ExcellAfric
Development Center

World Class
Training Solutions

PROFESSIONAL DEVELOPMENT PROGRAMMES

TRAINING CALENDAR

2027

Practical, expert-led training for public and private institutions in Africa and beyond, delivered locally or internationally at a venue agreed with you.

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About ExcellAfric Development Center

ExcellAfric Development Center (EADC) is a Nairobi-based provider of training, consultancy and coaching to businesses, public institutions and individuals in many countries across Africa and beyond. Our programmes build the skills and knowledge that organisations need to perform, adapt and grow.

> **Our Vision:** To be a leading provider of training and consultancy for intellectual capital development and organisational performance in public and private institutions in Africa and beyond.
>
> **Our Mission:** To equip, develop and sustain organisations with intellectual, social and quality human capital through capacity building, training, coaching, research and innovation in the agile environment.

This 2027 Training Calendar sets out programmes in **13 areas**, from leadership, HR and project management to central banking, security, GIS and mental health. Programmes combine classroom sessions, group discussion, case studies and practical exercises, so that participants can apply what they learn directly to their work.

The training venue is **agreed with each client**: programmes can be held locally or internationally, including **in-house** at your own premises, with a duration that suits your team. To enrol, email **info@excellafricdevcenter.com** or call/WhatsApp **+254 743 193 107**.

How to Use This Calendar

COURSE CODES

Each programme has a code made of its area prefix and a number (e.g. LM07). Quote it when you enrol.

DURATION

5-day programmes run Monday to Friday. Programmes of 5–10 days run as a two-week block; a 5-day version can be arranged.

VENUE

Venues are agreed with each client. Programmes can be delivered locally or internationally, including in-house at your own premises.

DATES

Each programme card links to its page on excellafricdevcenter.com, which shows the current training schedule. Click the link to check dates and book.

Programme Areas

Programme Area	Code
Leadership & Management	LM
Human Resource Management	HR
Project Management	PM
Audit & Risk Management	ARM
Procurement & Supply Chain Management	PSC
Contract Law & Management	CLM
Central Banking	CBC
Security Training	SEC
GIS and Remote Sensing	GIS
Humanitarian	HUM
Mental Health and Psychoeducation	MH
Climate Change & Environment	CC
Agriculture	AGR

LEADERSHIP & MANAGEMENT

LM

CORPORATE COMMUNICATION & PUBLIC RELATIONS: (LM01)

Course Objective:
To equip participants to manage organisational communication, build strong stakeholder relationships and protect the corporate image.

Target Group:
Communication, PR, stakeholder engagement and brand staff.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STRATEGIC PLANNING, KPI DEVELOPMENT AND ORGANIZATIONAL PERFORMANCE MANAGEMENT: (LM02)

Course Objective:
To help institutions turn strategy into measurable performance through strategic plans, KPIs, scorecards and performance reviews.

Target Group:
Staff responsible for strategic planning, performance measurement and organisational performance.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PUBLIC RELATIONS AND CUSTOMER CARE COURSE: (LM03)

Course Objective:
To build the skills and strategies needed to deliver excellent customer service and manage public relations effectively.

Target Group:
Customer service, front-line, sales and PR officers.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CORPORATE GOVERNANCE COURSE FOR BOARD MEMBERS & DIRECTORS: (LM04)

Course Objective:
To strengthen board members' and directors' understanding of how organisations are directed and controlled, and of accountability and transparency to stakeholders.

Target Group:
Current and aspiring board members, C-suite executives, governance professionals.

Duration: 2 weeks

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

INTRODUCTION TO SAFEGUARDING FOR CIVIL SOCIETY ORGANIZATIONS: (LM05)

Course Objective:
To give participants the principles, practices and frameworks of safeguarding needed to protect vulnerable people.

Target Group:
Board members, senior leadership and safeguarding staff in CSOs.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

BIG DATA ANALYTICS/DATA SCIENCE COURSE: (LM06)

Course Objective:
To introduce the core concepts, techniques and tools of data analysis that drive data-driven decision making.

Target Group:
Professionals moving into data roles, business professionals, students.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

LEADERSHIP EFFECTIVENESS AND ORGANIZATIONAL PERFORMANCE WORKSHOP: (LM07)

Course Objective:
To equip leaders with the skills to improve their effectiveness and drive high performance in their organisations.

Target Group:
Managers, supervisors, team leaders, executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STORES & WAREHOUSE MANAGEMENT PROGRAM: (LM08)

Course Objective:
To build the skills needed to manage the storage and distribution of goods efficiently.

Target Group:
Warehouse, inventory, logistics and supply chain managers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

DOCUMENTS COMPLIANCE AND RECORDS MANAGEMENT: (LM09)

Course Objective:
To equip participants to manage documents, records and information in line with compliance requirements.

Target Group:
Records and information managers, compliance and legal staff, document controllers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MANAGEMENT & LEADERSHIP SKILLS FOR EXECUTIVE SECRETARIES & ADMINISTRATIVE ASSISTANTS: (LM10)

Course Objective:
To strengthen the management and leadership abilities of executive secretaries and administrative assistants.

Target Group:
Executive secretaries, administrative and personal assistants, office managers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STRATEGIC CHANGE MANAGEMENT WORKSHOP: (LM11)

Course Objective:
To equip participants to lead and manage strategic change initiatives effectively.

Target Group:
Change managers, senior and middle managers, HR and project staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROJECT MANAGEMENT COURSE: (LM12)

Course Objective:
To build practical skills to plan, run and close projects successfully in a fast-changing environment.

Target Group:
Aspiring and junior project managers, team leaders, entrepreneurs.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

BEYOND THE EXECUTIVE ASSISTANT TRAINING: (LM13)

Course Objective:
To introduce advanced techniques and strategies that raise the effectiveness of experienced executive assistants.

Target Group:
Experienced executive assistants.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

TRANSFORMATIONAL CHANGE AND LEADERSHIP EFFECTIVENESS: (LM14)

Course Objective:
To develop strategies for leading transformational change and building a culture of continuous improvement.

Target Group:
Mid-level and senior managers, change agents.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

WORKSHOP ON CREATIVE LEADERSHIP AND INNOVATIVE MANAGEMENT: (LM15)

Course Objective:
To build the knowledge, skills and mindset to foster creativity and innovation in organisations.

Target Group:
Leaders, managers and supervisors driving innovation.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT COURSE: (LM16)

Course Objective:
To equip participants to manage and promote occupational health and safety in their organisations.

Target Group:
Health and safety professionals, managers, supervisors.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STRATEGIC HUMAN RESOURCE MANAGEMENT PROGRAM: (LM17)

Course Objective:
To give participants a full understanding of the strategic role of HR in organisations.

Target Group:
HR professionals and managers responsible for strategic HRM.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PROGRAM: (LM18)

Course Objective:
To cover the core principles, practices and strategies of human resource management and development.

Target Group:
HR professionals, managers, supervisors.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

HR FOR NON-HR PROFESSIONALS COURSE: (LM19)

Course Objective:
To give non-HR managers a working understanding of essential HR concepts and practices.

Target Group:
Line managers and others with HR duties.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ADVANCED BIG DATA ANALYTICS/DATA SCIENCE COURSE: (LM20)

Course Objective:
To deepen participants' command of advanced concepts, techniques and tools in big data analytics and data science.

Target Group:
Data analysts, data scientists, IT professionals with big data basics.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

HUMAN RESOURCE MANAGEMENT AND EVALUATION COURSE: (LM21)

Course Objective:
To build understanding of the strategic importance of HR and how to evaluate HR performance.

Target Group:
HR professionals, managers, supervisors, team leaders.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

DECISION MAKING AND PLANNING SKILLS COURSE: (LM22)

Course Objective:
To equip participants with techniques to make effective decisions and develop sound plans.

Target Group:
Managers, supervisors and team leaders who make decisions and plans.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

COACHING AND MENTORING IN ORGANIZATIONS COURSE: (LM23)

Course Objective:
To build the skills and techniques needed to coach and mentor staff effectively.

Target Group:
Managers, team leaders, HR staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CHANGE MANAGEMENT AND BUILDING WORKING TEAMS: (LM24)

Course Objective:
To equip participants to manage organisational change and build high-performing teams.

Target Group:
Managers, team leaders, change agents.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PRE-RETIREMENT TRAINING: (LM25)

Course Objective:
To prepare staff nearing retirement with the knowledge and resources to plan a successful transition.

Target Group:
Staff approaching retirement.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SECRETARIES AND ADMINISTRATIVE ASSISTANTS TRAINING: (LM26)

Course Objective:
To build the essential skills secretaries and administrative staff need to perform effectively and efficiently.

Target Group:
Secretaries, administrative assistants, office support staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CORPORATE GOVERNANCE AND LEADERSHIP COURSE: (LM27)

Course Objective:
To build understanding of corporate governance principles, practices and leadership strategies.

Target Group:
Board members, directors, senior executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

RECORDS, DOCUMENTS AND ARCHIVE MANAGEMENT PROGRAM: (LM28)

Course Objective:
To equip participants to manage records, documents and archives effectively.

Target Group:
Records managers, archivists, document controllers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

EFFECTIVE CUSTOMER SERVICE, INTERPERSONAL SKILLS AND PUBLIC RELATIONS: (LM29)

Course Objective:
To develop excellent customer service, strong interpersonal skills and effective public relations.

Target Group:
Customer service, front-line, sales and PR staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MANAGEMENT OF SECURITY IN BANKS AND FINANCIAL INSTITUTIONS: (LM30)

Course Objective:
To provide practical skills in managing security in banks and financial institutions.

Target Group:
Bank staff, security professionals, IT and cybersecurity experts.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

EFFECTIVE COMMUNICATION AND REPORT WRITING COURSE: (LM31)

Course Objective:
To improve communication skills and the ability to write clear, concise and impactful reports.

Target Group:
Professionals at all levels.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

LEADING HIGH PERFORMING TEAMS COURSE: (LM32)

Course Objective:
To equip leaders to lead and manage teams for optimal performance and results.

Target Group:
Leaders, managers and supervisors of teams.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SENIOR MANAGEMENT DEVELOPMENT PROGRAM: (LM33)

Course Objective:
To give senior executives the knowledge, skills and strategic mindset to excel in leadership roles.

Target Group:
Senior executives and managers moving into senior roles.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

NEW MANAGERS DEVELOPMENT PROGRAM: (LM34)

Course Objective:
To give newly appointed managers the essential knowledge, skills and tools to succeed.

Target Group:
Newly promoted managers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

DEVELOPING STRATEGIC SKILLS FOR ORGANIZATIONAL IMPROVEMENT PROGRAM: (LM35)

Course Objective:
To equip participants to develop and implement strategic initiatives that improve organisational performance.

Target Group:
Managers and professionals in strategic planning.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

LABOUR LAWS COURSE: (LM36)

Course Objective:
To give participants a clear understanding of the legal framework governing employment relationships and labour rights.

Target Group:
HR professionals, managers, supervisors.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

LEADERSHIP INNOVATION AND CHANGE MANAGEMENT COURSE: (LM37)

Course Objective:
To equip leaders to drive innovation and lead successful change initiatives.

Target Group:
Leaders and managers driving innovation and change.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STRATEGIC LEADERSHIP AND MANAGEMENT COURSE FOR SENIOR MANAGERS: (LM39)

Course Objective:
To equip senior managers to lead their organisations in a dynamic and competitive environment.

Target Group:
Senior managers and executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CONFLICT MANAGEMENT AND EMOTIONAL INTELLIGENCE COURSE: (LM38)

Course Objective:
To build the skills to manage and resolve workplace conflict using emotional intelligence.

Target Group:
Professionals at all levels.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

EFFECTIVE SUPERVISION AND BUILDING WORKING TEAMS COURSE: (LM40)

Course Objective:
To give supervisors and managers the skills to lead and build effective working teams.

Target Group:
Supervisors, team leaders, managers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

HUMAN RESOURCE MANAGEMENT

HR

OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE WELLBEING: (HR01)

Course Objective:
To equip participants to promote a safe, healthy and supportive workplace, covering hazards, risk assessment, wellbeing and safety culture.

Target Group:
HR managers and officers, OHS officers, wellness and welfare officers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REMOTE, HYBRID AND FLEXIBLE WORKFORCE MANAGEMENT: (HR02)

Course Objective:
To equip HR professionals and managers to manage remote, hybrid and flexible workforces effectively.

Target Group:
HR managers, HR business partners, operations managers.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STRESS MANAGEMENT, BURNOUT PREVENTION AND RESILIENCE AT WORK: (HR03)

Course Objective:
To help staff and leaders recognise stress, understand burnout risk, strengthen coping strategies and build healthier work practices.

Target Group:
Professionals, managers and employees at all levels.

Duration: 2–3 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROJECT MANAGEMENT

PM

PROJECT PLANNING, DESIGN AND DEVELOPMENT: (PM01)

Course Objective:
To equip participants to identify project opportunities, develop viable concepts and design effective project plans.

Target Group:
Staff who identify, plan, design and write proposals for projects.

Duration: 3–5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROJECT MANAGEMENT FOR NGOS AND DEVELOPMENT PROGRAMMES: (PM02)

Course Objective:
To build the skills needed to manage development projects funded by governments, donors, foundations and NGOs.

Target Group:
NGO project designers, managers and M&E staff.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROGRAMME EVALUATION AND IMPACT ASSESSMENT: (PM03)

Course Objective:
To equip participants to plan and conduct credible programme evaluations and assess outcomes, impact, efficiency and sustainability.

Target Group:
Staff who plan, fund, evaluate or use evidence from programmes.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

DATA VISUALIZATION, DASHBOARDS AND EVIDENCE COMMUNICATION: (PM04)

Course Objective:
To enable participants to turn complex programme and M&E data into clear dashboards, visual reports and evidence products.

Target Group:
Staff who analyse, report and communicate programme data.

Duration: 3–5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PUBLIC SECTOR MONITORING, EVALUATION AND PERFORMANCE MANAGEMENT: (PM05)

Course Objective:
To strengthen results-based planning, performance management and M&E systems in government and public institutions.

Target Group:
Public-sector planning, M&E and performance staff.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ADVANCED M&E: QUANTITATIVE AND QUALITATIVE DATA SKILLS: (PM06)

Course Objective:
To develop advanced quantitative and qualitative research skills for M&E professionals.

Target Group:
M&E officers, data analysts, research officers, evaluation specialists.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MONITORING AND EVALUATION FOR DONOR-FUNDED PROJECTS: (PM07)

Course Objective:
To equip participants to build M&E systems that meet donor expectations and support learning and adaptive management.

Target Group:
M&E specialists, project and programme managers, MEAL officers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ADVANCED MONITORING AND EVALUATION FOR DEVELOPMENT RESULTS: (PM08)

Course Objective:
To equip participants to design, implement and strengthen M&E systems for development programmes.

Target Group:
Project and programme managers, M&E and MEAL specialists.

Duration: 3, 5 or 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

AUDIT & RISK MANAGEMENT

ARM

PRINCIPLES OF ACCOUNTS PAYABLE AND RECEIVABLE MANAGEMENT: (ARM01)

Course Objective:
To build a solid understanding of the principles and practices of accounts payable and accounts receivable management.

Target Group:
AP/AR clerks, finance and accounting staff, small business owners.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

FINANCIAL REPORTING AND ANALYSIS COURSE: (ARM02)

Course Objective:
To build skills in interpreting and evaluating financial information to support informed decisions.

Target Group:
Financial analysts, accountants, policy advisors, economists.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REPORT WRITING FOR INTERNAL AUDITORS COURSE: (ARM03)

Course Objective:
To equip auditors to communicate audit findings and recommendations through clear, impactful reports.

Target Group:
Internal audit, compliance and risk staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

INFORMATION SYSTEMS & IT RISK MANAGEMENT COURSE: (ARM04)

Course Objective:
To cover the principles, methods and best practices for managing information systems and IT risk.

Target Group:
IT risk, information security, IT governance and audit staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ENTERPRISE RISK MANAGEMENT COURSE: (ARM05)

Course Objective:
To cover the principles, methods and best practices for managing risk across the whole organisation.

Target Group:
Risk, strategy, audit, compliance and executive staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

RISK MANAGEMENT AND STRENGTHENING INTERNAL CONTROLS IN BANKS: (ARM06)

Course Objective:
To strengthen risk management practices and internal controls in banks.

Target Group:
Bank risk, compliance, audit and control staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ANTI-MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM COURSE: (ARM07)

Course Objective:
To build understanding of AML/CFT concepts, regulations and best practices.

Target Group:
Financial institution, regulator, law enforcement and compliance staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

BUSINESS CONTINUITY MANAGEMENT (BCM) AND DISASTER PREPAREDNESS COURSE: (ARM08)

Course Objective:
To equip participants to develop and implement business continuity and disaster preparedness strategies.

Target Group:
Risk, crisis, continuity and disaster management staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROCUREMENT & SUPPLY CHAIN MANAGEMENT

PSC

CONTRACT DRAFTING, NEGOTIATION SKILLS AND PROCUREMENT MANAGEMENT: (PSC01)

Course Objective:
To build practical skills in contract drafting, negotiation and procurement management.

Target Group:
Contract managers, procurement and sourcing staff, legal professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PURCHASING AND SUPPLY CHAIN MANAGEMENT: (PSC02)

Course Objective:
To strengthen skills across planning, sourcing, procurement, logistics and distribution of goods and services.

Target Group:
Procurement staff, internal auditors, procurement committee members.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

A MODERN APPROACH TO PROCUREMENT COURSE: (PSC03)

Course Objective:
To build a strategic, modern approach to acquiring goods, services and resources efficiently.

Target Group:
Procurement, sourcing and supply chain professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PUBLIC PROCUREMENT AND DISPOSAL FOR TENDER, PROCUREMENT AND EVALUATION COMMITTEES: (PSC04)

Course Objective:
To equip committee members with the knowledge to manage public procurement and disposal processes correctly.

Target Group:
Tender, procurement and evaluation committee members.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

STORES MANAGEMENT COURSE: (PSC05)

Course Objective:
To equip participants to manage inventory and stores effectively.

Target Group:
Warehousing, logistics, supply chain and retail staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

COMPLETE PROCUREMENT CYCLE TRAINING: (PSC06)

Course Objective:
To give a full understanding of the end-to-end procurement process, from identifying needs to contract management.

Target Group:
Procurement, project and supply chain professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

DEVELOPING FIT FOR PURPOSE TENDER DOCUMENTS COURSE: (PSC07)

Course Objective:
To equip participants to prepare tender documents that meet the specific needs of each procurement.

Target Group:
Business owners, project managers, procurement and bidding staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CONTRACT LAW & MANAGEMENT

CLM

PROFESSIONAL CONTRACT MANAGEMENT AND ADMINISTRATION: (CLM01)

Course Objective:
To develop practical skills for managing contracts from execution to completion, controlling obligations, payments, risks and changes.

Target Group:
Staff who administer and monitor contracts day to day.

Duration: 3–5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CONTRACT PERFORMANCE MANAGEMENT, KPIS AND SERVICE-LEVEL AGREEMENTS: (CLM02)

Course Objective:
To equip participants to measure and manage contract performance using KPIs, service levels, milestones and scorecards.

Target Group:
Staff who manage and evaluate contract performance.

Duration: 3 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CONTRACT CLAIMS MANAGEMENT AND DISPUTE RESOLUTION: (CLM03)

Course Objective:
To equip participants to identify, document, negotiate and resolve contractual claims and disputes early.

Target Group:
Contract managers, claims managers, commercial managers.

Duration: 3–5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CENTRAL BANKING

CBC

INTERMEDIATE COURSE FOR BANK EXAMINERS: (CBC01)

Course Objective:
To deepen the skills of bank examiners and supervisors in examining and supervising financial institutions.

Target Group:
Bank examiners, supervisors, risk management professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

FOUNDATION COURSE FOR BANK EXAMINERS/FINANCIAL ANALYSTS: (CBC02)

Course Objective:
To equip new and experienced bank examiners with the essential knowledge and skills of financial regulation.

Target Group:
Financial regulators and supervisors, bank staff, auditors.

Duration: 5–8 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PRACTICAL APPLICATION OF IFRS COURSE: (CBC03)

Course Objective:
To equip participants to apply International Financial Reporting Standards in practical reporting situations.

Target Group:
Accountants, auditors, financial reporting staff.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REGIONAL ECONOMICS INTEGRATION PROGRAM: (CBC04)

Course Objective:
To explore the theories, dynamics and implications of regional economic integration.

Target Group:
Economists, government officials and policymakers, business executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MONETARY POLICY IMPLEMENTATION COURSE: (CBC05)

Course Objective:
To explain how central banks implement monetary policy decisions in practice.

Target Group:
Central bank, treasury and finance ministry staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MACROECONOMIC DIAGNOSTICS & MANAGEMENT COURSE: (CBC06)

Course Objective:
To strengthen participants' ability to analyse and evaluate the performance of national economies.

Target Group:
Middle and senior central bank officials (research, supervision, markets).

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SECURITY TRAINING

SEC

CYBER SECURITY TRAINING: (SEC01)

Course Objective:
To build practical knowledge of how to protect systems, networks and data from cyber threats.

Target Group:
IT professionals, security analysts, network engineers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ACCESS CONTROL AND PHYSICAL SECURITY: (SEC02)

Course Objective:
To build skills in designing and managing access control and physical security measures.

Target Group:
Security professionals, IT security staff, law enforcement.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SECURITY FOR CASH IN TRANSIT PROGRAM: (SEC03)

Course Objective:
To train staff involved in moving cash, valuables and high-risk assets to do so securely.

Target Group:
CIT and security personnel, law enforcement, risk managers.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SECURITY SURVEYING & DESIGN TRAINING: (SEC04)

Course Objective:
To equip participants to conduct security surveys, assess risks and design effective protective measures.

Target Group:
Security, risk assessment and facility managers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SECURITY INTELLIGENCE MANAGEMENT & COUNTER TERRORISM TRAINING: (SEC05)

Course Objective:
To build the knowledge and skills needed to manage security intelligence and counter terrorist threats.

Target Group:
Security managers, intelligence analysts, law enforcement.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GIS AND REMOTE SENSING

GIS

INSTRUCTIONAL GIS IMPLEMENTATION COURSE: (GIS01)

Course Objective:
To equip trainers and educators to integrate GIS effectively into training and education programmes.

Target Group:
Corporate trainers, government and NGO staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GIS FOR URBAN PLANNING COURSE: (GIS02)

Course Objective:
To provide hands-on GIS skills tailored to urban planning.

Target Group:
Urban planners, architects, engineers, government officials.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REMOTE SENSING APPLICATIONS COURSE: (GIS03)

Course Objective:
To build a deep understanding of remote sensing technologies and their applications.

Target Group:
Environmental and geospatial professionals, government and NGO staff.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GIS APPLICATION IN DISASTER RISK REDUCTION COURSE: (GIS04)

Course Objective:
To equip participants to use GIS for hazard mapping, modelling and disaster risk reduction.

Target Group:
Disaster risk reduction professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REMOTE SENSING AND GIS: (GIS05)

Course Objective:
To equip participants to use remote sensing and GIS to address climate change, food security and agricultural challenges.

Target Group:
Climate, agriculture and food security practitioners.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GIS ANALYSIS IN WATER, SANITATION AND HYGIENE (WASH) COURSE: (GIS06)

Course Objective:
To build skills in applying GIS to plan and manage water, sanitation and hygiene programmes.

Target Group:
WASH professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REMOTE SENSING AND GIS IN MULTI-HAZARD EARLY WARNING SYSTEMS COURSE: (GIS07)

Course Objective:
To build capacity to design, manage and improve people-centred multi-hazard early warning systems.

Target Group:
Disaster risk management and emergency response staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

ADVANCED WEB-BASED MAPPING APPLICATIONS USING OPEN SOURCE GIS TOOLS: (GIS08)

Course Objective:
To develop in-depth skills in building advanced web mapping applications with open source GIS tools.

Target Group:
Staff with basic GIS who want to build web maps.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

WEB BASED GIS AND MAPPING COURSE: (GIS09)

Course Objective:
To teach participants to build a GIS web portal using open source tools from end to end.

Target Group:
GIS professionals and web developers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GIS SPATIAL DATA ANALYSIS COURSE: (GIS10)

Course Objective:
To build skills in spatial data analysis for planning, infrastructure, markets and impact analysis.

Target Group:
Researchers, data analysts, GIS professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

REMOTE SENSING AND GIS FOR PUBLIC HEALTH AND EPIDEMIOLOGY TRAINING: (GIS11)

Course Objective:
To show how remote sensing and GIS can support public health and epidemiological research.

Target Group:
Public health and epidemiology professionals.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

INTRODUCTION TO GIS USING ARCGIS AND QGIS COURSE: (GIS12)

Course Objective:
To introduce GIS concepts and build hands-on skills in both ArcGIS and QGIS.

Target Group:
People new to GIS.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

HUMANITARIAN

HUM

HUMAN RESOURCE DESIGN AND IMPLEMENTATION TRAINING: (HUM01)

Course Objective:
To equip participants to design and implement HR policies and strategies.

Target Group:
Staff who develop and run HR systems.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

COMPENSATION AND BENEFIT MANAGEMENT COURSE: (HUM02)

Course Objective:
To build skills in designing compensation and benefits that attract, retain and motivate talent.

Target Group:
HR professionals, compensation and benefits managers, HR consultants.

Duration: 10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

TRAUMA SUPPORT AND COUNSELING COURSE: (HUM03)

Course Objective:
To equip participants to identify people exposed to traumatic events and provide immediate trauma support.

Target Group:
Psychologists, counsellors, social workers, trauma and crisis workers.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

SEXUAL HARASSMENT AT THE WORKPLACE TRAINING: (HUM04)

Course Objective:
To raise awareness of workplace sexual harassment and build strategies for prevention and response.

Target Group:
Employees, managers, supervisors, HR staff.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

COMMUNICATION, PUBLIC SPEAKING & ETIQUETTE TRAINING: (HUM05)

Course Objective:
To strengthen communication, public speaking and professional etiquette skills.

Target Group:
Anyone who wants to communicate better at work and in public.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PROJECT PROPOSAL AND REPORT WRITING SKILLS COURSE: (HUM06)

Course Objective:
To equip participants to write effective project proposals and comprehensive reports.

Target Group:
Professionals, researchers, entrepreneurs, students.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

TRANSFORMATIONAL LEADERSHIP FOR EFFECTIVE MANAGEMENT: (HUM07)

Course Objective:
To develop transformational leadership skills for effective management.

Target Group:
Managers, team leaders, supervisors, executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

PERFORMANCE MANAGEMENT FOR RAPID RESULTS INITIATIVE PROGRAM: (HUM08)

Course Objective:
To apply the Rapid Results approach to drive quick, measurable improvements in performance.

Target Group:
Managers, team leaders, executives.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

GENDER-BASED VIOLENCE (GBV), MAINSTREAMING, ANALYSIS & PLANNING GENDER IN HUMANITARIAN ACTION: (HUM09)

Course Objective:
To build skills in GBV prevention, gender mainstreaming and gender analysis in humanitarian action.

Target Group:
Humanitarian, gender and protection practitioners.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MENTAL HEALTH AND PSYCHOEDUCATION

MH

COMMUNITY MENTAL HEALTH PROMOTION AND PREVENTION: (MH01)

Course Objective:
To build skills in community-level mental health promotion, prevention, early identification and referral.

Target Group:
Mental health, community development and public health practitioners.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MONITORING, EVALUATION AND LEARNING FOR MENTAL HEALTH & PSYCHOSOCIAL SUPPORT PROGRAMMES: (MH02)

Course Objective:
To equip participants to measure the reach, quality, outcomes and learning of mental health and psychosocial support programmes.

Target Group:
Staff who design, run and evaluate MHPSS programmes.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

MENTAL HEALTH FOR MANAGERS, SUPERVISORS AND HR PROFESSIONALS: (MH03)

Course Objective:
To help managers and HR staff identify wellbeing concerns, handle sensitive conversations and set up support pathways.

Target Group:
People managers, employee relations and wellbeing staff.

Duration: 2–3 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CLIMATE CHANGE & ENVIRONMENT

CC

CLIMATE CHANGE, BIODIVERSITY & NATURE-BASED SOLUTIONS: (CC01)

Course Objective:
To explore climate change, biodiversity loss and how nature-based solutions support adaptation and mitigation.

Target Group:
Climate, environment, conservation and sustainability practitioners.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

CLIMATE CHANGE & RENEWABLE ENERGY TRANSITION: (CC02)

Course Objective:
To prepare organisations to manage the risks and opportunities of climate change and the shift to renewable energy.

Target Group:
Energy, sustainability and climate decision-makers.

Duration: 5 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

AGRICULTURE

AGR

QUANTITATIVE DATA MANAGEMENT AND ANALYSIS WITH SAS: (AGR01)

Course Objective:
To equip participants to manage and analyse quantitative data using SAS software.

Target Group:
Researchers and analysts working with quantitative data.

Duration: 5–10 days

Venue: As agreed with the client (local or international)

Dates: View training dates online ›

Course Fee: On request

Building intellectual, social and quality human capital for organisations in Africa and beyond.

EXCELLAFRIC DEVELOPMENT CENTER (EADC)

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