - 27 SEPT 2024	2,700

ACF 117: ADVANCED FINANCIAL STATEMENT ANALYSIS

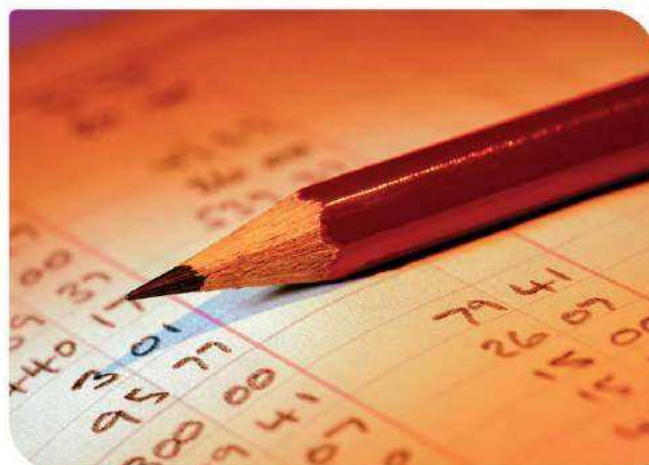
Advanced Financial Statement Analysis (AFSA) program aims at guiding participants in the key steps in examination and analysis of a typical company's externally published financial statements, as well as the forecasting of future financial performance and assessing the impact on future enterprise value.

DATE	FEES
13 - 15 MAR 2024	2,700
17 - 19 JUL 2024	2,700

ACF 109: TRADE FINANCE MECHANISMS

Global trade has become more complex and the economic environment more uncertain. Corporates' earnings are volatile and trade financiers are required to cope with unfamiliar risks. It is extremely important for trade finance practitioners to have a complete understanding of the current scenario, the proper use of products and the risk attributable to different business situations. Risk avoidance and management underlines all trade finance activities. This training course gives you an in-depth look at international trade finance looking at products and solutions.

DATE	FEES
17 - 19 JUL 2024	2,700
27 - 29 NOV 2024	2,700



ACF 132: PROJECT FINANCE & RISK MANAGEMENT

The Project Finance & Risk Management course provides participants with a comprehensive understanding of project finance principles and the necessary skills to effectively manage risks associated with project financing.

The course covers topics such as risk assessment, financial Modelling, project valuation, and risk mitigation strategies.

DATE	FEES
15 - 17 MAY 2024	2,700
14 - 16 AUG 2024	2,700

ACF 135: INVESTMENT RISK MANAGEMENT

The Investment Risk Management course aims to provide participants with a comprehensive understanding of risk management principles in the context of investment portfolios.

The course covers topics such as risk identification, risk measurement, portfolio diversification, and risk mitigation strategies.

DATE	FEES
17 - 19 APR 2024	2,700
24 - 26 JUL 2024	2,700

ACF 136: INVESTMENT ACCOUNTING

The Investment Accounting course focuses on the accounting principles and practices specific to investment instruments. The course covers topics such as investment valuation, accounting for financial instruments, fair value measurement, and financial statement disclosures related to investments.

DATE	FEES
12 - 14 JUN 2024	2,700
16 - 18 OCT 2024	2,700

ACF 139: CORPORATE RESTRUCTURING

The Corporate Restructuring course provides participants with an in-depth understanding of the strategies and techniques involved in corporate restructuring.

The course covers topics such as mergers and acquisitions, divestitures, debt restructuring, and financial distress management.

DATE	FEES
20 - 22 MAR 2024	2,700
10 - 12 JUL 2024	2,700

ACF 142: FINANCIAL FORECASTING & PROJECT EVALUATION

The Financial Forecasting and Project Evaluation course focuses on developing participants' skills in financial forecasting and evaluating project viability. The course covers topics such as financial statement analysis, cash flow forecasting, capital budgeting techniques, and risk assessment in project evaluation.

DATE	FEES
26 - 28 AUG 2024	2,700
25 - 27 NOV 2024	2,700

ACF 151: SUSTAINABLE & CLIMATE FINANCE

This course aims to provide participants with a comprehensive understanding of the concept, trends, policies, practices, measurement and reporting of sustainable and climate finance. It will cover the key actors, instruments and channels involved in mobilizing and delivering finance for low-carbon and climate-resilient development. It will also explore the challenges and opportunities for scaling up investments in sustainable and climate solutions, as well as the best practices and emerging innovations in this field.

DATE	FEES
19 - 21 FEB 2024	2,700
24 - 26 JUN 2024	2,700



ACF 104: STRATEGIC PLANNING, BUDGETING AND COST CONTROL

This course will allow the participant to explore and share with other participants new thoughts in the planning, control, and budgeting cycle, resulting in a renewed energy in returning to the workplace and implementing a more focused budgeting process, which communicates useful and timely information to management. The course will provide a framework for each topic covered, and then will make extensive use of exercises and case studies.

DATE	FEES
15 - 17 MAY 2024	2,700
11 - 13 SEP 2024	2,700

ACF 141: PROJECT ACCOUNTING

The Project Finance Management fundamental training is aimed at introductory level appreciation of the basics of Project Finance Management. The training exposes participants to key issues and concepts in Project Finance, key factors in project finance management, project risk implications and how to deal with such risks and basic introduction to the various project finance modules.

DATE	FEES
19 - 21 JUN 2024	2,700

ACF 124: CASH FLOW FORECASTING

This intermediate level three-day course facilitates a more detailed understanding of the cash-flows of companies. It will cover essential analytical techniques and insights and will also include forecasting and capital structuring methodologies.

DATE	FEES
12 - 14 FEB 2024	2,700
24 - 26 JUL 2024	2,700

ACF 142: INVESTOR RELATIONS MANAGEMENT

This course seeks to build the skills and knowledge needed in managing the relationships between corporate institutions and its stakeholders, most especially, the investors, it is a combination of multiplicity of skills needed to build a unique relationship with shareholders and other stakeholders. It requires skills and knowledge in finance, communication, and marketing to effectively control the flow of information between a public company, its investors, and its stakeholders.

DATE	FEES
24 - 26 JUL 2024	2,700

ACF 143: EFFECTIVE CREDIT ADMINISTRATION

This course is structured around several modules that will cover in logical sequence the processes and activities that are encompassed in the task of assessing, approving, and administering the credit provided to our customers, it includes the risk assessment and Credit Control aspects of advancing Credit in a Non-banking environment.

DATE	FEES
10 - 12 JUL 2024	2,700



ACF 133: ACCOUNTING AND FINANCE FOR EXECUTIVES

The Accounting and Finance for Executives training program is designed to equip senior executives and non-financial managers with a comprehensive understanding of accounting and finance principles, enabling them to make informed financial decisions and effectively communicate with financial professionals. This training will cover essential topics such as financial statements analysis, budgeting and forecasting, capital investment evaluation, and financial strategy. Participants will gain the knowledge and skills necessary to navigate the financial aspects of their roles and contribute to the overall financial success of their organizations.

DATE	FEES
14 - 16 FEB 2024	2,700
14 - 16 AUG 2024	2,700
27 - 29 NOV 2024	2,700

ACF 148: REAL ESTATE ACCOUNTING

This is a refresher course covering the basic concepts and tools of accounting, finance, and math necessary for all real estate professionals. It is also applicable to accountants and as well as real estate investors. Topics covered are balance sheet, income statement, basic accounting concepts, real estate algebra, finance, math and more.

DATE	FEES
17 - 19 APR 2024	2,700
27 - 29 NOV 2024	2,700

ACF 108: EFFECTIVE PROJECT FINANCE

The course examines the business blocks of project finances that are common across industry and apply across all sectors. It is a thorough grounding in the techniques of limited recourse project financing when applied to a range of capital-intensive industries.

It includes the study of the project financing challenges in the industry sectors using case studies and interactive work/group discussion to apply the skills and knowledge they have acquired.

DATE	FEES
24 - 26 APR 2024	2,700
27 - 29 SEP 2024	2,700

ACF 144: CREDIT CONTROLS AND COLLECTIONS ADMINISTRATION

This course teaches effective chase techniques, how to tackle common excuses for non-payment, and how third parties and the courts can help you reclaim debts. It also explains your legal rights regarding charging interest on overdue accounts and what type of relief you can claim if you are left with bad debts. With this knowledge, you will be able to offer credit to customers with as low a risk as possible and chase overdue payments effectively.

DATE	FEES
17 - 19 APR 2024	2,700
11 - 13 SEP 2024	2,700

OTHER ACCOUNTING & FINANCE TRAININGS WE OFFER

- ACF 129: MANAGEMENT ACCOUNTING FOR DECISION MAKING
- ACF 134: ACCOUNTING FOR OIL AND GAS
- ACF 145: EFFECTIVE MANAGEMENT OF ORGANISATIONAL BUDGET





JPCANN
ASSOCIATES
LIMITED

GOVERNANCE, RISK & COMPLIANCE

Training Programmes

Scan this code to get programme details:



IAC 103: FUNDAMENTALS OF INTERNAL AUDITING

Fundamentals in Internal Auditing course helps participants understand Internal Auditing process. Participants will among others learn how to prepare for audit assignments, perform the fieldwork, report on audit assignment, and close an audit assignment. This course is ideal for new internal auditors and those who are going to be audited.

DATE	FEES
17 - 19 JAN 2024	2700
11 - 13 SEP 2024	2700

IAC 104: EFFECTIVE INTERNAL AUDIT REPORT WRITING

Persuasive communication is an essential skill for auditors at all levels, and high-quality audit reports are a key communication tool. Communication by the auditor is one of the points of measurements by which the client values assess the overlap quality and effectiveness of the audit.

DATE	FEES
12 - 14 FEB 2024	2,700
24 - 26 JUL 2024	2,700
16 - 18 OCT 2024	2,700

IAC 156: RISK BASED INTERNAL AUDITING

The current trend in Internal Audit - Risk Based Internal Audit (RBIA) requires that Internal Auditors (IA) are strategically and operationally linked to the business risk and assurance framework.

DATE	FEES
15 - 17 APR 2024	2,700
21 - 23 AUG 2024	2,700

IAC 133: RISK BASED COMPLIANCE MANAGEMENT

With growing regulatory demands, major financial institutions are devoting substantial resources into compliance functions. The role of the compliance functions has widened and recognized as being critical operational risk issues that need to be strengthened to ensure avoidance of regulatory breaches and non-conformity to internal rules, policies, and procedures. This training will also review the current changes in the financial services market and the expectations of both regulators and the public on both internal and external compliance issues.

DATE	FEES
15 - 17 MAY 2024	2,700
11 - 13 SEP 2024	2,700

RMS 110: CYBER SECURITY RISK MANAGEMENT

Most organizations and businesses operate using the Internet and whilst this has reduced costs and constantly offers new opportunities, there are also risks involved which need to be understood as part of normal business management. This course will identify the main risks, explain why they are relevant and offer guidance on how to manage them.

DATE	FEES
24 - 26 JAN 2024	2700
17 - 19 APR 2024	2700

RMS 108: INFORMATION SECURITY RISK MANAGEMENT (ISRM)

We are living in the age of the Internet of Things (IoT) which provides seamless integration and ease of access between various objects regardless of their physical proximity. The IoT is spreading across different vertical domains such as healthcare systems, government services, banks, and telecommunications, just to name a few. We are no longer only vulnerable to attacks against valuable enterprises' digital content but also to life threatening attacks, terrorist attacks, espionage attacks, etc.

DATE	FEES
24 - 26 JAN 2024	2700
17 - 19 APR 2024	2700



RMS 103: IT GOVERNANCE AND RISK

Although IT governance and IT risk are known to be key operational issues, discussion of appropriate IT governance structures and IT risk is often restricted to those with an IT background or role. This course is deliberately pitched at those who do not have an IT background and those who spend little time working with technology.

DATE	FEES
15 - 17 APR 2024	2700
16 - 18 OCT 2024	2700

IAC 117: CONDUCTING FRAUD INVESTIGATIONS

The role of the Risk Analyst, Fraud Investigators and Internal Auditors in combating and investigating fraud has become much needed than ever before due to recent fraudulent activities and the collapse of several organizations due to scandals. Though key emphasis is being placed on assurance on issues of corporate governance, value for money, risk management and effective control environment; fraud either internally or externally becomes much higher and more difficult to combat and investigate.

DATE	FEES
12 - 14 JUN 2024	2,700

IAC 125: MASTERING PROCUREMENT AUDITING

The procurement process in most organizations cut across several departments and sections. Typically, the purchasing department, Accounting, Stores, Legal and user departments are all involved in the procurement process which makes it more complex than any other audit process.

These therefore require a carefully developed skills sets and critical tools needed by the modern auditor to be able to understand and appreciate the key risk processes in the procurement process and ways to be more efficient and effective in the audit process.

DATE	FEES
12 - 14 JUN 2024	2,700
11 - 13 SEP 2024	2,700

RMS 106: CORPORATE GOVERNANCE AND RISK MANAGEMENT

Corporate Governance and Risk Management discusses the role of corporate governance in ensuring that the corporation adds maximum value to society, as well as how to measure corporate performance while effectively managing the business risk facing the business.

DATE	FEES
20 - 22 MAR 2024	2,700
21 - 23 AUG 2024	2,700

IAC 180: FORENSIC AND FRAUD INVESTIGATIONS

The role of the Risk Analyst, Fraud Investigators and Internal Auditors in combating and investigating fraud has become much needed than ever before due to recent fraudulent activities and collapse of several organisations due to scandals. Though key emphasis is being placed on assurance on issues of corporate governance, value for money, risk management and effective control environment; fraud either internally or externally becomes much higher and more difficult to combat and investigate.

DATE	FEES
19 - 21 JUN 2024	2,700

RMS 101: ENTERPRISE RISK MANAGEMENT

The course teaches the principles and concepts in ERM using the ISO 31000 and COSO ERM frameworks. It also delves into the various processes and procedures needed to evaluate the internal environment and the setting of objectives and the steps management needs to consider identifying and assessing risk and decide on proper risk responses and controls. The course ends with how to monitor, communicate, and report risk.

DATE	FEES
15 - 17 MAY 2024	2,700
11 - 13 SEP 2024	2,700

IAC 133: MASTERING INTERNAL CONTROLS & FRAUD RISK

Internal controls form a complex system that involves the collaboration of the board of directors, the audit committee, internal and external auditors, risk management personnel, investigators, operations personnel, and others. This training program will explore the key roles in preventive controls and essential components of internal control, inherent limitations of internal controls and fraud prevention strategies.

DATE	FEES
19 - 21 JUN 2024	2700
25 - 27 SEP 2024	2700



IAC 131: BUSINESS CONTINUITY PLANNING

Has your organization mapped out strategies to prevent total or partial shutdown of operations for a considerable number of hours, days, or weeks? What is the Business Continuity strategy adopted by your organization to prevent unduly extended periods of delays and disruptions in its services if something happens?

DATE	FEES
15 - 17 APR 2024	2,700
10 - 12 JUL 2024	2,700

IAC 130: MASTERING IT AUDITING

The course relies heavily on international standards, practice guides and other benchmarks issued by professional bodies including ISACA, PCAOB, Sarbanes-Oxley, IIA, etc. The modern internal Auditor needs extensive knowledge of auditing the controls embedded in installed systems, new systems under development and the activities of the IT / IS environment at their workplace.

DATE	FEES
20 - 22 MAR 2024	2,700
11 - 13 DEC 2024	2,700

IAC 138: FRAUD & FORENSIC AUDIT

The role of the Risk Analyst, Fraud Investigators and Internal Auditors in combating and investigating fraud has become much needed than ever before due to recent fraudulent activities and the collapse of several organizations due to scandals. Though key emphasis is being placed on assurance on issues of corporate governance, value for money, risk management and effective control environment; fraud either internally or externally becomes much higher and more difficult to combat and investigate.

DATE	FEES
21 - 23 AUG 2024	2,700

RMS 134: OPERATIONAL RISK & COMPLIANCE

This seminar defines key concepts of Operational risk as it affects institutions, especially in Sub Saharan Africa. It investigates the various operational risk issues and challenges that various organizations will have to grapple with in their day-to-day operations of their institutions

DATE	FEES
16 - 18 OCT 2024	2,700

RMS 109: IT SECURITY RISK MANAGEMENT

We are living in the age of the Internet of Things (IoT) which provides seamless integration and ease of access between various objects regardless of their physical proximity. The IoT is spreading across different vertical domains such as healthcare systems, government services, banks, and telecommunications, just to name a few. We are no longer only vulnerable to attacks against valuable enterprises' digital content but also to life threatening attacks, terrorist attacks, espionage attacks, etc.

DATE	FEES
12 - 14 JUN 2024	2,700



RMS 114: UNDERSTANDING RISK MANAGEMENT FRAMEWORKS

Dive into the world of risk management! Our 'Understanding Risk Management Frameworks' training provides comprehensive insights into risk assessment, mitigation, and governance. Equip yourself with strategies to identify, evaluate, and manage risks across diverse industries. Elevate your risk management acumen and become a proactive guardian of organizational success. Join now and navigate uncertainty with confidence!

DATE	FEES
20 - 22 MAR 2024	2700
21 - 23 AUG 2024	2700

RMS 107: ADVANCED ANTI-MONEY LAUNDERING

Stay ahead in the fight against financial crime! Our 'Advanced Anti-Money Laundering' training delves deep into the evolving landscape of AML regulations, techniques, and technologies. Explore advanced detection methods, emerging trends, and regulatory compliance strategies. Enhance your skills to detect, prevent, and combat money laundering effectively. Join now to become a front-line defender against financial illicit activities!

DATE	FEES
21 - 23 AUG 2024	2,700

PUBLIC SECTOR MANAGEMENT

Training Programmes

Scan this code to get programme details:





PSM 109: PUBLIC PROCUREMENT MANAGEMENT

Effective, efficient, and economical Public Procurement Management cannot be underestimated in view of the critical role public expenditure plays in the welfare of every nation. To ensure value for money in public procurement is to make an Organisations expenditure cost-effective and 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. It is equally important that the control mechanism put in place should also include training employees in charge of procurement to acquire the necessary skills.

DATE	VENUE	FEES
10 - 14 JUN 2024	ACCRA	3,500
09 - 13 SEP 2024	KUMASI	3,500

PSM 103: PUBLIC SECTOR FINANCIAL MANAGEMENT

The lifeblood of every organisation is excellent Financial Management. More so in the public sector environment where value for money is a key ingredient in every amount spent for public good. This training is based on the various Public Sector Financial Management Acts.

DATE	VENUE	FEES
11 - 15 MAR 2024	TAKORADI	3,500
13 - 17 MAY 2024	ACCRA	3,500
19 - 23 AUG 2024	KUMASI	3,500

PSM 105: IPSAS - PUBLIC SECTOR FINANCIAL REPORTING

This comprehensive hands-on training is aimed at providing participants with an overview and in-depth requirements for preparing general purpose financial statements and disclosures under the IPSAS.

The fundamental training on IPSAS is aimed at public sector officers and managers involved in the financial management of the resources allocated and generated by their activities. As IFRS is to private sector entities so is IPSAS the yardstick for general purposes financial reporting by public sector entities.

DATE	VENUE	FEES
24 - 28 JUN 2024	KUMASI	3,500
14 - 18 OCT 2024	ACCRA	3,500

PSM 101: GRANT MANAGEMENT & FUNDRAISING STRATEGIES

Grant Management and Fundraising Strategies is an intensive five (5) days hands-on training which covers grants life cycle starting with the pre-award and ending with the grant close-out. This course aims at equipping participants with in-depth knowledge and skills needed to improve on program, projects and public accountability, effectiveness, efficiency and set goals for all stakeholders.

DATE	VENUE	FEES
15 - 19 JUL 2024	ACCRA	3,500
14 - 18 OCT 2024	KUMASI	3,500

PSM 104: EFFECTIVE PROJECT MONITORING AND EVALUATION

Monitoring is an ongoing task to track progress against planned tasks. Monitoring aims at providing regular oversight of the implementation of an action in terms of input delivery, work schedules targeted outputs. The data got through monitoring is used for evaluation. Project Evaluation represents a systematic and objective assessment of ongoing or completed projects or programs in terms of their design, implementation, and results. Evaluation deals with strategic issues such as program/project relevance, effectiveness, efficiency considering specified objectives as well as project impact and sustainability.

DATE	VENUE	FEES
18 - 22 MAR 2024	ACCRA	3,500
24 - 28 JUN 2024	KUMASI	3,500
23 - 27 SEP 2024	TAKORADI	3,500

PSM 106: PUBLIC SECTOR PERFORMANCE MANAGEMENT USING BALANCED SCORECARD

Balanced Scorecards are core to strategic planning. They are used by over 40% of organisations in commerce, industry, and government to align activities to vision and strategy by monitoring performance against quantified objectives. The approach combines forward looking performance measures and historical financial metrics to give managers a 'balanced' view of organisational performance.

DATE	VENUE	FEES
15 - 19 APR 2024	ACCRA	3,500
22 - 26 JUL 2024	KUMASI	3,500

PSM 108: PUBLIC SECTOR RISK BASED AUDITING

The current trend in Internal Audit – Risk Based Internal Audit (RBIA) requires that Internal Auditors (IA) be strategically and operationally linked to the business risk and assurance framework. This requires that auditors understand the risk profile of their organizations and be able to prioritize and allocate resources to the most risk prone processes within the instruction.

The days of pre-audits are long gone, and the auditor is now more focused on adding value to the governance system in organizations through efficient and effective risk profiling of the institutions operations and making sure that audit resources have been geared towards strengthening internal controls and minimizing losses through systematic evaluation, monitoring and consulting services to help achieve organizational objectives and goals.

DATE	VENUE	FEES
20 - 24 MAY 2024	ACCRA	3,500
12 - 16 AUG 2024	KUMASI	3,500

I recommend that JPCann Associates Limited should have more training sessions with other relevant stakeholders (Government/Private) to build the capacity of individuals.

Frederick Ewusie Adoo
GHANA EXPORT PROMOTION AUTHORITY

PSM 102: PUBLIC PRIVATE PARTNERSHIPS - PPP

The objective of the PPP: Strategies, Methods, and the PPP Cycle course is to provide participants with a comprehensive overview of public private partnership (PPP) procurement and project structuring.

DATE	VENUE	FEES
10 - 14 JUN 2024	ACCRA	3,500
09 - 13 SEP 2024	KUMASI	3,500



JPCANN
ASSOCIATES
LIMITED

HEALTH, SAFETY & ENVIRONMENTAL

Training Programmes

Scan this code to get programme details:



HSE 101: OCCUPATIONAL SAFETY AND HEALTH SUPERVISOR (CERTIFIED)

Supervisors are invaluable to a world-class safety culture. As an "agent of the employer," every supervisor has a legal obligation to understand his or her safety responsibilities in the workplace. This program helps supervisors develop the knowledge and skills to fulfill those responsibilities and be an effective leader.

DATE	FEES
22 - 26 JAN 2024	\$1,200
20 - 24 MAY 2024	\$1,200
14 - 18 OCT 2024	\$1,200

HSE 102: OCCUPATIONAL HEALTH AND SAFETY MANAGER (CERTIFIED)

This program is designed for corporate and facility safety managers or directors who are responsible for establishing or managing their organization's safety and health program.

Emphasis is placed on gaining the knowledge and skills needed to design, develop, and deploy a world-class safety management system.

DATE	FEES
18 - 22 MAR 2024	\$1,200
16 - 20 SEP 2024	\$1,200



HSE 122: DEFENSIVE DRIVING

This program is designed for company drivers, maintenance team, driver supervisors, managers and all employees who drive to work in the general industry and are responsible for establishing or managing their organization's fleet safety and health program. Emphasis is placed on gaining the knowledge and skills needed to reduce, prevent, and protect company vehicles, reduce maintenance and insurance costs.

DATE	FEES
16 FEB 2024	950
17 MAY 2024	950
23 AUG 2024	950

HSE 146: PREVENTIVE MAINTENANCE & LOGBOOK MANAGEMENT

Participation in this course enables logistics managers/officers, supervisors, and managers to develop an effective preventive maintenance programme, develop a preventive maintenance checklist and understand the logbook.

Emphasis is placed on daily log sheets, data entry techniques and modern vehicle control systems.

DATE	FEES
23 FEB 24	950
25 OCT 24	950

HSE 147: MOTOR CYCLE SAFETY

Motorcycle riders face additional risks and are more vulnerable in crashes, but these risks can be managed through training and education.

By taking this course, participants will learn parts of the motorcycle and its usages, riding safety techniques, motorcycle tyre safety management, crash prevention techniques and basic street strategies.

DATE	FEES
22 MAR 2024	950
22 NOV 2024	950

HSE 105: FIRST AID

This program is designed for all employees who work in the general industry and are responsible for establishing or managing their organization's first aid safety and health program. First aid training can save people's lives and there are many other benefits including a small time invested into learning first aid can produce a lifetime of advantages.

DATE	FEES
23 FEB 24	950
10 MAY 24	950
18 OCT 24	950





HSE 109: EFFECTIVE ACCIDENT INVESTIGATION

This course is necessary for anyone who is required to investigate accidents. It gives you the information needed to effectively analyze an accident event by uncovering the cause of injury, and the primary and contributing surface causes for the accident.

You will also develop the skills needed to analyze and evaluate your safety management system (SMS) for root causes. You will learn why the question of fault and discipline is often irrelevant and inappropriate when conducting an accident investigation.

DATE	FEES
19 APR 2024	950
23 AUG 2024	950

HSE 143: PROFESSIONAL DRIVER TRAINING

The Professional Driver Course is the only course that addresses driver attitude in an effective and respectful way. Professional Driver is interactive. Drivers discuss driving challenges and solutions based on personal motivation and values.

DATE	FEES
29 APR 2024	950
23 AUG 2024	950

HSE 106: SAFETY AT THE WORKPLACE

Workplace accidents and injuries cost corporations millions of dollars and thousands of hours lost every year. They also have a profound, often lifelong impact on workers. Introducing a safety culture into your organization, where safety is valued as an integral part of the business's operation, not only saves the business time and money, but it also builds a committed, loyal, healthy workforce. This one-day workshop will give participants the foundation to start building your safety culture.

DATE	FEES
23 FEB 2024	950
19 JUL 2024	950

HSE 144: FUEL EFFICIENCY DRIVING TECHNIQUES & TYRE SAFETY MANAGEMENT

As companies seek to reduce operational cost in this recent time, this program seeks to teach drivers proven techniques that will have the single biggest impact on fuel efficiency and as well resource them on tyre safety management.

A successful completion of this course equips you with skills to measure tyre pressure correctly, tyre servicing, avoiding unnecessary idling, Speed and Fuel Efficiency Driving (SAFED) and other dos and don'ts associated with fuel and tyre management.

DATE	FEES
15 MAR 2024	950
14 JUN 2024	950



HSE 124: DEVELOPING A SAFETY PROCEDURE MANUAL

Safety procedures are the backbone of an organization's Safety Management System. They provide consistency and when followed create a safe working environment and greater productivity due to less injury down time.

However, safety procedure writing is more difficult and time consuming than it at first appears. This one-day course will give you the foundation to start writing effective safety procedures.

DATE	FEES
11 OCT 2024	950

HSE 120: EMERGENCY ACTION PLAN

Several Occupational Safety and Health Administration (OSHA) standards explicitly require employers to have emergency action plans for their workplaces. Emergency preparedness is a well-known concept in protecting workers' safety and health. This course also discusses the OSHA requirements detailed in 29 CFR 1910.38 (Emergency Action Plan). This standard is important for employers, managers, training directors, and other safety professionals.

DATE	FEES
24 MAY 2024	950
15 NOV 2024	950

HSE 145: HAZARD PERCEPTION & SPACE MANAGEMENT TECHNIQUES

Most crashes happen due to the negligence and inability of the driver to detect the hazard early enough on the road.

By taking this course, drivers will gain the ability to identify the various categories of hazards on the road, assess hazardous situations, determine what are the safe options and how to initiate a safe manoeuvre.

DATE	FEES
26 APR 24	950
13 SEP 24	950

HSE 117: SAFETY SUPERVISION AND LEADERSHIP

This course will help new supervisors gain a greater understanding of their responsibilities and obligations to provide physical resources and psychosocial support to ensure work areas are safe and healthful. This course emphasizes administering appropriate and effective accountability through the application of positive and negative consequences. Supervisors will also learn how to take advantage of "opportunities for safety leadership" daily.

DATE	FEES
12 JUL 2024	950
15 NOV 2024	950



A smiling man with short dark hair, wearing a black suit, white shirt, and black tie. He is holding a blue folder under his left arm and has a yellow name tag on his left lapel. The background is a dark, textured wall.

CERTIFIED

Training Programmes

Scan this code to get programme details:





Get Certified

and stand out in your career

ISO 9001: QUALITY MANAGEMENT SYSTEMS (QMS) LEAD IMPLEMENTER | AUDITOR

ISO 9001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing, and maintaining a Quality Management System (QMS) based on ISO 9001.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 31000: LEAD RISK MANAGER

ISO 31000 Lead Risk Manager training enables you to acquire the expertise to support and lead an organization and its team to successfully identify, understand and manage a risk process based on ISO 31000.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 17025: QUALITY LABORATORY PROFESSIONAL

Experts suggest that trained Laboratory management professionals can reduce costs by as much as 15% through reduction in errors rates. This course covers Laboratory management in the context of ISO 17025 Laboratory Management System and the Good Laboratory Practice. It also provides the opportunity to gain knowledge on the regulations and processes of Laboratory management. Participants will also be introduced to the concept of Plan-Do- Check-Act in managing Laboratory with policies, processes, procedures, and controls.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 27001: INFORMATION SECURITY MANAGEMENT SYSTEMS (ISMS)

ISO/IEC 27001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing, and maintaining an Information Security Management System (ISMS) based on ISO/IEC 27001.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

CERTIFIED INFORMATION SECURITY MANAGER - (CISM)

Obtaining the CISM certification shows employers, and other stakeholders, that you have the knowledge and experience to excel in a fast-changing landscape with new challenges and increased expectations.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

ISO 22301: BUSINESS CONTINUITY MANAGEMENT SYSTEMS (BCMS) - LEAD IMPLEMENTER / AUDITOR

ISO 22301 Lead Implementer training course enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Business Continuity Management System (BCMS) based on ISO 22301. During this training course, you will also gain a thorough understanding of the best practices of Business Continuity Management Systems and be able to provide a framework that allows the organization to continue

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500



ISO 37301: COMPLIANCE MANAGEMENT SYSTEMS

The training and certification on ISO 37301 – Compliance Management Systems (CMS) provides the knowledge needed to establish, implement, manage, maintain, and continually improve a CMS. It aims to provide an in-depth understanding of ISO 37301 requirements, as well as the best practices and approaches used for the implementation and subsequent maintenance of the compliance management system.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

ISO 27032: LEAD CYBERSECURITY MANAGER

ISO/IEC 27032 Lead Cybersecurity Manager training enables you to acquire the expertise and competence needed to support an organization in implementing and managing a Cybersecurity program based on ISO/IEC 27032 and NIST Cybersecurity framework. During this training course, you will gain a comprehensive knowledge of Cybersecurity, the relationship between Cybersecurity and other types of IT security, and stakeholders' role in Cybersecurity.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 21001: EDUCATIONAL MANAGEMENT SYSTEMS

Educational Organisational Management System (EOMS) is the global standard for education providers in delivering better services. From preschool to university, to vocational training and coaching, the world of learning is constantly changing and evolving.

As the trend shifts from traditional customer-supplier relationships to collaborative partnerships, so do learners' expectations. Learning providers now need to adapt to these new ways of working, while at the same time providing a high level of service. ISO 21001:2018, is intended to meet this challenge by defining management system requirements that will help education providers to better meet the needs and expectations of learners and other benefits, and demonstrate their credibility.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

ISO 22000: FOOD SAFETY MANAGEMENT SYSTEMS

Established in 2005, ISO 22000 is applicable to all organizations involved in the food chain, whose main objective is to ensure food safety.

The standard outlines a framework which harmonizes all parts of the food supply chain, from producer to consumer, and helps you reduce food hazards, control the risks, and prevent contamination.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

CERTIFIED IN RISK AND INFORMATION SYSTEMS CONTROL (CRISC)

Obtaining the CRISC certification shows employers, and other stakeholder that you have the knowledge and experience to excel in a fast-changing landscape with new challenges and increased expectation.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500



CERTIFIED IN THE GOVERNANCE OF ENTERPRISE IT (CGEIT)

The certified in Governance of Enterprise IT (CGEIT) certification program was developed by ISACA specifically for experienced IT governance personnel and those who have responsibilities for the stewardship of IT resources. This seminar is designed specifically to assist individual planning to sit CGEIT examination.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 30414: HUMAN CAPITAL REPORTING

This course is designed to provide an overview of human capital reporting and its importance in today's business environment. It includes updated information on just-released technical specifications which guide accountants and managers in data collection, analysis, reporting. This program also includes a new section on ethical considerations that are important when implementing new human capital management reporting.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

CERTIFIED INTERNAL AUDITOR (CIA) (PART I)

The CIA® exam topics tested include aspects of mandatory guidance from the IPPF, internal control and risk concepts, as well as tools and techniques for conducting internal audit engagements.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

CERTIFIED INTERNAL AUDITOR (CIA) (PART III)

The CIA® exam Part III topics tested include governance & business ethics, risk management, organizational structure, including business processes & risks, communication, mismanagement and leadership principles, information technology and business continuity, financial management, and the global business environment.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA)

The Certified Information Systems Auditor or CISA is award to professional who exhibit proficiency in information systems security, audit and control.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

CERTIFIED INFORMATION SECURITY MANAGER (CISM))

Obtaining the CISM certification shows employers, and other stakeholders, that you have the knowledge and experience to excel in a fast-changing landscape with new challenges and increased expectation.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

CERTIFIED INTERNAL AUDITOR (CIA) (PART II)

This preparatory course is designed to equip candidates with the knowledge and skills required to write and pass the Certified Internal Auditor (CIA) examination. The Certified Internal Auditor is the only globally accepted designation for internal auditors and the standard by which individuals demonstrate their capabilities and professionalism in internal auditing. Participants will use case studies, group assignments and sample CIA exam questions to aid preparation for the examination.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500



ISO 41001: FACILITY MANAGER

This course requires understanding of many factors, including running costs maintenance strategies, health and safety, operational processes, challenges, and cost; frauds and other management with opportunities for continuously improving the facility performance according to ISO 41001: 2018. Facility management — Management systems — Requirements with guidance for use.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

ISO 45001: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

The ISO 45001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing, and maintaining an Occupational Health and Safety Management System (OH&S MS) based on ISO 45001.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500

GMP- GOOD MANUFACTURING PRACTICES

The training on Good Manufacturing Practice (GMP)(Compliance Certification to Pharma & Food Products) is a term that is recognized worldwide for the control and management of manufacturing, testing and overall quality control of food and pharmaceutical products. GMP takes quality assurance approach, which ensures that products are consistently produced and controlled to the quality standards appropriate to their intended use and as required by the marketing authorization.

DATE	FEES
2, 9, 16, 23, 30 MAR 2024	\$1,500
3, 10, 17, 24, 31 AUG 2024	\$1,500

ISO 14000: ENVIRONMENTAL MANAGEMENT SYSTEMS – LEAD IMPLEMENTER

The ISO 14000 family of standards provides practical tools for companies and organizations of all kinds looking to manage their environmental responsibilities. ISO 14001:2015 and its supporting standards.

DATE	FEES
1, 8, 15, 22, 29 JUN 2024	\$1,500
2, 9, 16, 23, 30 NOV 2024	\$1,500



JPCANN
ASSOCIATES
LIMITED

INSURANCE & PENSIONS

Training Programmes

Scan this code to get programme details:





INS 109: INSURANCE PRACTICES & PRINCIPLES - LIFE

This training will examine the features of life insurance. It will take look at the various components of life insurance including the concept of Human Life Value and how it is used to measure the value of life of the future earnings of an individual.

DATE	FEES
19 - 21 JUN 2024	2,700

INS 101: INSURANCE UNDERWRITING PRACTICES

This training is aimed at developing the skills of insurers in the key aspects of the legal and regulatory environment of underwriting. It further takes participants through the main influence on underwriting principles, policies, and practices. The main statistical techniques of measuring risks and relations and their applications to insurance. We also explore the role and significance of reinsurance and analyse the principles and practices of risk pricing.

DATE	FEES
29 - 31 MAY 2024	2,700
13 - 15 DEC 2024	2,700

INS 111: INSURANCE PRACTICES & PRINCIPLES - HEALTH

This training seeks to deepen knowledge and skills within the health insurance sector of the insurance market. It will illustrate the structure of the healthcare insurance market and explain the key features of health insurance provision in Ghana and international best practices. It covers issues of risk assessment and its application, ratings, and underwriting considerations in the Health Insurance Industry.

DATE	FEES
20 - 22 MAR 2024	2,700
18 - 20 DEC 2024	2,700

INS 110: INSURANCE PRACTICES & PRINCIPLES - GENERAL

This training deals with principles of insurance, the provisions of some of the most widely used personal and commercial property and liability contracts as well as the relationship between insurance theory and practice.

DATE	FEES
24 - 26 JAN 2024	2,700
18 - 20 SEP 2024	2,700

INS 102: AGRICULTURAL INSURANCE- PRACTICES AND PRINCIPLES

The training focuses on the distinguishing features of accounting principles and practices as it pertains to the insurance industry and their applications.

It further explores the main practices of insurance company accounts and analyse insurance businesses using financial ratios to understand the financial strength of insurance companies.

DATE	FEES
17 - 19 APR 2024	2,700
26 - 28 JUN 2024	2,700

INS 105: INSURANCE BROKERAGE

The training explains the key aspects of the regulatory and legal environment within brokers operate and seeks to give clarity to the role of the broker in meeting client needs.

It further aims at simplifying the role of the broker in the negotiation and placing insurance contracts. It further explicates the role of the broker in selecting insurers and analyse the role of the broker in the claim's negotiation, collection, and payment process.

DATE	FEES
24 - 26 JUL 2024	2,700

INS 109: INSURANCE PRACTICES & PRINCIPLES - LIFE

This training will examine the features of life insurance. It will take look at the various components of life insurance including the concept of Human Life Value and how it is used to measure the value of life of the future earnings of an individual.

DATE	FEES
19 - 21 JUN 2024	2,700

INS 101: INSURANCE UNDERWRITING PRACTICES

This training is aimed at developing the skills of insurers in the key aspects of the legal and regulatory environment of underwriting. It further takes participants through the main influence on underwriting principles, policies, and practices. The main statistical techniques of measuring risks and relations and their applications to insurance. We also explore the role and significance of reinsurance and analyse the principles and practices of risk pricing.

DATE	FEES
29 - 31 MAY 2024	2,700
13 - 15 DEC 2024	2,700

INS 102: AGRICULTURAL INSURANCE- PRACTICES AND PRINCIPLES

The training focuses on the distinguishing features of accounting principles and practices as it pertains to the insurance industry and their applications.

It further explores the main practices of insurance company accounts and analyse insurance businesses using financial ratios to understand the understand the financial strength of insurance companies.

DATE	FEES
17 - 19 APR 2024	2,700
26 - 28 JUN 2024	2,700

INS 110: INSURANCE PRACTICES & PRINCIPLES - GENERAL

This training deals with principles of insurance, the provisions of some of the most widely used personal and commercial property and liability contracts as well as the relationship between insurance theory and practice.

DATE	FEES
24 - 26 JAN 2024	2,700
18 - 20 SEP 2024	2,700

INS 105: INSURANCE BROKERAGE

The training explains the key aspects of the regulatory and legal environment within brokers operate and seeks to give clarity to the role of the broker in meeting client needs.

It further aims at simplifying the role of the broker in the negotiation and placing insurance contacts. It further explicates the role of the broker in selecting insurers and analyse the role of the broker in the claim's negotiation, collection, and payment process.

DATE	FEES
24 - 26 JUL 2024	2,700

INS 111: INSURANCE PRACTICES & PRINCIPLES - HEALTH

This training seeks to deepen knowledge and skills within the health insurance sector of the insurance market. It will illustrate the structure of the healthcare insurance market and explain the key features of health insurance provision in Ghana and international best practices. It covers issues of risk assessment and its application, ratings, and underwriting considerations in the Health Insurance Industry.

DATE	FEES
20 - 22 MAR 2024	2,700
18 - 20 DEC 2024	2,700



JPCANN
ASSOCIATES
LIMITED

GENERAL

Training Programmes

Scan this code to get programme details:



GEN 106: PURCHASING & PROCUREMENT MANAGEMENT

Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies, source products from around the globe more frequently than ever, a procurement manager needs strong capabilities. These skills cannot just be learned on the job; they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization.

DATE	FEES
24 - 26 JAN 2024	2,700
29 - 31 MAY 2024	2,700

GEN 101: LOGISTICS AND SUPPLY CHAIN MANAGEMENT

This course covers the latest essential practices in forecasting, planning, procurement, transportation, warehousing, and logistics. It also covers the Supply Chain Operations Reference (SCOR) framework for continuous performance improvement across the supply chain.

DATE	FEES
24 - 26 JAN 2024	2,700
10 - 12 APR 2024	2,700
14 - 16 AUG 2024	2,700

GEN 110: EFFECTIVE DIGITAL MARKETING

This course will provide participants with a framework for developing a digital marketing strategy, and the opportunity to compare the development of their own institution's digital programmer with industry best practice. Sessions will use a wide range of case studies and examples from across regional and global markets.

DATE	FEES
27 - 29 MAR 2024	2,700
10 - 12 JUL 2024	2,700

GEN 113: EFFECTIVE MONITORING AND EVALUATION

The purpose of this training is to review the four stages in a monitoring and evaluation (M&E) system: planning, data collection, making data usable and using data for decision-making to help organizations reflect on and strengthen their plans.

DATE	FEES
20 - 22 MAR 2024	2,700
10 - 12 JUL 2024	2,700
16 - 18 OCT 2024	2,700

GEN 107: EFFECTIVE FACILITIES MANAGEMENT

This course is intensive three-day training for the FM profession and best practice in day-to-day operations. It is intended for both newly appointed staff and those with some operational experience in FM looking to broaden their understanding, including facilities/premises/site services coordinators and supervisors; building, or office services managers; and accommodation officers.

DATE	FEES
13 - 15 MAR 2024	2,700
19 - 21 JUN 2024	2,700
20 - 22 NOV 2024	2,700

GEN 120: WAREHOUSE OPERATIONS MANAGEMENT

In this course, we will discuss the best and the latest methods to store and protect high value inventories. We will also discuss the best characteristics of a modern warehouse. Knowing what you have and how much you have been the keys to proper warehousing management. We will explore the various methods to achieve record accuracy and successful cycle counting. A scientific method of auditing the warehouse will be applied.

DATE	FEES
14 - 16 FEB 2024	2,700
16 - 18 OCT 2024	2,700



GEN 119: EFFECTIVE FLEET AND TRANSPORT MANAGEMENT

In this course, we will examine the transportation function in a holistic manner. We start by outlining the requirements of successful fleet maintenance programs and workshops. We then describe the components of stringent fleet and driver safety programs and experiment with different capital budgeting and distribution routing techniques. We conclude with a thorough explanation of key fleet performance measures.

DATE	FEES
17 -19 APR 2024	2,700
12 - 14 JUN 2024	2,700

GEN 102: ADVANCED PROJECT MANAGEMENT SKILLS

The Advanced Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

DATE	FEES
12 - 14 JUN 2024	2,700
16 - 18 OCT 2024	2,700

GEN 122: CONTRACT NEGOTIATION SKILLS

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to negotiate in each phase of the contract life cycle successfully to maintain a good relationship between the two parties, and to reach a win outcome. Participants in this interactive course will learn how to analyze the issues, identify the best practices in negotiating the scope of work, terms and conditions, claims, variation orders and disputes.

DATE	FEES
12 - 14 FEB 2024	2,700
17 - 19 JUL 2024	2,700
20 - 22 NOV 2024	2,700

A good training and grooming opportunity i highly recommend to all.

Adjoa Sika Asare | Broll Ghana



GEN 123: BUSINESS PROCESS MANAGEMENT & ANALYSIS

This course will introduce participants to business process management. Participants will learn how business processes can help improve their company's bottom line by providing a higher-level quality and consistency for customers. Business process management helps organizations leverage processes to achieve their goals and be successful.

Once processes are implemented, they must be monitored, evaluated, and optimized to make sure they are still meeting the goals that they were designed to accomplish.

DATE	FEES
14 - 16 AUG 2024	2,700
11 - 13 DEC 2024	2,700

GEN 124: LEAN MANAGEMENT

This two-day course will give participants the foundation to begin implementing Lean process improvement tools in their workplace. The first day will explore the foundations of Lean through the Toyota precepts and the five critical improvement concepts (value, waste, variation, complexity, and continuous improvement). The second day will give participants tools to perform continuous improvement in their organization, including 5S, 5W-2H, PDSA, DMAIC, Kaizen, Genchi, and various Lean data mapping methods.

DATE	FEES
15 - 17 APR 2024	2,700
11 - 13 DEC 2024	2,700



JPCANN
ASSOCIATES
LIMITED

ENGINEERING MINING & OIL AND GAS

Training Programmes

Scan this code to get programme details:



ENG 115: INDUSTRIAL HYDRAULICS

This course provides the skills and knowledge necessary to carry out maintenance tasks on industrial hydraulic systems for maintenance personnel and production operators.

Participants gain useful practical experience on purpose-built training rigs which make use of typical commercial components and are designed specifically to simulate the hydraulic systems found in industry. Comprehensive course notes are provided. This course is suitable for anyone who wishes to work on or maintain industrial hydraulic systems. No prior knowledge of hydraulics is necessary.

DATE	VENUE	FEES
19 - 23 FEB 2024	TAKORADI	4,500
20 - 24 MAY 2024	KUMASI	4,500
21 - 25 OCT 2024	KUMASI	4,500

ENG 116: PNEUMATICS & ELECTRO-PNEUMATIC SYSTEMS

This course provides maintenance personnel and production operators etc. with the skills and knowledge necessary to carry out maintenance tasks on pneumatic and electro-pneumatic systems. Suitable for anyone who is required to maintain industrial pneumatic systems. No prior knowledge of pneumatic or electrical principles is necessary. A practical approach is taken throughout this course with participants gaining valuable 'hands-on' experience on training equipment utilising industry-standard components designed to simulate industrial systems. Comprehensive course notes are provided.

DATE	VENUE	FEES
18 - 22 MAR 2024	TAKORADI	4,500
24 - 28 JUN 2024	KUMASI	4,500
23 - 27 SEP 2024	KUMASI	4,500

ENG 117: MECHANICAL MAINTENANCE SKILLS

This course provides personnel with the necessary skills to perform mechanical maintenance, including the removal and replacement and alignment of equipment (pumps, gearboxes, motors, and power transmission systems) and identification and rectification of bearing faults within these systems. Designed to benefit anyone required to undertake mechanical maintenance on production and process equipment. This course is equally suitable for production operatives or for craft personnel already involved in maintenance activities. The course format is very much 'hands on' with the emphasis on the development of sound practical skills within the context of safe working practices.

DATE	VENUE	FEES
12 - 16 FEB 2024	KUMASI	4,500
22 - 26 JUL 2024	TAKORADI	4,500
18 - 22 NOV 2024	KUMASI	4,500

ENG 118: SAFE USE OF HAND POWER TOOLS

Aimed at anyone that is expected to use power tools in the workplace, this course ensures that the candidates can use them correctly so that employers can be confident that the highest standards of safety are adopted when using these very dangerous tools.

The course is suitable for candidates with all levels of experience of power tools. No prior experience is required. The course involves a 'toolbox' talk about the safety issues of each tool that is used on the course, with syndicated exercises used to involve the candidates properly.

DATE	VENUE	FEES
22 - 26 APR 2024	KUMASI	4,500
19 - 23 AUG 2024	TAKORADI	4,500
18 - 22 NOV 2024	KUMASI	4,500

ENG 119: MACHINE MAINTENANCE FOR OPERATORS

This course provides operators with the basic engineering skills necessary to perform routine product line changes and maintenance tasks, including the removal and replacement of components, cleaning, lubrication, and inspection.

Line operators with little or no engineering skills who wish to take on the responsibility of primary asset care. Operator asset care is the key to reduced downtime and a decrease of emergency repair work by the maintenance team. The course was developed to provide technically competent operators with a real sense of ownership of their production assets. is very much 'hands on' with the emphasis on the development of sound practical skills within the context of safe working practices.

DATE	VENUE	FEES
24 - 26 JAN 2024	TAKORADI	4,500
15 - 17 MAY 2024	KUMASI	4,500
25 - 27 SEP 2024	KUMASI	4,500



ENG 120: MAINTENANCE OF PLUMBING SYSTEMS

Estates departments responsible for the upkeep of the services of buildings used as office blocks, hospitals, and educational establishments etc, often seek to improve the department's overall effectiveness by extending the range of skills possessed by their maintenance personnel. This course is specifically designed to provide non-mechanical specialists with the skills needed to carry out first-line mechanical maintenance on low pressure hot water (LPHW) heating systems, hot and cold-water services, and drainage systems.

DATE	VENUE	FEES
24 - 26 APR 2024	TAKORADI	4,500
18 - 20 SEP 2024	KUMASI	4,500
18 - 20 DEC 2024	KUMASI	4,500

ENG 121: COMPRESSED AIR SAFETY

This course is intended for maintenance staff and others concerned with or responsible for health and safety at work. A practical approach to the application of Health and Safety Guidance is delivered using a combination of industry standard components, calibration exercises and documentation. Comprehensive course notes are provided. Suitable for anyone who is required to maintain compressed air plant rooms and distribution systems. No prior knowledge of pneumatic or electrical principles is necessary.

DATE	VENUE	FEES
16 - 17 MAY 2024	TAKORADI	4,500
18 - 19 JUL 2024	TAKORADI	4,500
17 - 18 OCT 2024	KUMASI	4,500

ENG 122: DESIGN OF ELECTRICAL INSTALLATIONS

This course provides participants with all the necessary skills and knowledge to design electrical installations. The ability to design is required before new installations are constructed and when additions or alterations to existing installations are required. Instructor-led practical examples of how electrical installations should be designed are given. The course consists of several design exercises for the candidates to carry out, which evaluate and explore the process of design in terms of general characteristics, protection for safety, and selection and erection.

DATE	VENUE	FEES
10 - 14 JUN 2024	KUMASI	4,500
09 - 13 SEP 2024	TAKORADI	4,500
09 - 13 DEC 2024	KUMASI	4,500

ENG 123: ELECTRICAL SAFETY MANAGEMENT

This course is intended for Engineering and Maintenance Managers and other employees who have responsibilities for policies / procedures or the allocation of work or the condition of equipment. We know that there is a risk of injury when using electricity - but there are also issues such as disruption to business, financial penalties, and prosecutions - which can impact on the positive aspects of day to day working. The IET have recognised this and have created a code of practice to give structure to managing electrical systems through safe principles of working. During the presentation, candidates will explore the code of practice, reinforce their knowledge of management tools to assist in the electrical control issues and complete the self-assessment evaluation for their business.

DATE	VENUE	FEES
24 - 26 APR 2024	TAKORADI	4,500
18 - 20 SEP 2024	KUMASI	4,500
18 - 20 DEC 2024	KUMASI	4,500



ENG 124: FIRE ALARM SYSTEM INSTALLATION & MAINTENANCE

The course is designed for those who have an electrical background (for example maintenance electricians).

Modern fire alarm systems require careful, validated installation and maintenance to ensure that false alarms are infrequent and that a real fire would be detected quickly without damage to property or loss of life.

This course provides delegates with the knowledge and skills necessary to work on these systems competently.

The course is presented using 4 wires, 2 wire and analogue addressable fire alarm panels and associated components so that candidates learn how the devices fit into the system, how they function and the way in which they should be configured, connected, and tested.

On- going assessments are used to ensure that the candidates can meet the objectives of the course. Comprehensive course notes are provided.

DATE	VENUE	FEES
18 - 19 APR 2024	TAKORADI	4,500
22 - 23 AUG 2024	KUMASI	4,500
28 - 29 NOV 2024	KUMASI	4,500

ENG 125: MECHANICAL ISOLATION

Aimed at process operators, supervisors, technicians, maintenance engineers and all employees who switch machinery off to carry out work. Various training rigs are used to show how a mechanical, isolation can be effected safely. The candidates practice writing down the procedure that they would follow and then apply it to the training rigs. Any deficiencies in their procedure are pointed out and they are reminded of the associated dangers. This process is repeated until they can perform the isolations correctly. The course is supported by comprehensive course notes.

All employees working in and around moving machinery will at some time switch it off to perform cleaning, re-alignment or adjustments, changes to parts of the machinery, etc. To be confident that they are safely isolating the machine (in a mechanical context) this valuable course can be used to highlight the dangers, the issues they should be thinking about and remind them of the best practices that should be applied when performing a mechanical isolation.

DATE	VENUE	FEES
21 - 22 MAR 2024	TAKORADI	4,500
25 - 26 JUL 2024	KUMASI	4,500
28 - 29 NOV 2024	KUMASI	4,500

OTHER TRAINING PROGRAMMES WE OFFER

OGT 111: CORROSION CONTROL AND PROTECTION
MIN 101: MINING FOR NON-MINERS
MIN 101: MINING FOR NON-MINERS
MIN 102: RIGGING MANAGEMENT TECHNIQUES
MIN 102: RIGGING MANAGEMENT TECHNIQUES
MIN 105: NOISE HAZARDS, REGULATION, AND CONTROL
MIN 108: SURFACE MINING FACILITIES AND PREPARATION
MIN 106: MANAGING OFF-ROAD TIRE SAFETY
MIN 109: TAILINGS DAM AND WASTE PILE INSPECTION
MIN 107: SLOPE AND SHAFT SINKING SAFETY

OIL & GAS

Specific Trainings

OGT 110: DRILLING OPERATIONS AND WELL COMPLETIONS

In this skill module, you will learn about well function, onshore and offshore drilling, drilling programs, drilling rig components, and drilling systems (including drilling, rotating, fluid, and blowout prevention systems). You will also learn about casing and cementing, wellhead installation, types of well completions, formation damage, well perforation, sand control strategies, and well stimulation.

DATE	VENUE	FEES
29 - 31 MAY 2024	TAKORADI	4,500
14 - 16 AUG 2024	TAKORADI	4,500
20 - 22 NOV 2024	TAKORADI	4,500



OGT 106: FIRED HEATERS AND BOILERS

This skill module describes the types of fired heaters used in oil and gas processing, their common applications and service conditions along with the organizations that provide codes and standards for fired heaters.

In addition, the skill module discusses the design and operation of fired heaters, economic selection criteria, typical pressure-temperature ratings, materials of construction and limitations. The skill module finishes discussion with types of boilers, applicable service conditions, materials of construction and limitations for boilers and water quality considerations.

DATE	VENUE	FEES
24 - 26 APR 2024	TAKORADI	4,500
17 - 19 JUL 2024	TAKORADI	4,500
11 - 13 DEC 2024	TAKORADI	4,500

OGT 108: GAS AND STEAM TURBINES

This skill module describes the basic types of gas and steam turbine engines used as prime movers / drivers in oil and gas applications and explains their key components, sizing, standards and specifications, and control systems.

DATE	VENUE	FEES
20 - 22 MAR 2024	TAKORADI	4,500
28 - 30 AUG 2024	TAKORADI	4,500
13 - 15 NOV 2024	TAKORADI	4,500

OGT 105: ELECTRICAL SUBMERSIBLE PUMPS FUNDAMENTALS

This skill module explains how to conduct inflow performance analysis and select the appropriate electrical submersible pump (ESP) configuration to achieve production rate targets in wells in conventional and unconventional resources plays and document equipment failure data when required.

DATE	VENUE	FEES
21 - 23 FEB 2024	TAKORADI	4,500
22 - 24 MAY 2024	TAKORADI	4,500
09 - 11 OCT 2024	TAKORADI	4,500

OGT 112: DRILLING FLUIDS AND SOLIDS CONTROL

Drilling fluids impact all aspects of the drilling operation, including drilling the formations, maintaining a clean and stable wellbore, gathering data from the wellbore, and maximizing productivity of the hydrocarbon resource.

Proper selection of a drilling fluid can allow optimum performance in each of these areas. Fluid processing solids control allows cost-effective maintenance of fluid properties. This skill module addresses these topics at an awareness competency level.

DATE	VENUE	FEES
15 - 17 MAY 2024	TAKORADI	4,500
25 - 27 SEP 2024	TAKORADI	4,500
11 - 13 DEC 2024	TAKORADI	4,500





**Swift
Secure
Simple Payroll
Management**

An ERP SaaS Cloud Based Software Application

This will include the management of the following:

- ✓ Set up your organisation on the Payroll system
- ✓ Set up all employees details including weekly or monthly basics, allowances, benefits in kind.
- ✓ All forms of deduction including the PAYE, Union Dues, Welfare, SSF deductions (Tier I, II, III) etc
- ✓ Payslip automated via email and also physical print out for each staff on monthly basis.
- ✓ Bank payments directly by us or by your Accounts or finance Team
- ✓ Submission of Returns and payments statutory and non-statutory bodies;
- ✓ Monthly Reports to your Finance Team for G/L processing,

<https://ghpayroll.net>



**JPCANN
ASSOCIATES
LIMITED**



JPCANN ASSOCIATES GROUP
#58 Nsawam Road Kokomlemle
Accra, Ghana

<https://jpcannassociates.com>

 **+233 501 335 818**

 **+233 302 267 538**
+233 302 242 573

 **+233 241 121 761**

 **info@jpcannassociates.com**

WORKING HOURS

Monday - Friday | 8:00am - 17:00pm