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Despite the current global epidemic and restrictions as regards international travels, the need for continuous training is still very important as the core means of every developing country is closely linked to its economy. Hence, the need for training cannot be neglected. IMTC is pleased to present to you our virtual calendar with the aim of merging this gap for continuous productivity and organizational efficiency in all sectors and field of specialty.

2020/ 2021 VIRTUAL TRAINING CALENDAR

S/ N	Course Title	Course Objective	Target Audience	Date/Time/Venue JULY 2020 - JULY 2021	Fees
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1	Building Collaboration and Innovation amidst the COVID 19 repercussions	Participants will be equipped with skills on building productive collaboration and innovation to boost economic growth amidst the on-going epidemic	Investment portfolio managers/head of departments, loan appraisal/credit managers	10th July, 7th Aug, 27th Aug, 2nd Sept 9.00am-11.00am	US\$300 per participant
2	Survival Strategy Management in the COVID 19 Era	On completion, participants will be able to develop different survival templates for their organization and countries	Directors, Deputy Directors and Assistant Directors involved in Budgeting preparations, implementation and control	13th July, 17th July, 15th Sept, 6th Oct 10.00am-12.00pm	US\$300 per participant
3	Loss Negotiation in Crisis Time	Enable participants develop logical approach to disaster/ loss negotiation	Business development managers, Marketing/Sales Managers/Officers, Private/Personal Assistants/Secretaries and Front desk officers.	17th July, 8th Oct, 4th Nov, 3rd Dec 1.00pm-3.00pm	US\$300 per participant
4	Economic and Political Adaptation to Disaster	Acquire skills for adapting to disaster/ crisis situations and implementing plans to foster economic and political productivity	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	24th July, 3rd Aug, 11th Sept, 14th Oct 11.00am-1.00pm	US\$300 per participant
5	Entrepreneurship Discovery and Development in COVID 19 Era	Identify sources of new business, Acquire techniques for generating useful leads	Officers and Managers in sales and marketing with responsibility for business development.	7th Aug, 11 th Sept, 9 th Oct, 13 th Nov 9.00am-11.00am	US\$300 per participant

6	Globalization and Protectionism	On completion, participants will be able to develop different survival techniques for protecting their citizens especially on the African scene	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 10 -18	14th Aug, 15th Sept, 21st Oct, 11th Nov 12.00pm-2.00pm	US\$300 per participant
7	COVID 19 Industrial Health and Safety Workshop	To help participants implement health and safety procedures	Supervisors, new employees, safety personnel's, head of departments.	24th Aug, 17th Sept, 12th Oct, 9th Nov 10.00am - 12.00pm	US\$300 per participant
8	COVID-19: Pandemics, Modelling, and Policy	In this course, participants will explore the social, economic, and political factors in the spread of a pandemic such as COVID-19.	All categories of Officers in the public service especially from levels 13 and below	28th Aug, 23rd Sept, 21st Oct, 25th Nov 10.00am-12.00pm	US\$300 per participant
9	Effective Contract Management (Bids and Tender Management Process) in times of crisis similar to COVID 19	On completion, participants will have an in-depth understanding of specific terms and conditions used in government procurement contracts especially in times of epidemic or disaster	Permanent Secretaries, Directors, Managers, Head of Section/Department, Admin Directors	4th Sept, 13th Oct, 20th Nov, 10th Dec 10.00am-12.00pm	US\$300 per participant

10	COVID 19: Managing Health and Safety in the Work Place	Equip participants with the contemporary health/safety skills and practices in the workplace.	Directors, Deputy Directors and Assistant Directors involved in health and safety procedures	11th Sept, 15 th Oct, 13 th Nov, 4 th Dec 10.00am-12.00pm	US\$300 per participant
11	Identifying & Mitigating Gender-based Violence Risks within the COVID-19 Response	This course identifies key, sector- specific GBV risks that are believe to likely occur and/or be exacerbated during the Covid-19 response, along with recommendations on how to mitigate these risks.	Managing Director, Health and Safety Practitioners, Compliance officers and Security Officers, Health and safety Representatives and Committee Members	18th Sept, 15 th Oct, 23rd Nov, 4 th Dec 11.00am-1.00pm	US\$300 per participant
12	Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response	These planning guidelines describe priority steps and actions to be included in countries' preparedness and response plans across the major areas of public health preparedness and response.	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	25 th Sept, 16 th Oct, 6 th Nov, 3 rd Dec 11.00am-1.00pm	US\$300 per participant
13	Disaster Management and Sustainable Development	Enable participants to develop strategic and logical approach to disaster management and sustainable development	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	2nd Oct, 11 th Nov, 11 th Dec, 15 th Jan 10.00am-12.00pm	US\$300 per participant

14	Relationship Management, Teamwork and Leadership in times of crises	Provide participants with comprehensive knowledge and understanding of the skills needed for effective management	Officers with potentials for attaining managerial positions, asst mgrs, deputy mgrs, mgrs, senior mgrs	9th Oct, 16 th Nov, 8 th Dec, 21st Jan 10.00am-12.00pm	US\$300 per participant
15	Using Geographic Information Systems (GIS) in disease control programmes	This course will expose participants to learning how to monitor and evaluate the impact of the strategies implemented in stopping the spreading ongoing epidemic	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	21st Oct, 13 th Nov, 8 th Dec, 29 th Jan 11.00am-1.00pm	US\$300 per participant
16	Developmental Management Workshop for PA's and Administrative officers	At the end of this workshop, participants will have a thorough understanding of how to build credibility and the exceptional skills	Managers, Line Managers, Admin Heads, Head of Units, Personal Assistants/Executive Secretaries and Secretaries.	23rd Oct, 12 th Nov, 10 th Dec, 12 th Jan 10.00am-12.00pm	US\$300 per participant
17	Fundamentals of Finance & Accounting for Non-Financial Managers/Officers	Equip participants with the fundamentals of finance, accounting and financial management	Directors, Deputy/ Assistant Directors, Local Government Supervisors, HR/ Admin officers, Internal Auditors	30th Oct, 2nd Nov, 4 th Dec, 14 th Jan 11.00am-1.00pm	US\$300 per participant
18	Building Better Work Relationship: New techniques for result oriented communications	Equip participants with communication and interpersonal skills for better and improved workplace relationship	Managers, Deputy/ Asst Managers, Supervisors, Officers handling communications and media relations	4th Nov, 4 th Dec, 11 th Jan, 4 th Feb 10.00am-12.00pm	US\$300 per participant

19	Strategies for Improved Performance for Enhanced Productivity	Participants will learn how to: Improve communication, increase performance level, create a positive work environment	Business development managers, Marketing/Sales personnel, Managers/Officers, supervisors	12th Nov, 3rd Dec, 15th Jan, 19th Feb 11.00am-1.00pm	US\$300 per participant
20	Winning Negotiation Techniques and Conflict Resolution Strategies	Develop competency based negotiating skills that engender confidence in business management to assure a sustained win-win customer relationship and conflict management	Business development managers, Marketing/Sales Managers/Officers Procurement Managers/Officers	20th Nov, 10th Dec, 22nd Jan, 14th July 11.00am-1.00pm	US\$300 per participant
21	Logistics and Supply Chain Management Appreciation	Participants will: Understand the fundamentals of supply chain management	Managers, Business development managers/Officers, Marketing/Sales Managers Head of Department, suppliers, buyers,	19th Nov, 10th Dec, 20th Jan, 18th June 10.00am-12.00pm	US\$300 per participant
22	Effective Performance Management System through the use of Balance Score Card Techniques	Acquire skills for developing performance management strategies and establishment of effective performance management system	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	1st Dec, 13th Jan, 11th Feb, 14th July 11.00am-2.00pm	US\$300 per participant
23	Selling in a Difficult Environment: Customer Retention Strategies	Enable participants to develop appropriate skills for attracting the right customer, encouraging them not only to buy but buy often	Customer relations officers/Managers, Business development managers/Officers, Marketing/Sales Managers/Officers	17th Dec, 21st Jan, 18th Feb, 11th June 11.00am-1.00pm	US\$300 per participant

24	Best Practices in Facilities Management for Delivery of Corporate Objectives	Enable participants develop holistic perspective of the Facility Management Function	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units	14th Jan, 26 th Feb, 18 th Mar, 7 th April 11.00am-1.30pm	US\$300 per participant
25	Emotional Intelligence Vs. IQ,SQ	Participants will be equipped with principles that can not only be taught to increase knowledge, but also to improve results.	Business development managers, Marketing/Sales Managers/Officers, Private/Personal Assistants/Secretaries and Front desk officers.	18th Jan, 11 th Feb, 23rd Mar, 8 th Apr 10.00am-12.00pm	US\$300 per participant
26	Budget Preparation and the Intricacies of Public Sector Accounting	On completion, participants will be able to: Build a comprehensive performance measurement system, understand budgeting and costing terminologies	Financial professionals, Head of Budget, budget managers/officers Budgetary control and monitoring managers/officers	29th Jan, 15 th Feb, 7 th Mar, 16 th June 10.00am-1.00pm	US\$300 per participant
27	Preparing for Retirement	On completion, the participants will be able to determine their financial requirements at retirement, investment opportunities	Those who intend to leave formal employment, Directors, Permanent Secretaries and all officers who desire an early start in preparing for retirement.	4th Feb, 10 th Mar, 13 th Apr, 22 nd July 10.00am-1.00pm	US\$300 per participant
28	Risks and Investment Portfolio Management	Detect inherent and emerging investment portfolio risks and develop mitigating measures.	Investment portfolio managers/head of departments, loan appraisal/credit managers	17th July, 14th Oct, 9th Nov, 10th Dec 12.00pm-2.00pm	US\$300 per participant
29	Financial Planning and Budgeting in Contemporary public Service Workplace.	Acquire strategic financial planning skills and develop effective budgetary implementation and control process	Directors, Deputy Directors and Assistant Directors involved in Budgeting preparations, implementation and control	10th July, 7th Aug, 17th Aug, 2nd Sept 9.00am-11.00am	US\$300 per participant

30	Leadership from the Middle	Acquire skills to become a more effective middle level manager	Branch managers, regional managers and those being groomed for branch management positions	27th Aug, 24th Sept, 8th Oct, 25th Nov 11.00am-1.00pm	US\$300 per participant
31	Crisis Leadership Pattern	Enable participants develop holistic perspective on leadership management in crisis mode	Directors, Deputy Deputy/Assistant Directors, Facilities/project managers, Head of Department/Units	2nd Oct, 3rd Nov, 11th Dec, 15th Jan 10.00am-12.00pm	US\$300 per participant
32	Crisis Marketing Leadership and Strategy	Acquire skills for developing marketing strategies in time of crisis	Directors, Deputy Deputy/Assistant Directors, Facilities/project managers, Head of Department/Units	23rd Sept, 15th Oct, 6th Nov, 3rd Dec 11.00am-1.00pm	US\$300 per participant
33	Leadership Challenges in times of Crisis	At the end of this workshop, participants will have a thorough understanding of how to handle challenges in disaster/ crisis moment	Directors, Deputy Deputy/Assistant Directors, Facilities/project managers, Head of Department/Units	17th July, 12th Oct, 5th Nov, 15th Dec 12.00pm-2.00pm	US\$300 per participant
34	Quality Improvement Process and Management Operations	Know analytical approach to continuous improvement	Officers and managers responsible for improving work output	13th July, 29th July, 21st Sept, 7th Oct 11.00am-1.00pm	US\$300 per participant
35	Time and Stress Management for Optimal Effectiveness and Efficiency	Manage time and stress effectively and efficiently	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18	7th Aug, 11th Sept, 9th Oct, 13th Nov 10.00am-12.00pm	US\$300 per participant
36	Disaster Preparedness	Enable participants develop logical approach to disaster preparedness management	Directors, Deputy Deputy/Assistant Directors, Facilities/project managers, Head of Department/Units	10th July, 7th Aug, 24th Aug, 15th Sept 9.00am-11.00am	US\$300 per participant

37	Entrepreneurship in the midst of COVID 19	Identify sources of new business ideas and acquiring techniques for generating useful leads and management	Officers and Managers in sales and marketing with responsibility for business development	2nd Oct, 10th Nov, 11th Dec, 15th Jan 10.00am-12.00pm	US\$300 per participant
38	Covid-19 Workplace Preparedness - Health, Safety & Claims Management	This Covid-19 Workplace Preparedness course is developed to assist employers in process and techniques that helps make a smooth transition back to work effective and provide the best available information to Health and Safety officials.	Managing Director, Health and Safety Practitioners, Compliance officers and Security Officers, Health and safety Representatives and Committee Members, Human Resource Managers, Managers and Supervisors	17th July, 8th Oct, 4th Nov, 7th Dec 1.00pm-3.00pm	US\$300 per participant
39	Standard Precautions: Environmental Cleaning and Disinfection of the Workplace	This course will educate participants on the danger involved if environmental cleaning is not performed correctly, as this environmental contamination can contribute to the spread of multidrug-resistant organisms and health care-associated infections in the workplace.	Managing Director, Health and Safety Practitioners, Compliance officers and Security Officers, Health and safety Representatives and Committee Members, Human Resource Managers, Managers and Supervisors	10 th July, 29 th July, 27 th Sept, 6 th Oct 10.00am-12.00pm	US\$300 per participant
40	Managing Low Mood and Depression	In this course, professionals can learn helpful, practical techniques to cope with low mood and depression during the effects of the epidemic and beyond.	Managing Director, Health and Safety Practitioners, Compliance officers and Security Officers, Health and safety Representatives and Committee Members, Human Resource Managers, Managers and Supervisors	10th July, 3rd Aug, 20 th Aug, 8th Sept 9.00am-11.00am	US\$300 per participant
41	Change Management (Transformation in the Public Sector: Issues and Challenges)	Ensure good knowledge of the transformation agenda of government in Nigeria	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	20th Oct, 13 th Nov, 15 th Dec, 21st Jan 11.00am-1.00pm	US\$300 per participant
42	Managing Your	The purpose of this course is to give	This programme is open to everyone who	17th Nov, 15 th Dec,	US\$300

	Mental Health During COVID-19	participants a deeper understanding of the anxiety reaction as it relates to various aspects of our current life, ranging from our consumption of news to the way we allow it to bear on our lives.	intend to manage their mental health especially during the aftermath of this epidemic	11 th Jan, 19 th Feb 11.00am-1.00pm	per participant
43	Supporting SMES During COVID-19	This course will probe deeply into effective business continuity strategies through different angles, with a specific context of the COVID-19 pandemic.	This programme is open to everyone who intend to manage their small scale business especially during the aftermath of this epidemic	24th Sept, 19th Oct, 6th Nov, 3rd Dec 11.00am-1.00pm	US\$300 per participant
44	Human Resource Information System (HRIS)	This course identifies key, sector-specific GBV risks that are believe to likely occur and/or be exacerbated during the Covid-19 response, along with recommendations on how to mitigate these risks.	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers	7th Aug, 11th Sept, 9th Oct, 12th Nov 12.00pm-2.00pm	US\$300 per participant
45	Digital Transformation and the Workplace	Identify sources of new digital business transformation and acquire new techniques for generating useful leads	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	8th Sept, 6 th Oct, 20 th Nov, 10 th Dec 10.00am-12.00pm	US\$300 per participant
46	Target Based Performance Evaluation and Management	Equip participants with the knowledge skills and competencies required to manage employee performance in relation to their strategy and bottom-line results	HR officers, asst mgrs, deputy mgrs, mgrs, senior mgrs, line managers	17th July, 7th Oct, 10th Nov, 15th Dec 9.00am-11.00am	US\$300 per participant
47	Management Retreat for Middle and Senior Managers	To re-energize, realign, your executives, while renewing their commitment	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18	14th July, 7th Aug, 25th Aug, 7th Sept 11.00am-1.00pm	US\$300 per participant
48	Crisis and Mass Disaster Management	Enable participants develop holistic perspective on crisis and mass disaster management	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation	14th Oct, 17th Nov, 15th Dec, 21st Jan	US\$300 per

			Managers/Officers, Head of Training	11.00am-1.00pm	participant
49	Quality improvement for health in low and middle income countries	This course will educate participants on the danger involved if environmental cleaning is not performed correctly especially in low and middle income countries, hence the need for improved quality in the health system.	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training	10th Nov, 16th Dec, 18th Jan, 17th Feb 11.00am-1.00pm	US\$300 per participant
50	Effective Project Control, Evaluation and Monitoring	Equip participants with the technical and soft know how of project management cycle	Directors, Deputy/ Assistant Directors, Project Managers/ Head of Departments/Units, Deputy/ Asst Managers and Officers, M & E Specialist	7th Aug, 9th Sept, 12th Oct, 13th Nov 10.00am-12.00pm	US\$300 per participant
51	Financial Reporting Implications in the COVID 19 Crisis	Equip participants with necessary reporting methods and challenges in this crises time	Finance Directors, Deputy/ Assistant Directors, Local Government Supervisors, HR/ Admin officers, Internal Auditors	15th Oct, 11th Nov, 9th Dec, 27th Jan 11.00am-1.00pm	US\$300 per participant
52	IFRS 9 Implementation in the Coronavirus Era	All delegates will be shown how to implement the IFRS model especially in coronavirus times	Finance Directors, Deputy/ Assistant Directors, Local Government Supervisors, HR/ Admin officers, Internal Auditors	23rd Sept, 14th Oct, 5th Nov, 3rd Dec 11.00am-1.00pm	US\$300 per participant
53	Demonstrating Leadership in a Time of Crisis – Practical Audit and Assurance	At the end of this workshop, participants will have a thorough understanding of how to take the reins of command in disaster/ crisis moment and the challenges that will occur with ways to overcome them	All head of government, private and NGO agencies, leadership experts	1st Oct, 4th Nov, 14th Dec, 15th Jan 10.00am-12.00pm	US\$300 per participant
54	Emotional Intelligence: Key in Uncertain Times	At the end of this workshop, all participant will have practical idea of utilizing emotional intelligence in crisis mode to enhance smooth working in their organization	Directors, Deputy/ Assistant Directors, Project Managers/ Head of Departments/Units, Deputy/ Asst Managers and Officers, Supervisors	1st Sept, 13th Oct, 25th Nov, 10th Dec 11.00am-1.00pm	US\$300 per participant

55	Public Finance Management and Reporting Under the Effects of COVID 19	Equip participants with necessary financial management and reporting methods/challenges in this crises time	Finance Directors, Deputy/Assistant Directors, Local Government Supervisors, HR/Admin officers, Internal Auditors	7th Aug, 11th Sept, 8th Oct, 11th Nov 11.00am-1.00pm	US\$300 per participant
56	COVID 19 Implications for Internal Auditors: Key Considerations Confirmation	On completion, participants will be able to: Build a comprehensive performance measurement system in monitoring financial stages and understand budgeting	Finance Directors, Deputy/Assistant Directors, Local Government Supervisors, HR/Admin officers, Internal Auditors	17th July, 13th Oct, 2nd Nov, 8th Dec 10.00am-12.00pm	US\$300 per participant
57	Internal Audit and Risk Management in a COVID 19 Environment	Acquire strategic financial planning skills and develop effective budgetary implementation, control process and ways of mitigating financial risks in COVID 19 environment	Finance Directors, Deputy/Assistant Directors, Local Government Supervisors, HR/Admin officers, Internal Auditors	13th July, 29th July, 17th Sept, 14th Oct 9.00am-11.00am	US\$300 per participant

N.B: Kindly note that all the scheduled time is South Africa Time Zone. Payment for this training can be made through our banking details. Please contact enquiry@imtcafrica.org and the below listed numbers on whatsapp for registration and our bank details. Upon receipt of your tuition fee, the link for the virtual training and password will be sent to your provided email or phone number. Applications are encouraged at least two days prior to the commencement of the training.

BRIEF PROFILE ABOUT IMTC

IMTC is a regional consultancy firm duly registered and incorporated in South Africa, Swaziland, Ghana, United Kingdom and Nigeria with the company registration commissions in the various countries. It was registered in the year 2001 in West Africa as an Autonomous research and Training Institution. IMTC is also a United Nations (UN) Accredited Training Institute (UN Business Partner's No 1900002699). Over the years it has expanded its training centers/outlets within the Southern and Eastern African Countries, Dubai-Middle East and the United Kingdom.

It is an organization borne out of the desire to provide consultancy service in the area of Strategic Management and Business Re-engineering, Leadership Development Skills, Capacity Building and Performance Management, Core Professional Skills Development Programme, Poverty Alleviation & Community Development Programme, Agricultural and Environmental Management Programmes, Information Communication & Technology (ICT) Programmes.

We aim to provide training through courses, workshops, and seminars to private firms and public sectors parastatal (Ministries, Departments & Agencies) at all staff levels. We edge ourselves with our wealth of experience in organizing short skill development programs tailored for

different organizations (locally and Internationally) and their specific needs with a view to help such organizations achieve their goals and reforms needed.

WHAT DRIVES US

Our Vision is

- To revitalize and transform organizations, government establishments through practical administrative and technical skills, strategic leadership and management trainings towards optimal productivity/results
- To help public sector organisations and private firms to promote, achieve excellence and operationalize public sector initiatives
- To build up knowledge base of good practices and norms in the public and private sector

**For Enquires and Registration,
Kindly contact us through our:**

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