

# IMTC SPECIAL TRAINING CALENDAR FOR 2018/2019

## **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 & DATABASES 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

#### **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

#### **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

## **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

## **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

## **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

#### **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**

#### **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. Understanding Bank Clearing House Activities
13. Development of New Ideas in Clearing Checks
14. Developing and Utilizing of New Ideas in the Operations of Swift
15. Coordinating Rural Banking Activities and Movement
16. National Payment and Settlement System (NPSS)
17. Advanced National Payment and Settlement System for Senior Managers, Directors and Top Executives of Banks and other Banking and Financial Institutions
18. Digital Financial Processing and Management
19. Digital Financing in the Finance Sector

## **COURSE DATES**

# 2018

## ONE WEEK PROGRAMME

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Jul 9-13	Aug 6-10	Sept. 3 – 7	Oct 1 – 5	Nov. 5 - 9	Dec. 3 -7
Jul 16 -20	Aug 20-24	Sept. 17 - 21	Oct. 15 - 19	Nov. 19 - 23	Dec. 17 - 21

## TWO WEEKS PROGRAMME

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Jul. 2 -13	Aug 6-17	Sept. 3 -14	Oct 1 – 12	Nov. 5 – 16	Dec. 3 - 14
Jul 16-27	Aug 20-3 1	Sept. 17 -28	Oct. 15- 26	Nov. 19 – 30	-

# 2019 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 7 - 18	Feb 4 - 15	Mar. 4 - 15	Apr. 1 -12	May 6 – 17	June 3 - 14
Jan 21 – Feb 1	Feb 18 – Mar 1	Mar.18 - 29	Apr. 15 - 26	May 20 – 31	June 17 - 28

**COURSE DURATIONS: 1 WEEK & 2 WEEKS**

**COURSE FEES: ONE WEEK US\$2790 per delegate**

**TWO WEEKS US\$3790 per delegate**

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

## **COURSE VENUES ARE:**

- PRETORIA ,SOUTH AFRICA
- TEXAS, USA
- ACCRA, GHANA
- DURBAN,SOUTH AFRICA
- DUBAI, UAE
- FRANCE
- INDIA
- NAIROBI, KENYA
- LONDON,UK (For Group training only)
- NIGERIA
- MBABANE,SWAZILAND

## **COURSE HIGHLIGHTS:**

- All delegates 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.