

# IMTC SPECIAL TRAINING CALENDAR FOR 2019/2020

## **PUBLIC RELATIONS & PROTOCOL OFFICERS COURSE**

1. Protocol and Event Management
2. Planning & Managing PR Campaigns
3. Protocol Etiquette and Civility Course
4. International Relations & VIP Management
5. Developing your organisation Brand and Professional Image
6. International Diplomatic Protocol & Public Relations
7. Travel Management & Advanced Ticketing & reservation course
8. International Relations and Diplomacy
9. Management Of Public Relations & Effective Customer Care
10. Customer Service Relationship Management
11. Organising Business Trip for Proactive Organisations
12. Effective Report Writing, Communication & Media Relations
13. Public & Media Relations

## **EXECUTIVE SECRETARIES & PA's COURSES**

1. Advanced Office Management & Effective Administration Skills
2. Developing Core Skills for Administrators & Secretaries: Better Memory, Reading, Communication & Thinking Skills
3. Competence Development Master Class for Secretaries and Administrators
4. Effective Reports & Minute Writing
5. Strategies For Developing Effective Presentation Skills
6. Essential Management Skills & MIS for PA's & Secretaries
7. Advanced Office Management & Effective Administrative Skills for Legal Secretaries
8. Customer Care & Communications Skills for Front Line Personnel
9. Effective Switch Board Operation & Call Centre Management
10. Annual Conference For Secretaries & PA's
11. ICT programmes For Executive Assistants & Secretaries
12. Management Development and Performance Enhancement Skills Programme for Executive Secretaries and Administrators in the Public Sectors
13. Management and Business Skills for Personal Assistants and Senior Secretaries
14. Strategic Management Development Programme and Qualitative Customer Care
15. Switchboard Operations, Reception Skills for front Office Personnel
16. Managing Meetings & Minute Writing for Company Secretaries

## **RECORDS & DATABASED MANAGEMENT**

1. Computerised Records & Data based Management
2. Building and Implementing Electronic Documents and Data Base Management

3. Domestic Inquiry Documentation and Procedures
4. Electronics Records Management
5. Managing Libraries & Documentation Centres
6. Organization and Management of e-Library and Digital Library

#### **TRANSPORT AND FLEET OPERATIONS MANAGEMENT**

1. Transport Management & Fleet Operations Services
2. Fleet Operations & VIP protection Services
3. Management of Transport Supply and Demand
4. Transportation Planning & Safety Regulations
5. Chauffeur & Protocol Training for Executive Drivers
6. Effective Management Training for Executive Drivers
7. Best Practice & Standards for Executive Drivers
8. Road & Traffic Safety Management
9. Maritime Safety and Security for Senior Management Officers
10. International Freight Forwarding

#### **HUMAN RESOURCES & PERSONNEL MANAGEMENT**

1. Effective Human Resource Documentations & Standard Operating Procedures
2. Essential HR Skills for Non HR Managers & Executives
3. Employee Misconduct & Disciplinary Procedures
4. Effective Payroll Computation and Administration
5. HR Strategies & Practices
6. Domestic Inquiry Procedures & Documentation
7. Effective Recruitment & Selection
8. How to Conduct Effective workplace Investigation
9. Succession Planning: Developing Leaders From Within
10. Training the Trainers
11. Industrial Relations Practice
12. Managing the Training Development Functions
13. Effective Interviewing Techniques for Manager
14. Understand the Law on Termination, Probation, Retirement and Redundancy
15. Improving Productivity Through Effective Disciplinary and Absentee Management
16. Effective Human Resource Documentations & Standard Operating Procedures
17. Effective Payroll Administration and Computation
18. Talent Management & Succession Planning
19. How to develop a Talent Management System

20. Management and Measurement of Resource/ Staff Outsourcing
21. Transforming Career Specialists to Effective Managers
22. Human Capital Management in Higher Education
23. Transformative Factors for Enhancing Administrative Skills
24. Innovative strategies for contemporary administrative skills in public and private sectors
25. Group Facilitation Skills
26. PHD Supervision and Mentoring
27. Performance Management: Minimizing Stress and Maximizing Effectiveness
28. Supervisory Skills for Middle Level Managers and Senior Officers Workshop
29. Succession Planning, Talent and Performance Management
30. Creating and Managing High Performance Teams in the Public and Private Sector
31. Psychometric Test Application for Human Resource Professionals

## **FINANCE MANAGEMENT, AUDITING & ACCOUNTING**

1. Financial Management for Project Accountants
2. Auditing and Computerized Accounting System
3. Finance for Non –Financial Managers
4. Financial Strategy: Essential Finance Management Skills
5. Effective Methods and Techniques of Managing Public and Donor Funds
6. Financial Risk, Root Cause Analysis & Problem Solving
7. Combating Corruption and the misuse of Public Office
8. Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures
9. Budgetary process and public expenditure Management
10. Budgeting & Budgetary Control
11. Effective Debt Collection & Credit Management
12. Corporate Financial Planning, Budgeting & Restructuring
13. Financial Risk Management
14. Anti- Money Laundering/ Combating of Financial Terrorism
15. Taxation Policy and Management
16. Tax Policy, Fiscal Analysis and Revenue Forecasting

17. Financial Management Programme for Local Government
18. Contemporary Issues in Internal Audit Management
19. Property & Asset Management
20. Computerized Auditing & Accounting Systems
21. Cash & Treasury Management
22. Best Practices in Public Expenditure Management
23. Investment Management for Pension Funds
24. Pension Scheme Management & Governance
25. Financial Reporting Standards
26. Audit of Computer Based Financial System
27. Corporate Financial Planning, Budgeting & Control
28. Funds Disbursements & e-payment for Donor Funded Project
29. Project Management Financial Reporting Standards (PMRS)
30. Government Integrated Financial Management Information System (IFMIS)
31. Microfinance Management and Governance
32. Banking Operations Management – Cheques Administration and Revenue Collecting Reporting
33. Revenues Collections Analysis and Bank Back Office Supervision
34. Management, Finance and entrepreneurship in contemporary institutions
35. Accountability & Procurement policies for Public service
36. Payroll Compliance: A Capital idea
37. Payment Systems Statistics and Reporting
38. Understanding Teller Operations Regarding Transaction and Knowing your Customer
39. Local Government Revenue Management
40. Accounting for Effective Method of Stale Dated and Manager Checks

41. Coordination Rural Banking Activities and Movement
42. Processing of Entries Associated with Both Inward and Outward Swift Transaction
43. Verifying Payment Instructions for Swift Processing
44. Understanding Bank Clearing House Activities
45. The Effective Roles of a Teller Supervisor
46. Sound Reporting Standard of Revenue Collection
47. Basic Rural Banking Operation Considering Fraud and Detection
48. Basic Rural Banking Operation Taking into Consideration Risk Management
49. Microfinance Management and Governance
50. Financial Modelling
51. Payroll Operations and Reconciliation
52. Mobile Money for the Poor Ecosystem Approach to Digital Financial Services
53. Digital Financial System and Payment Systems Statistics and Reporting
54. International Financial Reporting Standard (IFRS) 9
55. IFRS 9 Implementation Framework in a Computerized Accounting Environment
56. Debt Management
57. Auditing of Multinationals and Specialized Sectors

## **PROCUREMENT & INVENTORY MANAGEMENT**

1. Inventory Planning, Management and Monitoring programme
2. Procurement and Supplier Performance Management
3. Equipment Procurement: Tactics and Strategies
4. Advanced Computerized Stores and Supplies Management
5. Asset Maintenance and Management
6. The Complete Procurement Cycle: Best Practices & Strategies
7. Procurement Fraud Identification, Investigation and Prevention

8. Risk Management in Procurement for public and private Sectors for procurement officers
9. Successful Tender Design and Contract Management in the Public and Private Sectors
10. Computerized Stores/Materials and Inventory Management
11. Procurement of Works and Dispute Resolutions in the Public and Private Sectors
12. Electronic Procurement: Strategies for Success
13. Shipping & Customs: Procedures & Documentation
14. Effective Warehouse & Inventory Cost Management
15. Modern Approach to procurement: A Strategy perspective
16. The Complete Procurement Cycle & Contract Administration
17. E-Procurement: Strategies For Success
18. Monitoring and Evaluation of Procurement Performance in the Public and Private Sectors Management
19. National and International Procurement for Donor Funded projects
20. Stores Management & Administration
21. Stock Control & Inventory Management
22. Legal Aspects of Stores & Transportation Management
23. Effective Stores Management & Warehousing
24. Contract Management, Monitoring & Sustainable Procurement in an organisation
25. E- Procurement & Contract Management In The Private/Public Sector
26. Procurement and supply chain Management
27. Procurement policies for Public service: Harmonization with international Best Practices

#### **PUBLIC SERVICE DELIVERY & GENERAL MANAGEMENT PROGRAMMES**

1. Management Skills For New Managers
2. Management Skills For New Supervisors
3. Supervisory & Operations Management
4. Performance Management: Minimising Stress & Maximising Effectiveness

5. Leadership Skills For Supervisors
6. Social Media For Managers: New Tools Communication, Innovation & Collaboration
7. Fundamentals Of Strategic Planning & Management
8. Strategic Management & Corporate Governance
9. Improving Public Sector Delivery through Organisational Reforms
10. Transformation & Change Management
11. Effective Presentation Skills For Managers & Professionals
12. Women Empowerment, Gender Equality & Diversity Management
13. Mainstreaming Gender in Development planning
14. Leadership Dynamics For Women Managers
15. Strategic Environmental Assessment & Management
16. Preparing For & Managing Disaster(Disaster Recovery Management)
17. Effective Conflict Management & Negotiation Skills
18. Leadership & Team Development For Managerial Success
19. Planning & Managing Organisational Change
20. Managing Chaos: Tools to set Priorities and Make Decisions Under Pressure
21. Motivating For Results(Result Oriented Management)
22. Senior Management Development Programme: Modern Techniques
23. Public Policy Analysis, Implementation & Management
24. Managing Training & Development Functions: Strategies & Practices
25. Public Enterprise Restructuring, Privatization and Change Management
26. Management Skills For Administrative Professionals
27. Research Management Course for Research Unit
28. Using The Balance Score Card For Performance Enhancement
29. Pubic Enterprise Management
30. Public-Private Partnerships
31. Strategic Workforce Planning Management

32. Industrial Relations Management
33. Knowledge Management
34. Crisis Management/ Problem Management and Decision Making Techniques
35. Managing Mergers and Acquisition
36. International Maritime Economy
37. Women Empowerment, Gender Issues and Sustainable Development
38. Consistency Administration and Management: For Traditional Leaders
39. Environmental and Social Safeguards
40. Executive Training on Extractive Industries and Sustainable Development
41. Negotiation Skills and International Trade Management

## **PROJECT MANAGEMENT PROGRAMMES**

1. Project Management for Donor Funded Project
2. Project Proposal Writing & Resource Mobilisation for Project Officers
3. Participatory Project Monitoring & Evaluation
4. Project and Environmental Management
5. Monitoring and Evaluation of Development Projects
6. Finance and Project Management for NGOs
7. Advanced Diploma in Project Management
8. Project Management: The Complete Cycle
9. Project Management Information System
10. Management and Implementation of Development Projects
11. Participatory Monitoring & Evaluation (PPME)
12. Project Fundraising and Resource Mobilization Strategy
13. Project Monitoring and Evaluation strategies
14. Project Management for Engineers
15. Project Investment, Analysis and Appraisal
16. Credit Management, Monitoring and Control of SME and Micro projects
17. Management of the Project Teams
18. Computerised Project Analysis & Management



19. Cash Management & Funds Disbursement for Donor Funded Projects
20. Contemporary Administrative and Management skills for non-Academic staff
21. Transformative factors for enhancing Administrative skills
22. Achieving Service Excellence through open innovation in public & private institutes
23. Critical factors for progressive innovations in public and private sector
24. Research Methodology and Feasibility Study for Donor Funded Projects

### **INFORMATION & COMMUNICATION TECHNOLOGY PROGRAMMES**

1. Strategic Record and Information Management
2. ICT Policy Formulation and Development Strategy
3. Statistical Packages For Social Sciences(SPSS)
4. Computer Networking for e-Government
5. Information & Communication Technology For Top Managers
6. Database System Design, Implementation & Management
7. Analysis & design of Information Systems
8. e-Government
9. e-Business Security
- 10. Computer Applications For Managers**
- 11. Information Education & Communication (IEC) Management**
- 12. PC Hardware and Software Management**
- 13. IT Governance and Strategy Framework**
- 14. Competition Regulation in the Telecom Sector**
- 15. Revolutionizing innovative skills on Electrical & Electronics Technology**
- 16. ICT & Modern teaching Gadgets as Resource tools in Tertiary institutes of Learning**
- 17. Telecom Policy and Regulation**
- 18. Networking and Computer Application**
- 19. Advanced Cyber Security Techniques**

20. Communication Regulatory
21. Management of Communication Services: Regulatory and Policies
22. Information Risk Management (Registries, Archives and Museology)

#### **LEGISLATIVE & JUDICIAL ADMINISTRATION PROGRAMMES**

1. Legislative Drafting & Problem Solving Course
2. Judicial Ethics & Case management
3. Judicial Administration
4. Prosecution Skills and Prevention of Corruption in the Judicial System
5. Court Management and judicial Administration
6. Management of Deceased Estates and Trust
7. Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector
8. Parliamentary Administration
9. Information Technology and Judicial Case Management
10. Court Management and Judicial Administration

#### **IMTC special programmes**

1. Teamwork and Situational Leadership in a Learning Environment
2. Transformative Academic forces in Higher Institutes of learning
3. Tertiary Education Staff Development: Teaching & Administrative Issues
4. Building a Robust Capacity Development scheme in Tertiary Institutions
5. Research Revolution: A Necessity in our Dynamic Educational Era
6. Emerging Trends in Electrical and Electronics Engineering
7. Critical Factors for positive change and Innovation in contemporary institutes of learning
8. Learning and Leadership development conference
9. Librainship : Sustainable transformation from tradition to contemporary
10. Optimising the effectiveness of leaders in an establishment of evolving uncertainty and complexity
11. Customer Relationship and Standardized Checks Processing
12. Consultative Selling
13. Leadership Dynamics for Women Managers

14. Property and Estate Management
15. Gender Sensitization and Awareness
16. Construction Management
17. Fundamentals of Marketing: Your Action Plan for Success
18. Strategic Marketing in the 21st Century
19. Marketing Management
20. Development of New Ideas in Clearing Checks
21. Developing and Utilizing of New Ideas in the Operations of Swift
22. Coordinating Rural Banking Activities and Movement
23. National Payment and Settlement System (NPSS)
24. Advanced National Payment and Settlement System for Senior Managers, Directors and Top Executives of Banks and other Banking and Financial Institutions
25. Digital Financial Processing and Management
26. Digital Financing in the Finance Sector

## COURSE DATES

**2019**

### ONE WEEK PROGRAMME

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Jul 8-12	Aug 4-9	Sept. 4 – 8	Oct 1 – 5	Nov. 4 - 8	Dec. 1 -5
Jul 21 -26	Aug 19-23	Sept. 18 - 22	Oct. 15 - 19	Nov. 18 - 22	Dec. 15 - 19

### TWO WEEKS PROGRAMME

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Jul. 1 -12	Aug 5-16	Sept. 4 -15	Oct 1 – 12	Nov. 4 – 15	Dec. 1 - 12
Jul 15-26	Aug 19-30	Sept. 18 -29	Oct. 15- 26	Nov. 18 – 29	-

## 2020 ONE WEEK PROGRAMME

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Jan 14 – 18	Feb 4 - 8	Mar. 4 - 8	Apr. 1 – 5	May 6- 10	June 3 – 7
Jan 21 - 25	Feb 19 - 23	Mar. 18-22	Apr. 15 - 19	May 20 -24	June 17 - 21

## TWO WEEKS PROGRAMME

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Jan 6 - 17	Feb 3 - 14	Mar. 2 - 13	Apr. 6 -17	May 4 – 15	June 1 - 12
Jan 20 – 31	Feb 17 – 28	Mar.16 - 27	Apr. 20 – May 1	May 18 – 29	June 15 - 26

### COURSE DURATIONS: 1 WEEK & 2 WEEKS

**COURSE FEES: ONE WEEK US\$2,690 per delegate**

**TWO WEEKS US\$3,690 per delegate**

 **Quantity Discount is given for every group training from same organisation**

### COURSE VENUES ARE:

- ACCRA, GHANA
- CAPETOWN, SOUTH AFRICA
- DURBAN,SOUTH AFRICA
- DUBAI, UAE
- LAGOS, NIGERIA
- LONDON,UK (For Group training only)
- MBABANE,SWAZILAND
- MUMBAI, INDIA
- NAIROBI, KENYA
- PARIS, FRANCE

- **PRETORIA ,SOUTH AFRICA**
- **TEXAS, USA**

### **COURSE HIGHLIGHTS:**

- **All FULL paying participants will be given a take home laptop and a flash drive at the end of their training OR a Samsung Galaxy Tablet with a carry-on bag.**
- **There will be Benchmark and/ or tour visit during all our training programmes**
- **In House Training For Groups of 5 or more delegates can be offered on request**
- **Customised training/ Courses with tailor made dates can also be arranged on request**
- **We facilitate hotel reservation and airport pick up for all our clients on request**
- **Training For longer durations are also available on request**
- **Kindly note that trainings held in DUBAI, INDIA, UNITED KINGDOM and UNITED STATES OF AMERICA attract an additional administrative fee location cost on the tuition fees. Kindly contact our Administrative Office for this rate.**