



WHO WE ARE

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.

WHERE WE ARE

We are present in Africa and offer trainings both within and outside the continents. We have trained in more than 14 countries within Africa with training outfits in Dubai, India and England. We pride ourselves in being able to get you the best of trainings in the best of places. Our Current Training venues are ABUJA/LAGOS-NIGERIA, ACCRA-GHANA, DUBAI-UAE, DURBAN-SA, LONDON-UK, MUMBAI-INDIA AND PRETORIA-SA.

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

WHO HAVE WE TRAINED

We have trained government and private organizations in more countries than you can imagine. Listed below are some of the countries we have trained:

AFGHANISTAN	MALAWI
BOTSWANA	NAMIBIA
BENIN REPUBLIC	NIGERIA
CAMEROUN	RWANDA
ERITREA	SIERRA LEAONE
GHANA	SOUTH AFRICA
IVORY COAST	TANZANIA
KENYA	THE GAMBIA
LESOTHO	UGANDA
LIBERIA	ZAMBIA
ZIMBABWE	

All our Training Starts from 9:00am - 3:00pm



2018/ 2019 LOCAL TRAINING CALENDAR

S/ N	Course Title	Durations	Target Audience	Date/Time	Fees
GH 001	Payroll Management & Effective Payroll Controls	2-DAYS	Directors, Deputy Directors/ Assistant Directors, Facilities/ project managers, Head of Department/Units officers	JULY 2-3, 2018. & NOVEMBER 5-6, 2018	Ghc1000 Per participant
GH 002	Fraud Detection & Investigation for Government Auditor	3-DAYS	Financial professionals, Head of Budget, budget managers/ officers Budgetary control and monitoring managers/ officers, Financial Controllers/ Account Managers/ officers, Head of Audit, Audit managers/ officers, Monitoring/ Compliance managers/ officers/ Admin managers	JULY 23-26 2018. & FEBRUARY 4-6, 2018	Ghc1500 per participant
GH 003	Auditing in Public and Private Sector Organizations	1-DAY	Financial professionals, Head of Budget, budget managers/ officers Budgetary control and monitoring managers/ officers, Financial Controllers/ Account Managers/ officers, Head of Audit, Audit managers/ officers, Monitoring/ Compliance managers/ officers/ Admin managers	AUGUST 6 2018. & MAY 6, 2019	Ghc750 per participant
GH 004	Budgeting, Planning & Management Reporting	2-DAYS	Directors, Deputy Deputy/ Assistant Directors, Facilities/ project managers, Head of Department/Units, officers responsible for properties and maintenance.	AUGUST 20-21 2018. & MARCH 4-5, 2019	Ghc1000 per participant
GH 005	Accounts for Non-Account Executives / Managers	1-DAY	Directors, Deputy Deputy/ Assistant Directors, Facilities/ project managers, Head of Department/Units, officers responsible for properties and maintenance.	AUGUST 20 2018. & JUNE 17, 2019.	Ghc750 per participant
GH 006	Effective Budgeting, Performance Management and Cost Control	4-DAYS	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and	SEPTEMBER 3-6 2018. & APRIL 1-4, 2019.	Ghc1950 per

	Strategies in Organisation		Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.		participant
GH 007	Training on Strategies for Revenue Generation and Management in Local Government	1-DAY	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.	SEPTEMBER 17 2018. & MAY 20, 2019	Ghc750per participant
GH 008	Negotiation and Conflict Management in Community & Protected Areas	3-DAYS	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units, officers responsible for properties and maintenance.	OCTOBER 1-3, 2018. & MARCH 18-20,2019.	Ghc1500 per participant
GH 009	Environmental Planning and Management in Urban Design	4-DAYS	HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors, officers, senior officers, personal assistants/secretaries.	OCTOBER 15-18, 2018 & MAY 27-30, 2019.	Ghc1950 per participant
GH 010	Strategic Environmental Assessment	2-DAYS	Business development managers, Marketing/Sales Managers/Officers, Private/Personal Assistants/Secretaries and Front desk officers.	OCTOBER 29-30, 2018 & MAY 6-8, 2019	Ghc1000 per participant
GH 011	Geographic Information System Management (GISM)	1-DAY	HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors.	NOVEMBER 5-9, 2018 JAN 28-1 st FEB, 2019	Ghc750 per participant
GH 012	Finance & Project Management for NGOs	3-DAYS	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors.	NOVEMBER 19-21, 2018 & MAY 6-8, 2019	Ghc1500 per participant
GH 013	International Protocol, Ethics and Etiquette Management	2-DAYS	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units, officers responsible for properties and maintenance.	DECEMBER 2-3, 2018. & APRIL 15-16, 2019	Ghc1000 per participant

GH 014	Public Management & Corporate Governance	4-DAYS	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors.	DECEMBER 17-20, 2018. & JULY 1-4, 2019.	Ghc1950 per participant
GH 015	Public Administration Management	3-DAYS	HR officers, asst mgrs, deputy mgrs, mgrs, senior mgrs, line managers, head of sections/departments, project/team leaders, personal assistants/secretaries	JANUARY 14-16, 2019 & MAY 20-22, 2019	Ghc1500 per participant
GH 016	Management Development Programme for Executive Secretary & Personal Assistants	1-DAY	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.	JANUARY 28, 2019. & JULY 1, 2019.	Ghc750 per participant
GH 017	Pension & Social Security (Planning & Administration)	1-DAY	Financial professionals, Head of Budget, budget managers/officers Budgetary control and monitoring managers/officers, Financial Controllers/Account Managers/officers, Head of Audit, Audit managers/officers, Monitoring/Compliance managers	FEBRUARY 4 2018 & MAY 6 2019	Ghc750 per participant
GH 018	Retirement Management & Development	4-DAYS	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units, officers responsible for properties and maintenance.	FEBRUARY 18-21, 2019. & JULY 1-4, 2019.	Ghc1950 per participant
GH 019	Advanced Human Resources Management (Policy & Strategy)	2-DAYS	HR officers, asst mgrs, deputy mgrs, mgrs, senior mgrs, line managers, head of sections/departments, project/team leaders, personal assistants/secretaries	MARCH 4-5, 2019 & APRIL 15-16, 2019	Ghc1000 per participant
GH 020	Project Management, Monitoring & Evaluation Programme	3-DAYS	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units, officers responsible for properties and maintenance.	MARCH 18-20, 2019. & JUNE 17-19, 2019 9.00am-3.00pm Daily	Ghc1500 per participant
GH 021	Governance and Public Sector Management	1-DAY	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.	APRIL 1 2019. & JULY 1- 2019.	Ghc750 per participant

GH 022	Good Governance in the Public Sector	2-DAYS	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors, officers, senior officers, personal assistant	APRIL 15-16, 2019 & JUNE 3-4, 2019	Ghc1000 per participant
GH 023	Strategic Selections in Human Resources Management	1-DAY	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors.	MAY 6-8, 2019 & JULY 29-31, 2019	Ghc750per participant
GH 024	Project Management Information System	2-DAYS	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors, officers, senior officers, personal assistants.	MAY 20-21, 2019. & JULY 15-16, 2019.	Ghc1000per participant
GH 025	Result-Based Management Programme	1-DAY	HR officers, assistant managers, deputy mgrs, mgrs, senior mgrs, line managers, head of sections/ departments, project/team leaders, personal assistants/secretaries	MAY 27, 2019 & JULY 1, 2019.	Ghc750 per participant
GH 026	Management and Implementation of Development Projects	2-DAYS	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.	JUNE 3-4, 2019. & JULY 15-16, 2019	Ghc1000 per participant
GH 027	Public Policy Management and Evaluations	3-DAYS	HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors, officers, senior officers, personal assistants/secretaries.	JUNE 17-19, 2019. & JULY 29-31, 2019	Ghc1500 per participant
GH 0028	Core Negotiation Skills	1-DAY	Directors, Deputy Deputy/ Assistant Directors, Facilities/project managers, Head of Department/Units, officers responsible for	JULY 1, 2019 & JULY 15 2019	Ghc750 per participant

			properties and maintenance.		
GH 029	E-Procurement & Contract Management Programme	2-DAYS	HR officers, asst mgrs, deputy mgrs, mgrs, senior mgrs, line managers, head of sections/departments, project/team leaders, personal assistants/secretaries	JULY 15-16, 2019 & JULY 7 2019	Ghc1000 per participant
GH 030	Effective Tender Preparation & Evaluation Techniques	3-DAYS	HR officers, asst mgrs, deputy mgrs, mgrs, senior mgrs, line managers, head of sections/departments, project/team leaders, personal assistants/secretaries	JULY 29-31, 2019. & JULY 1-3, 2019	Ghc1500 per participant
GH 031	Conflict and Negotiation skills using Emotional Intelligence HQ	1-DAY	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors	JUNE 17, 2019 & JULY 15, 2019	Ghc750 per participant
GH 032	Competency development for Lead Administrative Personnel and Executive Secretaries	2-DAYS	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors,	JULY 1-2, 2019. JUNE 3-4 2019	Ghc1000 per participant
GH 033	Team Building and Result oriented team management Using Effective Management of SMEs in a competitive business environment	1-DAY	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors	JULY 29, 2019 JULY 7, 2019	Ghc750 per participant
GH 034	Effectiveness Vs Efficiency in the Workplace & Understanding Interpretation of Financial statements Basic audit management skills	3-DAYS	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors	JULY 23-25 2018. & MAY 27-29, 2019	Ghc1500 per participant
GH 035	National and Intl procurement for donor funded projects and an Advanced Computer and Information Management Skills	2-DAYS	Chief Executive Officers, General Managers, Managers, Executives, Officers, Supervisors and Public servants on grade levels 13 -18, Head of Human Resource, HR managers/officers, training managers/officers, supervisors, head of departments.	APRIL 15-16, 2019 & JUNE 3-4, 2019	Ghc1000 per participant

GH 036	Critical thinking and strategic mind mapping & Training of trainers (TOT)	1-DAY	Permanent Secretaries, HR Directors, Managers/Officers, Head of Section/Department, Compensation Managers/Officers, Head of Training, Training Managers, Local Govt Secretaries, HR/ Admin Directors, Deputy/ Asst Directors, supervisors	APRIL 15, 2019 & JULY 29, 2019.	Ghc750 per participant
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N.B: The fee includes the following:

Tuition fee,
tea break and lunch
Course materials
Certificate of Attendance.

Any of the above topics can be customized to your specific corporate and individual needs and run as in-house/in-plant modules. We can also organize them at any of our overseas training venues as may be. Kindly visit our website www.imtcafrica.org for information on our Foreign Trainings.

- You can also pick from any of the topics listed below:
- Developing Management for Corporate Excellence
- Effective Team and Leadership Skills Development for Quality Service Delivery
- Understanding Delegation for Effective And Efficient Leadership
- Managing People for Excellence
- Time and Stress Management for Corporate Excellence
- Developing And Enhancing Proficiency in Organizational Communication and Interpersonal Relations
- Effective Communication And Technical Report Writing
- Communication for Result
- Interactive Communication Skill Development
- Managerial Skills Development for Secretaries, Personal Assistants, & Administrative Officers
- Improving Your Personal Effectiveness
- Partnering With Your Boss For Excellent Performance
- Total Quality Management (TQM) and Effective Leadership Development
- Leadership Development for Corporate Effectiveness and Efficiency
- Management of Public Records
- Project Management and Team Building Seminar
- Gender, Leadership and Empowerment Workshop

- Gender Issues in Management Workshop
- Gender Issues and Sustainable Development Workshop
- Gender Mainstreaming Workshop
- Leadership and Performance Improvement Strategies
- Leadership and Relationship Management
- Strategic Planning Skills for Corporate Excellence
- Management Appreciation for Non-governmental Organizations (NGOs) & Professional
- Effective Work Reorientation and Strategic Change Management
- Essential Techniques for Account Reconciliation in the Public Sector
- E-Auditing: An Antidote for Improved Internal Auditing in Public Sector
- Basic Accounting
- Budgeting and Budgeting Control
- Public Sector Accounting & Budgeting
- Building Efficient Customer Service/Relations for Corporate Excellence
- Quality Service For Corporate Sustainability And Growth
- Cultivating And Building Efficient Customer Relations For Corporate Excellence
- The Dynamics of Entrepreneurship: Empowerment, Job Creation & Performance Enhancement
- Entrepreneurship Development: The Challenges of Retiring Staff (Pre-Retirement Programme)
- Going Into Your Own Business The Entrepreneurial Spirit
- Improve Your Economic Performance through Entrepreneurship Skills Development and Building Value Creating Business Alliances
- Security Operatives Skill improvement Workshop
- Drivers Skill Improvement, Security and Safety Training
- Fire Fighting, Loss Prevention and Accident Control in an Organization
- Leadership and Supervision Managerial Skills Development for Corporate Effectiveness and Efficiency
- Transformational Leadership And Emotional Strategic Thinking & Managing For Corporate Excellence

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

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You can also:

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