

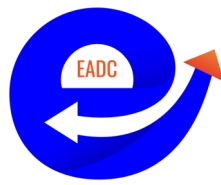
2024

**TRAINING
CALENDAR**

Equip | Develop | Sustain



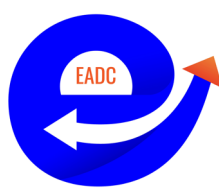
ExcellAfric
Development Center



About Us

ExcellAfric Development Center (EADC) is a leading global institution that offers training, consultancy and coaching services to businesses and individual clients in many countries across Africa and beyond. We offer quality management solutions in diverse areas of specialization in capacity building, consultancy, human capital development and coaching. We enjoy a competitive advantage of having a pool of well experienced and competent consultants. Our aim is to deliver professional and innovative solutions aimed at enhancing both organizational and individual performance. We strive to Equip, Excel and Sustain organizational performance

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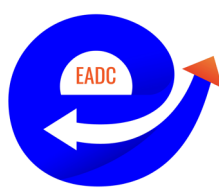


HUMANITARIAN

COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Communication, Public Speaking & Etiquette	5	For individuals who want to enhance their ability to communicate effectively in the workplace, public settings, or in personal relationships.	USD 1000	4-8 March, 2024 13-17 May, 2024 29 July-2 Aug, 2024 26-30 Aug, 2024
Project Proposal and Report Writing Skill Course	5	Professionals, researchers, and students who need to write project proposals, research reports, or academic papers	USD 1000	29 Jan- 2 Feb, 2024 8-12 July, 2024 16-20 Sep, 2024 28 Oct -1 Nov, 2024
Transformational leadership for effective management	5	Managers, team leaders, supervisors, and executives who want to improve their leadership skills and effectiveness in the workplace	USD 1000	12-16 Feb, 2024 13-17 May, 2024 5-9 Aug, 2024 4-8 Nov, 2024
Sexual harassment at the workplace	5	Employees, managers, and human resources professionals who want to teach/learn about various forms of sexual harassment, how to recognize and report it, and how to create a safe and respectful workplace	USD 1000	29 Jan- 2 Feb, 2024 15-19 April, 2024 22-26 July, 2024 21-25 Oct, 2024
Communication and Interpersonal Skills for Effective Managers	5	Senior and Middle Level Managers.	USD 1000	19-23 Feb, 2024 17-21 June, 2024 21-25 Oct, 2024
Performance Management for Rapid Results Initiative	5	Managers, team leaders, and executives	USD 1000	26 Feb – 1 March, 2024 17-21 June, 2024 28 Oct -1 Nov, 2024
Gender based Violence, mainstreaming, Analysis & Planning Gender in Humanitarian Action Course	5	Professionals and practitioners working in the field of humanitarian response and development	USD 1000	4-8 March, 2024 10-14 June, 2024 12-16 Aug, 2024 28 Oct -1 Nov, 2024 2-6 Dec, 2024

PROCUREMENT & SUPPLY CHAIN MANAGEMENT

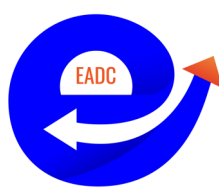
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Developing Fit for Purpose Tender Documents	5	Procurement Officers	USD 1000	18-22 March, 2024 10-14 June, 2024 23-27 Sep, 2024
Complete Procurement Cycle	5	Procurement Officers	USD 1000	19-23 Feb, 2024 20-24 May, 2024 26-30 Aug, 2024 18-22 Nov, 2024



COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Stores Management	5	Procurement and Stores Managers.	USD 1000	26 Feb – 1 March, 2024 27-31 May, 2024 29 July-2 Aug, 2024 21-25 Oct, 2024
Public procurement and Disposal Course for Tender, Procurement and Evaluation Committees	5	Procurement staff, Internal Auditors, Procurement committee members	USD 1000	4-8 March, 2024 10-14 June, 2024 2-6 Sep, 2024 11-15 Nov, 2024
A Modern Approach to Procurement	5	Procurement staff, Internal Auditors, Procurement committee members	USD 1000	4-8 March, 2024 10-14 June, 2024 9-13 Sep, 2024 11-15 Nov, 2024
Purchasing and Supply Chain Management	5	Procurement staff, Internal Auditors, Procurement committee members	USD 1000	19-23 Feb, 2024 27-31 May, 2024 26-30 Aug, 2024 18-22 Nov, 2024
Contract Drafting, Negotiation skills and Procurement Management	5	Procurement staff, Internal Auditors, Procurement committee members	USD 1000	26 Feb – 1 March, 2024 10-14 June, 2024 16-20 Sep, 2024 25-29 Nov 2024

AUDIT & RISK MANAGEMENT

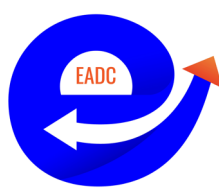
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Business Continuity Management (BCM) and Disaster Preparedness	5	Risk Managers and Compliance Officers	USD 1000	19-23 Feb, 2024 20-24 May, 2024 19-23 Aug, 2024 11-15 Nov, 2024
Anti-Money Laundering and Combating the Financing of Terrorism	5	Operations Staff in the Financial Sector	USD 1000	11-15 March, 2024 17-21 June, 2024 16-20 Sep, 2024 25-29 Nov 2024
Risk Management and Strengthening Internal Controls in Banks	5	Internal Auditors, Risk Managers and Compliance Officers in the financial sector.	USD 1000	11-15 March, 2024 3-7 June, 2024 12-16 Aug, 2024 4-8 Nov, 2024
Enterprise Risk Management	5	Business Managers, Risk Managers, Senior IT Professionals	USD 1000	18-22 March, 2024 17-21 June, 2024 23-27 Sep, 2024
Information Systems & IT Risk Management	5	IT staff	USD 1000	19-23 Feb, 2024 27-31 May, 2024 26-30 Aug, 2024 11-15 Nov, 2024



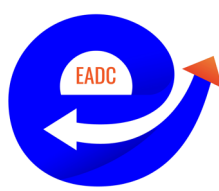
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Report Writing for Internal Auditors	5	Auditors	USD 1000	11-15 March, 2024 17-21 June, 2024 23-27 Sep, 2024 18-22 Nov, 2024

LEADERSHIP AND MANAGEMENT WORKSHOPS

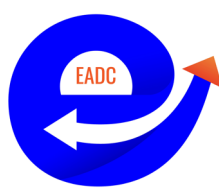
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Effective Supervision and Building Working Teams	5	Managers, Assistant Managers & Supervisors	USD 1000	8-12 April, 2024 10-14 June, 2024 19-23 Aug, 2024
Strategic Leadership and Management Course for Senior Managers	5	Senior Managers.	USD 1000	11-15 March, 2024 20-24 May, 2024 15-19 July, 2024 16-20 Sep, 2024
Conflict Management and Emotional Intelligence	5	Senior and Middle Level Managers.	USD 1000	26 Feb – 1 March, 2024 13-17 May, 2024 15-19 July, 2024 23-27 Sep, 2024
Leadership Innovation and Change Management	5	Senior and Middle Level Managers.	USD 1000	19-23 Feb, 2024 10-14 June, 2024 12-16 Aug, 2024 25-29 Nov 2024
Labour Laws	5	HR officers	USD 1000	11-15 March, 2024 17-21 June, 2024 16-20 Sep, 2024
Developing Strategic Skills for organizational improvement	5	Senior and Middle Level Managers.	USD 1000	12-16 Feb, 2024 13-17 May, 2024 12-16 Aug, 2024 11-15 Nov, 2024
New Managers Development Programme	5	New Managers	USD 1000	4-8 March, 2024 10-14 June, 2024 16-20 Sep, 2024
Senior Management Development Program	5	Senior and Middle Level Managers.	USD 1000	15-19 April, 2024 8-12 July, 2024 28 Oct -1 Nov, 2024
Leading High Performing Teams	5	Senior and Middle Level Managers.	USD 1000	11-15 March, 2024 10-14 June, 2024 9-13 Sep, 2024
Effective Communication and Report Writing	5	Senior and Middle Level Managers.	USD 1000	18-22 March, 2024 24-28 June, 2024 21-25 Oct, 2024
Management of Security in Banks and Financial Institutions	5	Security Officers.	USD 1000	26 Feb – 1 March, 2024 27-31 May, 2024 9-13 Sep, 2024



COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Effective Customer Service, Interpersonal Skills and Public Relations	5	Staff who deal with external and internal customers	USD 1000	4-8 March, 2024 13-17 May, 2024 12-16 Aug, 2024 11-15 Nov, 2024
Records, Documents and Archive Management	5	Secretaries, Registry staff	USD 1000	19-23 Feb, 2024 10-14 June, 2024 16-20 Sep, 2024 18-22 Nov, 2024
Corporate Governance and Leadership	5	Senior and Middle Level Managers.	USD 1000	26 Feb – 1 March, 2024 3-7 June, 2024 19-23 Aug, 2024 11-15 Nov, 2024
Secretaries and Administrative Assistants Training	5	Secretaries and Administrative Assistants	USD 1000	11-15 March, 2024 17-21 June, 2024 19-23 Aug, 2024 21-25 Oct, 2024
Pre- Retirement Training	5	All employees who are planning and are preparing to retire. Age 45 and above	USD 1000	4-8 March, 2024 3-7 June, 2024 23-27 Sep, 2024 4-8 Nov, 2024
Change Management and Building Working Teams	5	Managers and Supervisors, Change Champions	USD 1000	11-15 March, 2024 17-21 June, 2024 19-23 Aug, 2024 11-15 Nov, 2024
Coaching and Mentoring in Organizations	5	Senior and Middle Level Managers.	USD 1000	11-15 March, 2024 13-17 May, 2024 12-16 Aug, 2024 11-15 Nov, 2024
Decision Making and Planning Skills	5	Senior and Middle Level Managers.	USD 1000	4-8 March, 2024 20-24 May, 2024 2-6 Sep, 2024 11-15 Nov, 2024
Human Resource Management and Evaluation	5	HR Staff	USD 1000	26 Feb – 1 March, 2024 20-24 May, 2024 16-20 Sep, 2024 11-15 Nov, 2024
Advanced Big Data Analytics/Data Science	10	Staff in Finance, Economics, Statistics and Research Departments	USD 1000	18-22 March, 2024 27-31 May, 2024 16-20 Sep, 2024 18-22 Nov, 2024
HR for non-HR professionals	5	HR Staff	USD 1000	19-23 Feb, 2024 22-26 April, 2024 22-26 July, 2024 21-25 Oct, 2024



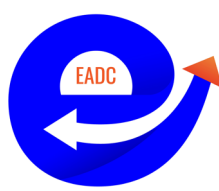
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Human Resource Management and Development	5	HR Staff	USD 1000	12-16 Feb, 2024 27-31 May, 2024 19-23 Aug, 2024 18-22 Nov, 2024
Strategic Human Resource Management	5	HR Staff	USD 1000	11-15 March, 2024 17-21 June, 2024 2-6 Sep, 2024 25-29 Nov 2024
Occupational Health and Safety Management	5	All staff	USD 1000	19-23 Feb, 2024 22-26 April, 2024 22-26 July, 2024 28 Oct -1 Nov, 2024
Workshop on Creative Leadership and Innovative Management	5	Senior Managers	USD 1000	26 Feb – 1 March, 2024 3-7 June, 2024 16-20 Sep, 2024 4-8 Nov, 2024
Transformational change and Leadership effectiveness	5	Senior Managers	USD 1000	19-23 Feb, 2024 22-26 April, 2024 22-26 July, 2024 21-25 Oct, 2024
Beyond the Executive Assistant	5	Secretaries, Administrative Assistants	USD 1000	4-8 March, 2024 27-31 May, 2024 8-12 July, 2024 23-27 Sep, 2024
Project Management	5	Staff handling projects	USD 1000	11-15 March, 2024 20-24 May, 2024 2-6 Sep, 2024 4-8 Nov, 2024
Strategic Change Management Workshop	5	Senior level staff and change champions	USD 1000	19-23 Feb, 2024 20-24 May, 2024 1-5 July, 2024 23-27 Sep, 2024
Management & Leadership skills program for Executive Secretaries & Administrative Assistance.	5	Executive Secretaries & Administrative Assistance	USD 1000	18-22 March, 2024 13-17 May, 2024 5-9 Aug, 2024 25-29 Nov 2024 2-6 Dec, 2024
Documents Compliance and Records Management	5	Executive Secretaries & Administrative Assistance and Registry staff	USD 1000	11-15 March, 2024 17-21 June, 2024 26-30 Aug, 2024 25-29 Nov 2024



COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Stores & Warehouse Management	5	Stores Managers and staff working in stores and warehouses	USD 1000	19-23 Feb, 2024 20-24 May, 2024 26-30 Aug, 2024 18-22 Nov, 2024
Leadership Effectiveness and Organizational Performance Workshop	8	Senior level Managers and executives	USD 1000	4-8 March, 2024 24-28 June, 2024 16-20 Sep, 2024 11-15 Nov, 2024
Big Data Analytics/ Data Science	5	Research Officers, HR staff, and all staff who need exposure of smart data analytics	USD 1000	26 Feb – 1 March, 2024 10-14 June, 2024 2-6 Sep, 2024 4-8 Nov, 2024

GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND REMOTE SENSING

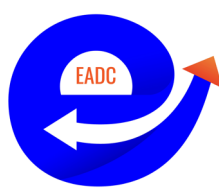
COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Introduction to GIS	5	New to GIS and wants to learn the basics of GIS software and data management.	USD 1000	12-16 Feb, 2024 10-14 June, 2024 26-30 Aug, 2024 18-22 Nov, 2024
Remote Sensing Fundamentals	5	Interests in principles of remote sensing and how to use satellite imagery to extract information about the earth.	USD 1000	11-15 March, 2024 3-7 June, 2024 2-6 Sep, 2024 4-8 Nov, 2024
Advanced GIS Analysis	5	GIS professionals who want to expand their skills and knowledge of advanced GIS techniques	USD 1000	12-16 Feb, 2024 20-24 May, 2024 12-16 Aug, 2024 4-8 Nov, 2024
Remote Sensing Applications	5	Professionals and experts to use remote sensing data to solve real-world problems	USD 1000	4-8 March, 2024 10-14 June, 2024 9-13 Sep, 2024 18-22 Nov, 2024
Web GIS	5	GIS professionals or web developers who want to learn how to develop web-based GIS applications	USD 1000	26 Feb – 1 March, 2024 10-14 June, 2024 16-20 Sep, 2024 11-15 Nov, 2024
GIS for Environmental Management	5	Suitable for environmental professionals: such as ecologists, environmental engineers.	USD 1000	12-16 Feb, 2024 13-17 May, 2024 12-16 Aug, 2024 4-8 Nov, 2024
GIS for Urban Planning	5	Urban planners, transportation planners, architects, and other professionals	USD 1000	11-15 March, 2024 17-21 June, 2024 16-20 Sep, 2024 25-29 Nov 2024



COURSE TITLE	DAYS	TARGET GROUP	COURSE FEE	DATES
Instructional GIS Implementation	5	Suitable for Instructors, and trainers who want to incorporate GIS into their teaching curriculum or training programs	USD 1000	12-16 Feb, 2024 13-17 May, 2024 26-30 Aug, 2024 18-22 Nov, 2024
Spatial Data Analysis	5	Researchers, data analysts, and GIS professionals who want to learn advanced techniques for analysing spatial data	USD 1000	11-15 March, 2024 17-21 June, 2024 2-6 Sep, 2024 18-22 Nov, 2024
Cartography and Visualization	5	GIS professionals, data visualization specialists, and graphic designers	USD 1000	4-8 March, 2024 17-21 June, 2024 16-20 Sep, 2024 11-15 Nov, 2024
Remote Sensing Data Acquisition	5	Professionals and researchers who work with remote sensing data and want to learn how to acquire and use remote sensing data in their work	USD 1000	19-23 Feb, 2024 20-24 May, 2024 12-16 Aug, 2024 25-29 Nov 2024
Open-Source GIS	5	GIS professionals or anyone who wants to learn how to use open-source GIS software for their work	USD 1000	15-19 April, 2024 29 July-2 Aug, 2024 28 Oct -1 Nov, 2024 18-22 Nov, 2024

AGRICULTURE, FOOD SECURITY AND LIVELIHOOD ANALYSIS

Economic and Policy Analysis	5	Economists, policy analysts, researchers, and professionals who are involved in economic and policy analysis	USD 1000	19-23 Feb, 2024 13-17 May, 2024 15-19 July, 2024 21-25 Oct, 2024
Cost Benefit Analysis and Value for Money Analysis Agriculture,	5	Professionals, researchers, and policymakers who work in the agriculture sector	USD 1000	11-15 March, 2024 17-21 June, 2024 12-16 Aug, 2024 11-15 Nov, 2024
Food Security and Livelihood Analysis	5	Professionals, researchers, and policymakers who want to develop strategies to improve food security and livelihoods in communities	USD 1000	26 Feb – 1 March, 2024 27-31 May, 2024 9-13 Sep, 2024 4-8 Nov, 2024
Food Security Analysis	5	Professionals, researchers, and policymakers who work in the field of food security.	USD 1000	19-23 Feb, 2024 22-26 April, 2024 8-12 July, 2024 21-25 Oct, 2024
Value Chain Analysis	5	Professionals, researchers, and policymakers who work in the field of economic development, agriculture, and trade	USD 1000	12-16 Feb, 2024 20-24 May, 2024 19-23 Aug, 2024 11-15 Nov, 2024
Livelihood Analysis	5	Professionals, researchers who work in the field of economic development, poverty reduction, and sustainable livelihoods	USD 1000	4-8 March, 2024 3-7 June, 2024 16-20 Sep, 2024 4-8 Nov, 2024



How to Apply

1. Select a course

Select a course from the thematic areas

2. Registration

Brochures and Registration forms are available on request or email info@excellafricenter.com or training.excellafricenter@gmail.com with your request

3. Feedback

Our customer service team will send you the necessary administrative and financial documents as well as additional information

4. Administration process

Customer service team will assist you with the reservations at the hotels where you have negotiable preferential rates

5. Registration Fee

We do not charge our clients for registration; it is absolutely free.

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