

2023

LIST OF COURSE TITLES AND PRICES

COURSE TITLE	FEEES
FINANCE AND ACCOUNTING COURSES	
BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	
STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	150,000
STRATEGIC FINANCIAL AND ACCOUNTING SKILLS	200,000
EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	150,000
FINANCIAL ANALYSIS AND REPORTING USING IFRS	200,000
BUDGETING, FORECASTING AND THE PLANNING PROCESS	200,000
BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	250,000
COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	150,000
ADVANCED FINANCIAL MANAGEMENT PLANNING, IMPLEMENTATION, REPORTING AND ANALYSIS FOR CORPORATE ORGANIZATIONS	150,000
ADVANCED RISK - BASED AUDITING	
EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	200,000
EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	175,000
ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	200,000
PROCUREMENT AND SUPPLY COURSES	
MODERN PURCHASING AND CONTRACT MANAGEMENT	200,000
CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	150,000
MASTERING SUPPLY CHAIN MANAGEMENT	250,000
TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR PROCUREMENT OFFICERS	150,000
HUMAN RESOURCS AND ADMIN COURSES	
ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	200,000
EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	200,000
TRAIN THE TRAINER – MANAGING VIRTUAL AND PHYSICAL CLASSES	150,000

COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	200,000
INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	150,000
COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	200,000
EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	150,000
COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	150,000
ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	200,000
EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	150,000
MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	
STRESS MANAGEMENT WORKSHOP FOR MIDDLE LEVEL MANAGERS	200,000
PERFORMANCE MANAGEMENT SYSTEM BEST PRACTICE	150,000
PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	150,000
DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	200,000
TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	150,000
INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	200,000
COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	150,000
ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	150,000
PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	150,000
ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	150,000
BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	200,000
ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	150,000
NEGOTIATION AND CONFLICT MANAGEMENT IN	200,000

ORGANIZATIONS	
STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	200,000
EVALUATION, MEASURING FOR IMPACT AND RESULT	200,000
EFFECTIVE MAINTENANCE MANAGEMENT IN THE POWER SECTOR	
SALES, MARKETING AND CUSTOMER RELATIONS COURSES	
CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	200,000
FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON MARKETING PROFESSIONALS	200,000
EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	150,000
SALES NEGOTIATION STRATEGIES TRAINING	150,000
SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	150,000
ENTREPRENEURSHIP COURSES	
BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	200,000
SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	200,000
ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	150,000
FINANCIAL ANALYSIS AND FORECASTING SKILLS FOR BUSINESS DEVELOPMENT	200,000
BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	150,000