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## GENDER EMPOWERMENT TRAINING COURSE

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	International Delegates (US\$)
Gender Development	01 June – 20 June	Accra	4000.00	5000.00
Gender & Diversity in Management	01 June – 20 June	Accra	4000.00	5000.00
Women Empowerment	01 June – 20 June	Accra	4000.00	5000.00
Women in Leadership & International Development	01 June – 20 June	Accra	4000.00	5000.00
Introduction to Gender and Development	01 July – 30 July	Accra	4000.00	5000.00
Gender Development Issues	01 June – 20 June	Accra	4000.00	5000.00
Gender Roles and Relations	01 July – 30 July	Accra	4000.00	5000.00
Gender Analysis and Policy Development	01 July – 30 July	Accra	4000.00	5000.00
Gender Mainstreamin	01 Aug – 30 Aug	Accra	4000.00	5000.00
Gender Monitoring and Evaluation	01 Aug – 30 Aug	Accra	4000.00	5000.00
Mainstreaming Gender into Project Cycle Management	01 Aug – 30 Aug	Accra	4000.00	5000.00
Project Development & Management from a Gender Perspective	01 Sept – 30 Sept	Accra	4000.00	5000.00
Human Rights and Social Justice	01 Sept – 30 Sept	Accra	4000.00	5000.00
International Human Rights and Humanitarian Law	01 Sept – 30 Sept	Accra	4000.00	5000.00
Mainstreaming Gender into Community Based Disaster Risk Management	01 Oct – 30 Oct	Accra	4000.00	5000.00
Community Development	01 Oct – 30 Oct	Accra	4000.00	5000.00
Gender Based Violence	01 Oct – 30 Oct	Accra	4000.00	5000.00

## PROJECT, & FACILITY MANAGEMENT TRAINING COURSE

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	International Delegates (US\$)
Project Financial Engineering	01 June – 20 June	Accra	8000.00	5000.00
Oil, Gas & Mining Project Financing	01 June – 20 June	Accra	7000.00	4800.00
Conventional & Renewable Power Project Financing	01 June – 20 June	Accra	9000.00	5700.00
Infrastructure Project Finance	01 July – 30 July	Accra	8123.00	5792.00
Project Development Planning	01 July – 30 July	Accra	5000.00	6300.00
Project Development Planning	01 July – 30 July	Accra	5000.00	6300.00
Project Outsourcing Management	01 July – 30 July	Accra	5000.00	6100.00
Management & Control of Donor Funded Projects	01 July – 30 July	Accra	5500.00	6700.00
Facility Management Engineering	01 Aug – 30 Aug	Accra	5000.00	6300.00
Facility Finance Engineering	01 Aug – 30 Aug	Accra	5210.00	6523.00
Project Engineering Management	01 Aug – 30 Aug	Accra	4250.00	5598.00

Project Leadership Management	01 Aug – 30 Aug	Accra	4257.00	5588.00
Educational Project	01 Aug – 30 Aug	Accra	4000.00	5000.00
Project Preparation, Analysis, Feasibility, And Financing	01 Sept – 30 Sept	Accra	9000.00	5700.00
Project Preparation to Bridge The Infrastructure Gap	01 Sept – 30 Sept	Accra	8123.00	5792.00
Project Development For Power And Renewable Energy	01 Sept – 30 Sept	Accra	5000.00	6300.00
Project Management	01 Sept – 30 Sept	Accra	4700.00	6100.00
Project Finance Techniques: Applications & Recent Developments	01 Sept – 30 Sept	Accra	5500.00	6700.00
Public Private Partnerships & Infrastructure Finance	01 Oct – 30 Oct	Accra	5000.00	6300.00
Public Private Partnerships & Infrastructure Finance	01 Oct – 30 Oct	Accra	8123.00	5792.00
Project Monitoring & Evaluation	01 Oct – 30 Oct	Accra	8123.00	5792.00
Facilitation Agreement & Other Important Customs Issues, Negotiation of Trade Agreements	01 Oct – 30 Oct	Accra	8123.00	5792.00

### PROJECT MANAGEMENT & IMPLEMENTATION TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PM01	Advanced Project Management Certification	01 June – 20 June	Accra	2500.00	3600.00
PM02	Advanced Negotiation Skills for Project Managers	01 June – 20 June	Accra	2500.00	3600.00
PM03	Project Management Office (PMO) : Setting up, Structure, Roles and Responsibilities	01 June – 20 June	Accra	2500.00	3600.00
PM04	Project Management Course for Beginners	01 June – 20 June	Accra	2500.00	3600.00
PM05	Information Technology Project Management Course	01 June – 20 June	Accra	2500.00	3600.00
PM06	Oil and Gas Project Management Course	01 June – 20 June	Accra	2500.00	3600.00
PM07	Microsoft Project (MS Project) Course	01 June – 20 June	Accra	2500.00	3600.00
PM08	PRINCE2 Practitioner Course	01 July – 30 July	Accra	2500.00	3600.00
PM09	Project Management Professional (PMP)	01 July – 30 July	Accra	2500.00	3600.00
PM10	Project Management Certification Course	01 July – 30 July	Accra	2500.00	3600.00
PM11	Project Risk Management Certification	01 July – 30 July	Accra	2500.00	3600.00



PM12	Project Management Certification (PMBOK)	01 July – 30 July	Accra	2500.00	3600.00
PM13	PMP Exam Preparation Course	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM14	Organizational Project Management Maturity Model (OPM3)	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM15	Project Planning and Control	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM16	Primavera P6 Basic Certification Course	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM17	Primavera P6 Advanced Certification Course	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM18	Primavera Risk Analysis Course	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM19	Primavera Contract Management Training	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM20	Earned Value Management (EVM) in Primavera	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM21	Asta Powerproject Training	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM22	TILOS Software Training	01 Sept – 30 Sept	Accra	2500.00	3600.00
PM23	P3M3 Certification (Portfolio, Programme and Project Management Maturity Model)	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM24	Benefits Realisation Management Masterclass	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM25	Business Analysis and Project Management Certification	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM26	Portfolio Management Certification Course	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM27	Agile Scrum Master Certification	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM28	Construction Delay Analysis Masterclass	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM29	Economic and Technical Evaluation of Projects	01 Oct – 30 Oct	Accra	2500.00	3600.00
PM30	Monitoring and Evaluation (M&E) Certification Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM31	Mini MBA in Project Management	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM32	Construction Project Management Masterclass	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM33	Project Management Course for Engineers	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM34	Project Finance Certification Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM35	Certified Project Coordinator Course	01 Nov – 28 Nov	Accra	2500.00	3600.00

PM36	Certified Project Planner Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM37	Project Administration Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM38	Project Management Course for Architects	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM39	Project Control Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM40	Project Assessment and Evaluation Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM41	Certified Project Analyst Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM42	Agile Project Management Certification Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM43	Agile Coach Certification Course	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM44	Decision Making in Project Management	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM45	Lean Project Management Certification	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM46	Project Commissioning Masterclass	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM47	Project Quality Management	01 Nov – 28 Nov	Accra	2500.00	3600.00
PM48	Technical Project Management Certification	01 Nov – 28 Nov	Accra	2500.00	3600.00

### AGRICULTURE & ENVIRONMENT TRAINING COURSES

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
			Ghanaian Delegates (¢)	International Delegates (US\$)
Programme Title	Four (4) Credit Hours Per Sections			
Rural Agriculture Development	01 June – 20 June	Accra	5798.00	6534.00
Environmental Management	01 Aug – 30 Aug	Accra	5351.00	6418.00
Natural Resource Management	01 Oct – 30 Oct	Accra	5467.00	6739.00
Drought & Food Security	01 July – 30 July	Accra	5134.00	6243.00

### ENERGY & HYDROPOWER TRAINING COURSES

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
			Ghanaian Delegates (¢)	International Delegates (US\$)
Programme Title	Four (4) Credit Hours Per Sections			
Electrical Power System Analysis	01 June – 20 June	Accra	6728.00	8798.00
Energy Efficiency Conservation & Public Policy	01 June – 20 June	Accra	6893.00	8982.00
Energy Planning & Data Collection	01 June – 20 June	Accra	6999.00	8919.00
Energy Project & Environmental Impact Assessment (EIA)	01 July – 30 July	Accra	6725.00	8891.00
Hydro Power Planning	01 July – 30 July	Accra	6728.00	8798.00
Power System Engineering	01 July – 30 July	Accra	6893.00	8982.00

Oil & Gas Legal, Regulatory Framework	01 July – 30 July	Accra	6653.00	8997.00
Petroleum Licensing & Negotiation	01 July – 30 July	Accra	6653.00	8997.00
Energy Framework Standards	01 Aug – 30 Aug	Accra	6781.00	8152.00
Energy Environmental Management, Accounting & Audit	01 Aug – 30 Aug	Accra	6983.00	8909.00
Energy Environmental Management	01 Aug – 30 Aug	Accra	6666.00	8899.00

## PETROLEUM (OIL & GAS) ENGINEERING TRAINING COURSES

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
			Ghanaian Delegates (¢)	International Delegates (US\$)
Programme Title	Four (4) Credit Hours Per Sections			
Maritime Engineering	01 June – 20 June	Accra	6000.00	8789.00
Oil and Gas Industry Risk Assessment	01 June – 20 June	Accra	6100.00	8599.00
Oil and Gas Management	01 June – 20 June	Accra	6543.00	8999.00
Oil & Gas Exploration and Production (E&P)	01 June – 20 June	Accra	6000.00	8789.00
Liquefied Natural Gas (LNG)	01 July – 30 July	Accra	6666.00	8899.00
LNG Fleet and Transportation Management	01 July – 30 July	Accra	6463.00	8982.00
Petroleum Geology & Geoscience Engineering	01 July – 30 July	Accra	6128.00	7817.00
Petroleum Engineering	01 July – 30 July	Accra	6000.00	8789.00
Petrochemical Engineering	01 July – 30 July	Accra	6543.00	8999.00
Oil and Gas Operational Safety	01 Aug – 30 Aug	Accra	6463.00	8982.00
Oil Refinery Operations	01 Aug – 30 Aug	Accra	6000.00	8789.00
Crude Oil Refined Products Trading	01 Aug – 30 Aug	Accra	6100.00	8599.00
Enhanced Oil Recovery (EOR)	01 Aug – 30 Aug	Accra	6160.00	8789.00
Gas Conditioning and Processing	01 Aug – 30 Aug	Accra	6098.00	8974.00
Hydrotreating and Hydrocracking Petroleum	01 Aug – 30 Aug	Accra	6715.00	8819.00
Energy Management	01 Aug – 30 Aug	Accra	6160.00	8789.00
Petrochemicals Industry Dynamics	01 Aug – 30 Aug	Accra	6463.00	8982.00
Oil Refinery & Petrochemical	01 Aug – 30 Aug	Accra	6983.00	8909.00
Petroleum Geology for Non-Geologists	01 Sept – 30 Sept	Accra	6715.00	8819.00
Oil & Gas Refinery Process Yield	01 Sept – 30 Sept	Accra	6463.00	8982.00
Petroleum Simultaneous Operations	01 Sept – 30 Sept	Accra	6981.00	8716.00
Subsea and Pipeline Engineering	01 Oct – 30 Oct	Accra	6625.00	8661.00
Petrochemical Industries Olefins & Polyolefins	01 Oct – 30 Oct	Accra	6111.00	8872.00

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
OG01	Marine Loading Arm, Terminal Operating and Management System	01 June – 20 June	Accra	5000.00	5500.00
OG02	Marine Accident and Incident Investigation and Reporting	01 June – 20 June	Accra	5000.00	5500.00
OG03	ILO Maritime Labour Convention (MLC), Regulations, Compliance and Seafarers Employment Agreement	01 June – 20 June	Accra	5000.00	5500.00
OG04	Oil and Gas Marine Tank Terminal & Jetty Operations	01 June – 20 June	Accra	5000.00	5500.00
OG05	Oil Spill Response, Management and Safety (On Scene Commander Level)	01 June – 20 June	Accra	5000.00	5500.00
OG06	Oil Spill Clean-up Methods, Response and Models (Supervisory Level)	01 June – 20 June	Accra	5000.00	5500.00
OG07	Permit to Work System Procedure in Oil and Gas Industry	01 June – 20 June	Accra	5000.00	5500.00
OG08	Oil and Gas Industry Risk Assessment, Accident and Incident Investigation Program	01 July – 30 July	Accra	5000.00	5500.00
OG09	Safety Maintenance of LPG Tanker and Jetty Operations	01 July – 30 July	Accra	5000.00	5500.00
OG10	Vetting Inspection for Oil Tankers, Ships, Vessels & Offshore Marine Units	01 July – 30 July	Accra	5000.00	5500.00
OG11	Mini MBA: Oil and Gas Management	01 July – 30 July	Accra	5000.00	5500.00
OG12	Energy Economics and Policy Masterclass	01 July – 30 July	Accra	5000.00	5500.00
OG13	Petroleum Economics, Project Evaluation, Risk and Decision Analysis Masterclass	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG14	Masterclass in International Oil and Gas Business Management	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG15	Global Upstream Oil and Gas Operations Certification	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG16	Global Downstream Oil and Gas Operations Certification	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG17	Fundamentals of Exploration and Production (E&P) of Oil and Gas	01 Sept – 30 Sept	Accra	5000.00	5500.00

OG18	Petroleum Refining Engineering: Process, Production Planning, Scheduling, Yield Optimisation and Economics	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG19	FPSO Vessel, Ship & Tanker: Design, Engineering and Operators in Oil and Gas	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG20	Oil and Gas Value Chain – Upstream, Midstream and Downstream	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG21	Liquefied Natural Gas (LNG) Value Chain	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG22	LNG Plant Operator Certification	01 Sept – 30 Sept	Accra	5000.00	5500.00
OG23	LNG Terminal and Terminal Process Operations	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG24	Global LNG Production, Markets, Demand, Prices, Technology and Economics	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG25	Mini MBA: LNG Plant and Terminal Operations	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG26	LNG Plant Safety	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG27	LNG Fleet and Transportation Management – Liquefied Natural Gas Carrier, Vessel, Tanker, Ship & Bunkering Facilities	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG28	LNG Industry: Gas Production, Plant Process and Engineering	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG29	Offshore Oil and Gas Engineering Certification Program	01 Oct – 30 Oct	Accra	5000.00	5500.00
OG30	Oil and Gas Industry Overview	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG31	Offshore Oil Rig Training	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG32	Petroleum Geology and Petroleum Geoscience Masterclass	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG33	Petroleum Engineering: Applied Drilling and Reservoir Management	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG34	Petroleum Exploration and Energy Production Process and Technology	01 Nov – 28 Nov	Accra	5000.00	5500.00



OG35	Certified Crude Oil Trading Analyst (Sampling, Testing and Evaluation)	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG36	Masterclass in Petroleum Engineering	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG37	Petroleum Engineering Principles, Calculations and Workflows	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG38	Energy Insurance Certification	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG39	LPG Terminal Design and Plant Operations Safety	01 Nov – 28 Nov	Accra	5000.00	5500.00
OG40	Petroleum Engineering for Non-Engineers	01 Nov – 28 Nov	Accra	5000.00	5500.00

### HUMAN RESOURCES MANAGEMENT TRAINING COURSES

CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
			Ghanaian Delegates (¢)	International Delegates (US\$)
Programme Title	Four (4) Credit Hours Per Sections			
Human Resource Management	01 June – 20 June	Accra	4000.00	5000.00
Human Resource and Performance Management	01 June – 20 June	Accra	4000.00	5000.00
Training Needs Analysis	01 June – 20 June	Accra	4000.00	5000.00
Public Sector Human Resource Training	01 June – 20 June	Accra	4000.00	5000.00
Human Resource Development and Training	01 July – 30 July	Accra	4000.00	5000.00
Leadership & Management in International Development	01 July – 30 July	Accra	4000.00	5000.00
Strategic & Policy Development	01 July – 30 July	Accra	4000.00	5000.00
Workplace Management & Recruitment	01 July – 30 July	Accra	4000.00	5000.00
Computerized Human Resource Management	01 July – 30 July	Accra	4000.00	5000.00
Human Resource Management and Payroll Administration	01 Aug – 30 Aug	Accra	4000.00	5000.00
Employee Engagement Training Course	01 Aug – 30 Aug	Accra	4000.00	5000.00
Developing Effective Performance Indicators	01 Aug – 30 Aug	Accra	4000.00	5000.00
Organisational Needs Assessment Programme	01 Aug – 30 Aug	Accra	4000.00	5000.00
Recruitment, Interview and Selection Training Course	01 Aug – 30 Aug	Accra	4000.00	5000.00
HR Audit Certification Training Course	01 Aug – 30 Aug	Accra	4000.00	5000.00

Behavioral Based Interview Training for Hiring Managers	01 Aug – 30 Aug	Accra	4000.00	5000.00
Developing Corporate and Organisational Culture Training Program	01 Aug – 30 Aug	Accra	4000.00	5000.00
Certification in Compensation and Benefits Management Training Course	01 Aug – 30 Aug	Accra	4000.00	5000.00
Developing Competency Framework Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
Competency Based Interviewing Skills Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
Cultural Awareness and Sensitivity Training	01 Sept – 30 Sept	Accra	4000.00	5000.00
Career Development and Succession Planning Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
Job Analysis and Job Evaluation Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
HRM01	360 Degree Feedback Assessment Certification Training Course	01 June – 20 June	Accra	4000.00	5000.00
HRM02	Employee Relations Specialist Training Course	01 June – 20 June	Accra	4000.00	5000.00
HRM03	Recruitment, Interview and Selection Training Course	01 June – 20 June	Accra	4000.00	5000.00
HRM04	HR Audit Certification Training Course	01 June – 20 June	Accra	4000.00	5000.00
HRM05	Behavioral Based Interview Training for Hiring Managers	01 June – 20 June	Accra	4000.00	5000.00
HRM06	Developing Corporate and Organisational Culture Training Program	01 June – 20 June	Accra	4000.00	5000.00
HRM07	Certification in Compensation and Benefits Management Training Course	01 June – 20 June	Accra	4000.00	5000.00
HRM08	Developing Competency Framework Training Course	01 July – 30 July	Accra	4000.00	5000.00
HRM09	Competency Based Interviewing Skills Training Course	01 July – 30 July	Accra	4000.00	5000.00
HRM10	Cultural Awareness and Sensitivity Training	01 July – 30 July	Accra	4000.00	5000.00

HRM11	Training Needs Analysis (TNA) Course	01 July – 30 July	Accra	4000.00	5000.00
HRM12	Employee Engagement Training Course	01 July – 30 July	Accra	4000.00	5000.00
HRM13	Certificate in HR Policies and Procedures Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM14	Certificate in HR Administration Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM15	HR Analytics Certification Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM16	HR for Non-HR Managers Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM17	HR in the Public Sector Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM18	HR Leadership Development Training Program	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM19	Strategic Workforce Planning Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM20	Certificate in Human Resource Development and Training Cours	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM21	Career Development and Succession Planning Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM22	Certificate in HR KPI and Metrics Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
HRM23	Certificate in Human Resources Management (HRM) Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM24	Certified Human Resources Professional (CHRP) Training	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM25	Interview Skills and Techniques Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM26	Job Analysis and Job Evaluation Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM27	Job Description Writing Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM28	Knowledge Management Certification Training Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
HMR29	Workplace Management & Recruitment	01 Oct – 30 Oct	Accra	4000.00	5000.00
HRM30	Strategic Human Capital Management Training Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM31	NLP Practitioner Certification Training Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM32	Masterclass in Organizational Behavior Management Course	01 Nov – 28 Nov	Accra	4000.00	5000.00

HRM33	Performance Appraisal Training Course for Managers	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM34	Effective Performance Management Training Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM35	Professional Recruiter Certification Program	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM36	Certified Recruitment Analyst Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM37	Professional Training Coordinator Certification Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM38	KPI (Key Performance Indicators) Training Certification Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM39	Strategic Human Resource Management Certification Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
HRM40	Strategic Talent Management Certification Training Course	01 Nov – 28 Nov	Accra	4000.00	5000.00

### OFFICE ADMINISTRATION TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
ADM13	Electronic Records, Document, Archives and Information Management Training Course	01 June – 20 June	Accra	3000.00	4000.00
ADM09	Highly Productive and Effective Office Administrator Course	01 June – 20 June	Accra	3000.00	4000.00
ADM10	Travel Management Training Course	01 June – 20 June	Accra	3000.00	4000.00
ADM23	Electronic Document Management System (EDMS) Training	01 June – 20 June	Accra	3000.00	4000.00
ADM12	Document Control Training Certification Course	01 June – 20 June	Accra	3000.00	4000.00
ADM08	Executive Assistant and Personal Assistant (PA) Training Certification Course	01 June – 20 June	Accra	3000.00	4000.00
ADM11	Certificate in Records Management and Records Retention Training Course	01 June – 20 June	Accra	3000.00	4000.00
ADM16	Office Administration Training Certification Course	01 July – 30 July	Accra	3000.00	4000.00
ADM14	Administration and Office Management Program	01 July – 30 July	Accra	3000.00	4000.00
ADM15	Office Manager Training Certification Program	01 July – 30 July	Accra	3000.00	4000.00



ADM19	Administrative Assistant Training Certification Course	01 July – 30 July	Accra	3000.00	4000.00
ADM17	Certificate Course in Front Office Management	01 July – 30 July	Accra	3000.00	4000.00
ADM18	Certified Administrative Professional	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM20	Receptionist Training Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM04	Administration Skills Training Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM21	Office Assistant Training Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM22	Executive Secretary Skills Training Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM01	Office Administration and Management Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
ADM03	Executive Secretarial Training Course	01 Oct – 30 Oct	Accra	3000.00	4000.00
ADM05	High Efficiency Office Management Training Course	01 Oct – 30 Oct	Accra	3000.00	4000.00
ADM23	Electronic Document Management System (EDMS) Training	01 Oct – 30 Oct	Accra	3000.00	4000.00
ADM06	Certificate in Office Management Skills Training Course	01 Oct – 30 Oct	Accra	3000.00	4000.00

### COMMUNICATION AND WRITING SKILLS TRAINING COURSE

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
CWS01	Active Listening Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS02	Advanced Business Writing Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS03	Advanced Communication Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS07	Report Writing Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS04	Professional Business Writing Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS05	Effective Communication Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS06	Public Speaking and Presentation Skills Training Course	01 June – 20 June	Accra	2500.00	3700.00
CWS08	Corporate Communication Training Course	01 July – 30 July	Accra	2500.00	3700.00
CWS09	Business Communication Skills Training Course	01 July – 30 July	Accra	2500.00	3700.00

CWS10	Assertive Communication Skills Training	01 July – 30 July	Accra	2500.00	3700.00
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### ECONOMICS, AUDIT, & GOVERNANCE TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
EAG15	Corporate Governance Training Certification for Board Members & Directors	01 June – 20 June	Accra	3500.00	5000.00
EAG17	Compliance Investigation and Enforcement	01 June – 20 June	Accra	3500.00	5000.00
EAG04	Corporate Compliance, Audit, Monitoring and Risk Management	01 June – 20 June	Accra	3500.00	5000.00
EAG01	Certified Compliance Officer	01 June – 20 June	Accra	3500.00	5000.00
EAG07	Fraud Investigator Certification	01 June – 20 June	Accra	3500.00	5000.00
EAG06	Fraud Detection, Investigation Audit and Corrective Action in Government Accounting	01 June – 20 June	Accra	3500.00	5000.00
EAG02	Financial Crime, Fraud Risk Management and Prevention of Economic Crime	01 June – 20 June	Accra	3500.00	5000.00
EAG03	Anti-Corruption and Anti Bribery Compliance Certification	01 July – 30 July	Accra	3500.00	5000.00
EAG05	Audit Interview Techniques and Best Practices	01 July – 30 July	Accra	3500.00	5000.00
EAG09	Certificate in Regulatory Compliance Management	01 July – 30 July	Accra	3500.00	5000.00
EAG08	Specialist in Counter Fraud, Internal Control and Fraud Prevention	01 July – 30 July	Accra	3500.00	5000.00
EAG10	Masterclass in Internal Control	01 July – 30 July	Accra	3500.00	5000.00
EAG12	Certified Internal Auditor (CIA) Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
EAG11	Handling Investigations by Registrar of Companies	01 Sept – 30 Sept	Accra	3500.00	5000.00
EAG13	Internal Audit Standards, Scope and Reporting Certification	01 Sept – 30 Sept	Accra	3500.00	5000.00
EAG14	Corporate Governance Code, Principles, Models, Policies and Best Practices	01 Sept – 30 Sept	Accra	3500.00	5000.00
EAG15	Corporate Governance Training Certification for Board Members & Directors	01 Sept – 30 Sept	Accra	3500.00	5000.00

EAG16	Certificate in Legal and Compliance Management	01 Sept – 30 Sept	Accra	3500.00	5000.00
EAG19	Anti-Money Laundering (AML) Compliance Team Certification Training Course – Level II	01 Oct – 30 Oct	Accra	3500.00	5000.00
EAG20	Anti-Money Laundering (AML) Certification Training Course for Board of Directors & Senior Management – Level III	01 Oct – 30 Oct	Accra	3500.00	5000.00

### CONTRACT ADMINISTRATION, MANAGEMENT & LAW TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
CAML01	Advanced Contract Management Course	01 June – 20 June	Accra	4000.00	5000.00
CAML05	Contract Management Certification Program	01 June – 20 June	Accra	4000.00	5000.00
CAML02	Commercial and Business Contract Drafting Course	01 June – 20 June	Accra	4000.00	5000.00
CAML12	Contract Law and Management Certification Program	01 June – 20 June	Accra	4000.00	5000.00
CAML08	Procurement and Contract Management Certification Course	01 June – 20 June	Accra	4000.00	5000.00
CAML07	Construction Contract Administration Course	01 June – 20 June	Accra	4000.00	5000.00
CAML20	Certification in Oil and Gas Law	01 June – 20 June	Accra	4000.00	5000.00
CAML09	Contract Specialist Certification	01 July – 30 July	Accra	4000.00	5000.00
CAML10	Government Contracting Course	01 July – 30 July	Accra	4000.00	5000.00
CAML15	Legal Contract Training Course	01 July – 30 July	Accra	4000.00	5000.00
CAML19	Oil and Gas Contract Management Course	01 July – 30 July	Accra	4000.00	5000.00
CAML22	Service Level Agreements (SLA)	01 July – 30 July	Accra	4000.00	5000.00
CAML21	Project Contract Management Training	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML35	Energy Contracts Practical Guide	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML25	Courtroom Skills, Procedures and Expert Witness Training	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML32	Contractor Management in Maintenance and Technical Projects	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML37	Upstream Oil and Gas Contracts	01 Sept – 30 Sept	Accra	4000.00	5000.00

CAML24	FIDIC Contracts Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML23	Tendering and Contracts Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML26	International Arbitration, Mediation and Dispute Resolution	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML27	Quasi-Judicial Powers and Proceeding Process	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML28	International Corporate and Commercial Law Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
CAML29	International Sales Contracts	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML30	Business and Commercial Contract Law Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML31	Downstream Regulation	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML34	Power Purchase Agreement (PPA)	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML33	Joint Venture Agreement for the Oil and Gas Industry	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML36	Unitization in Oil and Gas Sector	01 Oct – 30 Oct	Accra	4000.00	5000.00
CAML35	Energy Contracts Practical Guide	01 Oct – 30 Oct	Accra	4000.00	5000.00

### CUSTOMER SERVICE TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
CSC19	Customer Service Training for Government Employees	01 June – 20 June	Accra	3000.00	2500.00
CSC04	Customer Centricity Training Program	01 June – 20 June	Accra	3000.00	2500.00
CSC02	Customer Experience Management Certification Training Course	01 June – 20 June	Accra	3000.00	2500.00
CSC08	Dealing with Difficult Customers Training Course	01 June – 20 June	Accra	3000.00	2500.00
CSC10	Customer Service Excellence Training Course	01 June – 20 June	Accra	3000.00	2500.00
CSC11	Basic Customer Service Training	01 June – 20 June	Accra	3000.00	2500.00
CSC12	Retail Customer Service Skills Training Program	01 June – 20 June	Accra	3000.00	2500.00
CSC14	Taking Ownership and Accountability Training Course	01 July – 30 July	Accra	3000.00	2500.00





CSC16	Customer Service Manager Training Course	01 July – 30 July	Accra	3000.00	2500.00
CSC07	Certified Customer Service Professional Training Program	01 July – 30 July	Accra	3000.00	2500.00
CSC01	Coaching Customer Service Skills Training Program	01 July – 30 July	Accra	3000.00	2500.00
CSC03	Customer Service Management Certification Training Course	01 July – 30 July	Accra	3000.00	2500.00
CSC05	Customer Relationship Management (CRM) Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC06	Customer Retention and Loyalty Training Program	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC09	Customer Complaints Handling and Management Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC15	Internal Customer Service Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC17	Advanced Customer Service Skills Training	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC18	Sales and Customer Service Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC11	Basic Customer Service Training	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC08	Dealing with Difficult Customers Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC13	Telephone Customer Service Training	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC19	Customer Service Training for Government Employees	01 Sept – 30 Sept	Accra	3000.00	2500.00
CSC04	Customer Centricity Training Program	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC02	Customer Experience Management Certification Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC08	Dealing with Difficult Customers Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC10	Customer Service Excellence Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC11	Basic Customer Service Training	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC12	Retail Customer Service Skills Training Program	01 Oct – 30 Oct	Accra	3000.00	2500.00
CSC14	Taking Ownership and Accountability Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00

## TAX AND REVENUE TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
TR06	Base Erosion and Profit Shifting (BEPS)	01 June – 20 June	Accra	4000.00	5000.00
TR01	Value Added Tax (VAT) Course	01 June – 20 June	Accra	4000.00	5000.00
TR02	Masterclass in International Taxation Law	01 June – 20 June	Accra	4000.00	5000.00
TR07	Consumption Tax	01 June – 20 June	Accra	4000.00	5000.00
TR08	Improving Tax Dispute Resolution Mechanisms	01 June – 20 June	Accra	4000.00	5000.00
TR12	Tax Policy Analysis and Tax Revenue	01 June – 20 June	Accra	4000.00	5000.00
TR09	Masterclass in Tax Administration	01 June – 20 June	Accra	4000.00	5000.00
TR10	Tax Crime and Fraud Investigation Course	01 July – 30 July	Accra	4000.00	5000.00
TR13	Transfer Pricing in Taxation	01 July – 30 July	Accra	4000.00	5000.00
TR03	Digital Transformation of Tax Administration	01 July – 30 July	Accra	4000.00	5000.00
TR04	Certificate in International Taxation Principles and Practices to Combat Tax Evasion and Tax Avoidance	01 July – 30 July	Accra	4000.00	5000.00
TR05	Aggressive Tax Planning Strategies and Management Course	01 July – 30 July	Accra	4000.00	5000.00
TR11	Tax Audit Professional Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
TR06	Base Erosion and Profit Shifting (BEPS)	01 Sept – 30 Sept	Accra	4000.00	5000.00
TR01	Value Added Tax (VAT) Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
TR02	Masterclass in International Taxation Law	01 Sept – 30 Sept	Accra	4000.00	5000.00
TR07	Consumption Tax	01 Sept – 30 Sept	Accra	4000.00	5000.00

## DATA MANAGEMENT & BUSINESS INTELLIGENCE TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
DM02	Big Data Analytics on Hadoop Training Course	01 June – 20 June	Accra	3000.00	2500.00
DM04	Big Data Analytics with Spark Training Course	01 June – 20 June	Accra	3000.00	2500.00
DM07	Advanced Data Analysis and Dashboard Reporting	01 June – 20 June	Accra	3000.00	2500.00
DM08	Business Intelligence Analyst and Data Science Certification Course	01 June – 20 June	Accra	3000.00	2500.00
DM10	Data and Information Governance Certification Course	01 June – 20 June	Accra	3000.00	2500.00
DM12	Masterclass in Data Management	01 June – 20 June	Accra	3000.00	2500.00
DM14	Enterprise Content Management Certification	01 June – 20 June	Accra	3000.00	2500.00
DM05	Azure Big Data Analytics Certification Course	01 July – 30 July	Accra	3000.00	2500.00
DM01	Big Data Analytics and Management Certification Course	01 July – 30 July	Accra	3000.00	2500.00
DM11	Data Protection and Freedom of Information (FOI) Certification Course	01 July – 30 July	Accra	3000.00	2500.00
DM06	Data Analysis Training Certification Course	01 July – 30 July	Accra	3000.00	2500.00
DM03	Big Data Analytics with Python Training Course	01 July – 30 July	Accra	3000.00	2500.00
DM09	Data Capture, Collection and Analysis Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM12	Masterclass in Data Management	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM13	Data Visualization	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM15	Infographics Design and Reporting	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM02	Big Data Analytics on Hadoop Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM04	Big Data Analytics with Spark Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM07	Advanced Data Analysis and Dashboard Reporting	01 Sept – 30 Sept	Accra	3000.00	2500.00

DM08	Business Intelligence Analyst and Data Science Certification Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM10	Data and Information Governance Certification Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM12	Masterclass in Data Management	01 Sept – 30 Sept	Accra	3000.00	2500.00
DM14	Enterprise Content Management Certification	01 Oct – 30 Oct	Accra	3000.00	2500.00
DM05	Azure Big Data Analytics Certification Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
DM01	Big Data Analytics and Management Certification Course	01 Oct – 30 Oct	Accra	3000.00	2500.00

### ELECTRICAL ENGINEERING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
EE01	Switchgear, Circuit Breakers and Power Transformers – Efficient Operation and Maintenance	01 June – 20 June	Accra	4500.00	6000.00
EE02	Construction, Installation and Maintenance of a Transformer	01 June – 20 June	Accra	4500.00	6000.00
EE03	Fundamentals of Electrical Substation and Switchyard Design, Safety and Maintenance	01 June – 20 June	Accra	4500.00	6000.00
EE04	Electrical Power System Protection and Switchgear Training Course	01 June – 20 June	Accra	4500.00	6000.00
EE05	Certificate in Electrical Power Distribution Management	01 June – 20 June	Accra	4500.00	6000.00
EE06	Electrical Installation, Wiring and Maintenance Certification	01 June – 20 June	Accra	4500.00	6000.00
EE07	Electrical Equipment Control & Monitoring System: Testing, Commissioning, Inspection, Preventive Maintenance and Repair	01 June – 20 June	Accra	4500.00	6000.00
EE08	Electrical Power System Engineering: Design, Analysis, Fault Limiting, PFC, Harmonic Controls & Protection	01 July – 30 July	Accra	4500.00	6000.00



EE09	Electric Power Transmission and Distribution Management Masterclass	01 July – 30 July	Accra	4500.00	6000.00
EE10	Masterclass in Renewable Energy Engineering	01 July – 30 July	Accra	4500.00	6000.00
EE11	Solar Energy System – Installation and Storage	01 July – 30 July	Accra	4500.00	6000.00
EE12	Electrical Drawings and Schematics Course	01 July – 30 July	Accra	4500.00	6000.00
EE13	Smart Metering Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE14	Electrical Engineering Certification Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE15	Design, Maintenance of High, Medium and Low Voltage Switchgears (HV, MV & LV)	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE16	Distributed Electricity Generation and Transmission	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE17	Installation, Maintenance and Safety of Electrical Equipment in Hazardous Areas	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE17	Installation, Maintenance and Safety of Electrical Equipment in Hazardous Areas	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE18	Modern Power System Analysis and Protective Relaying	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE19	Electrical Safety Procedures and Standards for Electrical Engineers	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE20	Electric Power System Planning and Reliability Calculation	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE21	Demand Side Management (DSM) of Electricity: Concepts, Methods, Techniques and Strategies	01 Sept – 30 Sept	Accra	4500.00	6000.00
EE22	Power System Blackouts and Restoration	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE23	Electrical Engineering for Non-Electrical Engineers	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE24	Electrical Transient Analysis Program (ETAP) on Circuits	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE25	Certified Power Plant Operator	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE26	ARC Flash Electrical Safety, Protection and Hazard	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE27	Electrical Distribution Equipment Operation & Maintenance	01 Oct – 30 Oct	Accra	4500.00	6000.00

EE28	Electrical Protection	01 Oct – 30 Oct	Accra	4500.00	6000.00
EE29	Energy Isolation: Plan, Procedure and Checklist	01 Nov – 28 Nov	Accra	4500.00	6000.00
EE30	Generator Excitation Systems	01 Nov – 28 Nov	Accra	4500.00	6000.00
EE31	Grounding Systems Design & Application	01 Nov – 28 Nov	Accra	4500.00	6000.00
EE32	Power Quality, Harmonics Mitigation & Reactive Power Management	01 Nov – 28 Nov	Accra	4500.00	6000.00
EE33	Uninterruptible Power Supply Systems	01 Nov – 28 Nov	Accra	4500.00	6000.00

### MECHANICAL ENGINEERING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
ME01	Piping Design, System, Operation, Maintenance and Repair in Oil and Gas Plant	01 June – 20 June	Accra	4500.00	6000.00
ME02	Steam Turbine & Centrifugal Compressor Design, Operation and Maintenance	01 June – 20 June	Accra	4500.00	6000.00
ME03	Dry Gas Seal System, Installation, Working Principle, Operation & Troubleshooting	01 June – 20 June	Accra	4500.00	6000.00
ME04	Pumps and Compressors, Performance Evaluation, Preventive Maintenance and Troubleshooting	01 June – 20 June	Accra	4500.00	6000.00
ME05	Gas Turbine Operation, Performance, Maintenance and Repair	01 June – 20 June	Accra	4500.00	6000.00
ME06	Couplings and Shaft Alignment	01 June – 20 June	Accra	4500.00	6000.00
ME07	Bearing Lubrication and Vibration Analysis	01 June – 20 June	Accra	4500.00	6000.00
ME08	Masterclass in Rotating Equipment Engineering	01 July – 30 July	Accra	4500.00	6000.00
ME09	Mechanical Seals Installation and Repair	01 July – 30 July	Accra	4500.00	6000.00
ME10	Gas Compressor System, Working Principle and Maintenance	01 July – 30 July	Accra	4500.00	6000.00
ME11	Pressure Safety Valve, Actuators and Regulators – Inspection and Maintenance	01 July – 30 July	Accra	4500.00	6000.00

ME12	Tank Farm and Storage Tank Design, Inspection Procedure, Operations, Repair and Maintenance	01 July – 30 July	Accra	4500.00	6000.00
ME13	Mechanical Equipment Design, Testing, Installation, Inspection and Maintenance (Vessels, Pumps, Fans, Blowers and Compressors)	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME14	Heating, Ventilation and Air Conditioning (HVAC) Systems Certification	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME15	Piping Engineering and Pipe Stress Analysis Certification Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME16	Specialist in Piping Design	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME17	Marine Shipyard Welding and Fabrication Certification	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME18	Flange Management and Tightening Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME19	Flange Integrity Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME20	Certified Piping and Mechanical Quality Control (QC) Inspector	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME21	Certified Diesel Engine Mechanic Course	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME22	Electrical Submersible Pumps (ESP) Design, Installation, Operations and Maintenance	01 Sept – 30 Sept	Accra	4500.00	6000.00
ME23	Heat Exchangers and Fired Heaters Design, Repair and Maintenance	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME24	Certified Fired Process Heater Operator	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME25	Heavy Duty Diesel Engine Treatment, Tools and Repair	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME26	Hydraulic System Course	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME27	Machinery Failure Analysis and Troubleshooting	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME28	Predictive Maintenance, Vibration Analysis and Condition Monitoring of Machines	01 Oct – 30 Oct	Accra	4500.00	6000.00
ME29	Certified Condition Monitoring Engineer	01 Oct – 30 Oct	Accra	4500.00	6000.00

ME30	Process Equipment Design and Controls for Operators & Engineers	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME31	Lifting Equipment Inspection Course	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME32	Certification in Lifting Equipment and Lifting Operations, Regulations & Maintenance	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME33	Pump and Valve Engineering	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME34	Process Plant Optimization Technology and Continual Improvement	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME35	Compressors, Pumps and Turbines	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME36	Process Plant Optimization, Revamping and Debottlenecking	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME37	Certification in Risk Based Inspection (RBI) Procedure and Methodology	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME38	Root Cause Failure Analysis (RCFA)	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME39	Industrial Steam Boiler System, Operation and Maintenance	01 Nov – 28 Nov	Accra	4500.00	6000.00
ME40	Certified Process Operator	01 Nov – 28 Nov	Accra	4500.00	6000.00

### ACCOUNTING AND FINANCE TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
AF01	Accounting Assistant Certification Course	01 June – 20 June	Accra	4000.00	5000.00
AF02	Accounts Payable Certification Course	01 June – 20 June	Accra	4000.00	5000.00
AF03	Accounts Receivable and Credit Policy in Receivable Management	01 June – 20 June	Accra	4000.00	5000.00
AF04	Certificate in Advance Budgeting and Forecasting	01 June – 20 June	Accra	4000.00	5000.00
AF05	Budget Analyst Certification Course	01 June – 20 June	Accra	4000.00	5000.00
AF06	Budgeting and Forecasting Process, Tools and Techniques	01 June – 20 June	Accra	4000.00	5000.00



AF07	Cost Management Certification Course	01 June – 20 June	Accra	4000.00	5000.00
AF08	Cost Estimation, Budgeting and Cost Control Certification Course	01 July – 30 July	Accra	4000.00	5000.00
AF09	Cash Flow and Working Capital Management Course	01 July – 30 July	Accra	4000.00	5000.00
AF10	Certified Financial Analyst Course	01 July – 30 July	Accra	4000.00	5000.00
AF11	Advanced Financial Statement Analysis Course	01 July – 30 July	Accra	4000.00	5000.00
AF12	Financial Analysis Training Course: A Hands-On Approach	01 July – 30 July	Accra	4000.00	5000.00
AF13	Financial Modelling Certification Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF14	Financial Risk Management Certification Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF15	Credit Management and Debt Collection Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF16	Oil and Gas Financial Modelling Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF17	Cash Flow Management, Analysis, Modelling and Forecasting Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
ACG18	Anti-Money Laundering (AML) Compliance Certification Course – Level I (Basics)	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF19	Masterclass in Corporate Finance Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF20	Fast Closing Month-End and Year-End Accounts	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF21	Finance for Non-Finance Managers Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF22	Certificate Course in Financial Accounting & Taxation	01 Sept – 30 Sept	Accra	4000.00	5000.00
AF23	Financial Accounting and Reporting Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF24	Financial Planning and Analysis (FP&A) Certification Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF25	Mini MBA in Financial Management	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF26	Fixed Asset Accounting and Management Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF27	Fundamentals of Accounting Course	01 Oct – 30 Oct	Accra	4000.00	5000.00

AF28	IFRS (International Financial Reporting Standards) Certification Course	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF29	Performance Based Budgeting for State and Local Government	01 Oct – 30 Oct	Accra	4000.00	5000.00
AF30	IPSAS (International Public Sector Accounting Standards) Training Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF31	Masterclass in Public Financial Management and Administration	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF32	Understanding Finance for Strategic Decision Making	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF33	Integrated Financial Management System (IFMS)	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF34	Debt Management Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF35	Infrastructure Project Finance	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF36	Balance Sheet Reconciliation Training	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF37	Bonds and Fixed Income Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF38	Cash Call in Joint Venture Accounting in Oil and Gas Industry	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF39	Oil and Gas Accounting Certification Course	01 Nov – 28 Nov	Accra	4000.00	5000.00
AF40	Revenue Assurance and Fraud Management in Telecom	01 Nov – 28 Nov	Accra	4000.00	5000.00

### AGRIBUSINESS SUSTAINABILITY TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
AS01	Agriculture Entrepreneurship, Business Plan and Innovation Course	01 June – 20 June	Accra	3000.00	4000.00
AS02	Masterclass in Agribusiness Management Training Course	01 June – 20 June	Accra	3000.00	4000.00
AS03	Certificate in Environmental Sustainability, Planning and Policy Training Course	01 June – 20 June	Accra	3000.00	4000.00
AS04	Sustainable Agriculture and Farm Management Course	01 June – 20 June	Accra	3000.00	4000.00



AS05	Mini MBA: Agriculture and Food Business Management Course	01 June – 20 June	Accra	3000.00	4000.00
AS06	Food Security and Sustainability Training Course	01 June – 20 June	Accra	3000.00	4000.00
AS07	Agricultural Project Analysis Management	01 June – 20 June	Accra	3000.00	4000.00
AS08	Climate Change & International Cooperation	01 July – 30 July	Accra	3000.00	4000.00
AS09	Desertification & Rural Agriculture Development	01 July – 30 July	Accra	3000.00	4000.00
AS10	Forest Sustainability & Land Use	01 July – 30 July	Accra	3000.00	4000.00
AS11	Ecosystem & Biodiversity Management	01 July – 30 July	Accra	3000.00	4000.00
AS12	Environmental Auditing & Impact Assessment	01 July – 30 July	Accra	3000.00	4000.00
AS13	Environmental Management, Accounting & Audit	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS14	Coastal & Marine Environmental Pollution Prevention	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS15	Conservation & Natural Resources Management	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS16	Crops & Invasive Plants Management	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS17	Management of Extension Services	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS18	Drought & Food Security Management	01 Sept – 30 Sept	Accra	3000.00	4000.00
AS19	Forest Sustainability & Land Use	01 Sept – 30 Sept	Accra	3000.00	4000.00

### HEALTH, SAFETY AND ENVIRONMENT (HSE) TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
HSE01	Injury and Illness Prevention Program (IIPP) Training	01 June – 20 June	Accra	3000.00	3500.00
HSE02	OHSAS 18001 Occupational Health and Safety Management Certification Training Course	01 June – 20 June	Accra	3000.00	3500.00
HSE03	HAZOP and Process Hazard Analysis (PHA) Leader Certification Training Course	01 June – 20 June	Accra	3000.00	3500.00
HSE04	Contractor Safety Management (CSM) Training Course	01 June – 20 June	Accra	3000.00	3500.00



HSE05	ISO 14001 Environmental Management System (EMS) Training Course	01 June – 20 June	Accra	3000.00	3500.00
HSE06	HAZMAT and HAZWOPER Training Course	01 June – 20 June	Accra	3000.00	3500.00
HSE07	Hazardous Waste Management and Disposal Training Course	01 June – 20 June	Accra	3000.00	3500.00
HSE08	Workplace Health and Safety Training Course	01 July – 30 July	Accra	3000.00	3500.00
HSE09	Safety Leadership and Safety Culture Training Course	01 July – 30 July	Accra	3000.00	3500.00
HSE10	QHSE Training Certification Course	01 July – 30 July	Accra	3000.00	3500.00
HSE11	Radiation Safety Officer Certification Training Course	01 July – 30 July	Accra	3000.00	3500.00
HSE12	Risk Assessment and Method Statement (RAMS) Training Course	01 July – 30 July	Accra	3000.00	3500.00
HSE13	Safety Audit and Safety Inspection Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE14	Process Safety Management (PSM) Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE15	Safety Risk Management Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE16	Health, Safety and Environment (HSE) Training Course for Ports & Oil and Gas Industry	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE17	Marine Navigation and IALA Maritime Buoyage System Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE18	Marine Safety Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE19	Certified Safety Professional Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE20	Health and Safety Officer Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE21	Behavior Based Safety Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE22	Safety and Security Management Training Course	01 Sept – 30 Sept	Accra	3000.00	3500.00
HSE23	Construction Safety Training Course	01 Oct – 30 Oct	Accra	3000.00	3500.00
HSE24	Incident Investigation and Root Cause Analysis Training Course	01 Oct – 30 Oct	Accra	3000.00	3500.00

### PARLIAMENTARY BUSINESS, MANAGEMENT & ADMINISTRATION TRAINING

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PB01	Parliamentary Administration	01 June – 20 June	Accra	4500.00	5500.00
PB02	Advanced Skills for Executive Secretaries	01 June – 20 June	Accra	4500.00	5500.00
PB03	Public Administration & Compliance Management	01 June – 20 June	Accra	4500.00	5500.00
PB04	Writing Skills for Public Relations & Handling Media Interview	01 June – 20 June	Accra	4500.00	5500.00
PB05	Advanced Planning & Strategic Management	01 June – 20 June	Accra	4500.00	5500.00
PB06	NGO Leadership & Management	01 June – 20 June	Accra	4500.00	5500.00
PB07	Corporate Intelligence Management	01 June – 20 June	Accra	4500.00	5500.00
PB08	Strategic Leadership & Modern Management	01 July – 30 July	Accra	4500.00	5500.00
PB09	Legislation & Stages of Bill through Parliament	01 July – 30 July	Accra	4500.00	5500.00
PB10	Structure and Core Functions of Parliament	01 July – 30 July	Accra	4500.00	5500.00
PB11	Scheduling Parliamentary Business	01 July – 30 July	Accra	4500.00	5500.00
PB12	Support Services in Parliaments	01 July – 30 July	Accra	4500.00	5500.00
PB13	Transparency, Participation and Outreach	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB14	Parliamentary Debates & Court	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB15	Parliamentary Scrutiny	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB16	Parliamentary Committees Organization	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB17	Setting up and conducting an inquiry	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB18	Legislative Committees	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB19	Criticisms & Impact of Parliamentary Committees	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB20	Work and Structure of Parliaments	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB21	Governance Regulation, Auditing and Accountability	01 Sept – 30 Sept	Accra	4500.00	5500.00
PB22	Policy Design, Evaluation, Review and Continuous Improvement	01 Sept – 30 Sept	Accra	4500.00	5500.00



PB23	Public Relations & Information Security Management	01 Oct – 30 Oct	Accra	4500.00	5500.00
PB24	Public Administration & Compliance Management	01 Oct – 30 Oct	Accra	4500.00	5500.00
PB25	Writing Skills for Public Relations & Handling Media Interview	01 Oct – 30 Oct	Accra	4500.00	5500.00
PB26	Public Relations & Marketing Management Course	01 Oct – 30 Oct	Accra	4500.00	5500.00

### INSTRUMENTATION AND PROCESS CONTROL TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
IPC01	Advanced PLC Programming Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC02	Allen Bradley PLC Programming Certification Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC03	Allen Bradley PLC Programming Certification Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC04	Siemens SIMATIC S7-300/-400 PLC Automation Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC05	Siemens WinCC SCADA System Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC06	SCADA Training Certification Course	01 June – 20 June	Accra	4000.00	5000.00
IPC07	Certified Automation Engineer in PLC and SCADA Training Course	01 June – 20 June	Accra	4000.00	5000.00
IPC08	Distributed Control System (DCS) Training Course	01 July – 30 July	Accra	4000.00	5000.00
IPC09	Instrumentation and Control Engineering Certification Training Course	01 July – 30 July	Accra	4000.00	5000.00
IPC10	Instrumentation Course for Oil and Gas Industry	01 July – 30 July	Accra	4000.00	5000.00
IPC11	P&ID Training Course	01 July – 30 July	Accra	4000.00	5000.00
IPC12	PLC, HMI and SCADA Industrial Automation Training Course	01 July – 30 July	Accra	4000.00	5000.00
IPC13	Certified Instrumentation and Process Control Technician Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC14	Alarm Management System Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00

IPC15	Process Control Valve – Sizing, Selection and Maintenance Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC16	Foundation Fieldbus Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC17	Custody Transfer, Flow Measurement and Meter Calibration Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC18	Industrial Networking, Communication and Ethernet Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC19	Process Control Certification Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC20	Industrial Control System and Cyber Security Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00
IPC21	Safety Instrumented Systems Certification Training Course	01 Sept – 30 Sept	Accra	4000.00	5000.00

### CONSTRUCTION MANAGEMENT & CIVIL ENGINEERING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
CE01	Lean Construction Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE02	Construction Risk Management Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE03	Structural Steel Design Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE04	Advanced Concrete Technology Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE05	Reinforced Concrete Design, Detailing and Works Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE06	Construction and Building Envelope Inspection Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE07	Construction Quality Control Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
CE08	Construction Supervision Certification Training Course	01 July – 30 July	Accra	3500.00	4000.00
CE09	Design of Blast Resistant Buildings in Petrochemical Facilities	01 July – 30 July	Accra	3500.00	4000.00
CE10	Industrial Building Design and Renovation Certification Training Course	01 July – 30 July	Accra	3500.00	4000.00

CE11	LEED Green Associate Exam Preparation Training Course	01 July – 30 July	Accra	3500.00	4000.00
CE12	Construction Technology Management	01 July – 30 July	Accra	3500.00	4000.00

### PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PLS01	Excellence in Warehouse Operations and Management Course	01 June – 20 June	Accra	3000.00	4000.00
PLS02	Advanced Warehouse Management Certification Course	01 June – 20 June	Accra	3000.00	4000.00
PLS03	Purchasing Strategies and Cost Reduction	01 June – 20 June	Accra	3000.00	4000.00
PLS04	Warehouse Manager Certification Course	01 June – 20 June	Accra	3000.00	4000.00
PLS05	Purchasing and Supply Management Course	01 June – 20 June	Accra	3000.00	4000.00
PLS06	Effective Application of Electronic Identification Systems	01 June – 20 June	Accra	3000.00	4000.00
PLS07	Supply Chain Management Certification Course	01 June – 20 June	Accra	3000.00	4000.00
PLS08	Warehouse Management System and Safety	01 July – 30 July	Accra	3000.00	4000.00
PLS09	Incoterms 2020 Course	01 July – 30 July	Accra	3000.00	4000.00
PLS10	Inventory and Stock Control Specialist	01 July – 30 July	Accra	3000.00	4000.00
PLS11	Logistics Management and Operations Certification Course	01 July – 30 July	Accra	3000.00	4000.00
PLS12	Warehouse Supervisor Course	01 July – 30 July	Accra	3000.00	4000.00
PLS13	Warehouse Logistics and Distribution Management Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS14	Masterclass in Warehouse Design	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS15	Mini MBA in Supply Chain Management and Logistics	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS16	Material Management in Oil & Gas	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS17	Negotiation Skills for Purchasing Professionals	01 Sept – 30 Sept	Accra	3000.00	4000.00

PLS18	Certified Supply Chain Management Professional Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS19	Production and Material Management	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS20	Certified Purchasing Manager Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS21	Certified Purchasing Professional Course	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS22	Purchasing, Logistics Operations, Inventory & Supply Chain Management	01 Sept – 30 Sept	Accra	3000.00	4000.00
PLS23	Successful Fleet and Transport Management	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS24	Supplier Relationship Management Course	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS25	Third Party Logistics (3PL), Warehouse, Transportation and Supply Chain Management	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS26	Effective Purchasing, Tendering & Supplier Selection Process	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS27	Certified Procurement Management Professional Course	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS28	Procurement Planning Process and Bid Management	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS29	Global Procurement and Supply Chain Management in Oil & Gas Industry	01 Oct – 30 Oct	Accra	3000.00	4000.00
PLS30	Demand Planning and Forecasting Course	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS31	Procurement of Goods and Services: Best Practices	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS32	Procurement for Donor Funded Projects	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS33	Port Management and Operations Course	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS34	Masterclass in Port and Shipping Management	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS35	Mini MBA in Maritime and Logistics Management	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS36	Maritime Professional Training Certification Program	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS37	Import Export Procedures and Documentation Training	01 Nov – 28 Nov	Accra	3000.00	4000.00

PLS38	Oil and Gas Procurement Process and Strategies Masterclass	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS39	Supply Chain Risk Management Course	01 Nov – 28 Nov	Accra	3000.00	4000.00
PLS40	Humanitarian Logistics Course	01 Nov – 28 Nov	Accra	3000.00	4000.00

### MAINTENANCE ENGINEERING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
MA01	Advanced Maintenance Management Certification Course	01 June – 20 June	Accra	3000.00	3500.00
MA02	Facilities Management and Maintenance Certification Course	01 June – 20 June	Accra	3000.00	3500.00
MA03	Introduction to Asset Management	01 June – 20 June	Accra	3000.00	3500.00
MA04	Asset, Asset Integrity and Maintenance Management Certification Course	01 June – 20 June	Accra	3000.00	3500.00
MA05	Certified Maintenance Planner	01 June – 20 June	Accra	3000.00	3500.00
MA06	Maintenance Planning, Scheduling and Control	01 June – 20 June	Accra	3000.00	3500.00
MA07	Implementing Effective Preventive & Predictive Maintenance Programmes	01 June – 20 June	Accra	3000.00	3500.00
MA08	Maintenance and Reliability Best Practices	01 July – 30 July	Accra	3000.00	3500.00
MA09	Reliability Centered Maintenance Professional Certification	01 July – 30 July	Accra	3000.00	3500.00
MA11	Optimizing Equipment Maintenance & Replacement Decisions	01 July – 30 July	Accra	3000.00	3500.00
MA12	Reducing Costs through Spares Optimization and Rationalisation	01 July – 30 July	Accra	3000.00	3500.00
MA13	Oil and Gas Predictive Maintenance and Reliability Centered Maintenance of Plant	01 July – 30 July	Accra	3000.00	3500.00
MA14	Certified Oil and Gas Maintenance Engineer	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA15	Diesel Engine Maintenance and Repair Certification Course	01 Sept – 30 Sept	Accra	3000.00	3500.00

MA16	Preventive Maintenance of HVAC	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA17	Risk Based Maintenance (RBM) Techniques, Strategy and Applications	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA18	Building Maintenance Management and Repair	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA19	Failure Mode Effect and Criticality Analysis (FMECA) & Risk Assessment for Maintenance Purposes	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA20	Maintenance Audit and Site Inspection	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA21	Maintenance Strategy for Plant and Equipment and Cost Effective Implementation	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA22	Predictive Maintenance Technologies	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA23	Writing Effective Maintenance Procedures	01 Sept – 30 Sept	Accra	3000.00	3500.00
MA01	Advanced Maintenance Management Certification Course	01 Oct – 30 Oct	Accra	3000.00	3500.00

### LEADERSHIP AND MANAGEMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
LM01	Creative Problem Solving and Decision Making Training	01 June – 20 June	Accra	2500.00	3200.00
LM02	Critical Thinking Training Course	01 June – 20 June	Accra	2500.00	3200.00
LM03	Masterclass in Conflict Management and Resolution Training	01 June – 20 June	Accra	2500.00	3200.00
LM04	Emotional Intelligence (EQ) Training Certification for Leaders and Managers	01 June – 20 June	Accra	2500.00	3200.00
LM05	Leadership Essentials Training	01 June – 20 June	Accra	2500.00	3200.00
LM06	Front Line Manager Training	01 June – 20 June	Accra	2500.00	3200.00
LM07	Leadership Development Training Program	01 June – 20 June	Accra	2500.00	3200.00
LM08	People Management Skills Training Course	01 July – 30 July	Accra	2500.00	3200.00
LM09	Supervisory Management Skills Training Course	01 July – 30 July	Accra	2500.00	3200.00
LM10	Team Leader Training Course	01 July – 30 July	Accra	2500.00	3200.00



LM11	Leadership Excellence Training Program	01 July – 30 July	Accra	2500.00	3200.00
LM12	New Manager Training Course	01 July – 30 July	Accra	2500.00	3200.00
LM13	Values Based Leadership Training	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM14	Advanced Supervisory Management Skills Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM15	Difficult and Crucial Conversations Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM16	Change Management and Leadership Certification Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM17	Coaching Skills for Managers and Supervisors Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM18	Project Leadership Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM19	Management Development Training Program	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM20	Strategic Management and Leadership Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM21	Crisis Management and Contingency Plan Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM22	Supervisory Skills Development Training Course	01 Sept – 30 Sept	Accra	2500.00	3200.00
LM23	Managing Virtual and Remote Employees and Teams Course	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM24	Executive Leadership Development Program	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM25	Leadership Training Program for Managers	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM26	Leadership and Management Training Course	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM27	Front Line Supervisor Training	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM28	IT Management Training Course	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM29	Giving and Receiving Feedback Training	01 Oct – 30 Oct	Accra	2500.00	3200.00
LM30	Mentoring Skills Course	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM31	Introduction to Management Course	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM32	Leading High Performance Teams Course	01 Nov – 28 Nov	Accra	2500.00	3200.00

LM33	Managing Cultural Diversity in the Workplace Training Program	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM34	Middle Management Development Program	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM35	Results Based Management Training Course	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM36	Situational Leadership Training Certification Course	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM37	Strength Based Leadership Training	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM38	Crisis Negotiation Training	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM39	Women Leadership Training Course	01 Nov – 28 Nov	Accra	2500.00	3200.00
LM40	Senior Management Development Training Course	01 Nov – 28 Nov	Accra	2500.00	3200.00

### NATIONAL SECURITY MANAGEMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
NSM01	Counter Terrorism Training for Law Enforcement Course	01 June – 20 June	Accra	3500.00	4000.00
NSM02	Anti-Terrorism Officer (ATO) Training Course	01 June – 20 June	Accra	3500.00	4000.00
NSM03	Security Risk Assessment and Management Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
NSM04	Antiterrorism Awareness Training Course	01 June – 20 June	Accra	3500.00	4000.00
NSM05	Hostile Environment Awareness Training (HEAT) Course	01 June – 20 June	Accra	3500.00	4000.00
NSM06	Security Threat, Risk and Vulnerability Assessment Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
NSM07	Port Facility Security Officer (PFSO) Training Course	01 June – 20 June	Accra	3500.00	4000.00
NSM08	Facility Security Officer (FSO) Certification Training Course	01 July – 30 July	Accra	3500.00	4000.00
NSM09	Preventing and Countering Violent Extremism (PVE & CVE) Program	01 July – 30 July	Accra	3500.00	4000.00
NSM10	Workplace Violence Prevention and Threat Assessment Training Course	01 July – 30 July	Accra	3500.00	4000.00

NSM11	Certified Security Management Professional Training Course	01 July – 30 July	Accra	3500.00	4000.00
NSM12	Oil and Gas Security Training Course	01 July – 30 July	Accra	3500.00	4000.00
NSM13	Security Management and Asset Protection Training Course	01 Sept – 30 Sept	Accra	3500.00	4000.00

## PERSONAL & PROFESSIONAL DEVELOPMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PD01	Assertiveness Skills and Confidence Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD02	Body Language Training and Nonverbal Communication Course	01 June – 20 June	Accra	2000.00	1750.00
PD03	Professional Business and Corporate Etiquette Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD04	Creativity and Innovation Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD05	Effective Delegation Skills Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD06	Creative Thinking Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD07	Entrepreneurship Skills Training Course	01 June – 20 June	Accra	2000.00	1750.00
PD08	Interpersonal Communication and People Skills Training Course	01 July – 30 July	Accra	2000.00	1750.00
PD09	Personal Development and Productivity Training Course	01 July – 30 July	Accra	2000.00	1750.00
PD10	Effective Presentation Skills Training Course	01 July – 30 July	Accra	2000.00	1750.00
PD11	Advanced Presentation Skills Training	01 July – 30 July	Accra	2000.00	1750.00
PD12	Stress Management and Stress Reduction Training Course	01 July – 30 July	Accra	2000.00	1750.00
PD13	Positive Thinking and Mindset Training Course	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD14	Time Management Skills Training Course	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD15	Work-Life Balance Training Program	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD16	Influencing Skills Training	01 Sept – 30 Sept	Accra	2000.00	1750.00

PD17	Goal Setting Training	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD18	Advanced Negotiation Skills Course	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD19	Negotiation Skills Training Course	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD20	Personal Effectiveness Training Course	01 Sept – 30 Sept	Accra	2000.00	1750.00
PD21	Priority Management Training Course	01 Sept – 30 Sept	Accra	2000.00	1750.00

### HUMANITARIAN DEVELOPMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
HD01	Child Protection in Emergencies (CPIE) Training Course	01 June – 20 June	Accra	3500.00	4000.00
HD02	Masterclass in International Human Rights and Humanitarian Law Course	01 June – 20 June	Accra	3500.00	4000.00
HD03	Certificate in Fundraising and Grants Management Training Course	01 June – 20 June	Accra	3500.00	4000.00
HD04	Impact Evaluation of Projects and Programmes Training Course	01 June – 20 June	Accra	3500.00	4000.00
HD05	Monitoring and Evaluation of Humanitarian Programme and Projects Training Course	01 June – 20 June	Accra	3500.00	4000.00
HD06	Grant and Proposal Writing Certification Training Course	01 June – 20 June	Accra	3500.00	4000.00
HD07	Role of Civil Society Organizations (CSOs) in Achieving Sustainable Development	01 June – 20 June	Accra	3500.00	4000.00
HD08	Certificate in Grants Management Training Course	01 July – 30 July	Accra	3500.00	4000.00
HD09	Certificate in Fundraising Training Course	01 July – 30 July	Accra	3500.00	4000.00

## MEDIA AND TELECOM TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
MT01	LTE Planning and Optimization Training Certification Course	01 June – 20 June	Accra	3400.00	4200.00
MT02	Citizen Broadband Radio Services (CBRS)	01 June – 20 June	Accra	3400.00	4200.00
MT03	Public Safety LTE Network Architecture	01 June – 20 June	Accra	3400.00	4200.00
MT04	LTE EPC Architecture Training	01 June – 20 June	Accra	3400.00	4200.00
MT05	LTE Broadcast (eMBMS/CMAS/ETWS/SIB)	01 June – 20 June	Accra	3400.00	4200.00
MT06	Tetra over LTE	01 June – 20 June	Accra	3400.00	4200.00
MT07	Mission-Critical Push-to-Talk (MCPTT)	01 June – 20 June	Accra	3400.00	4200.00
MT08	5G Technology	01 July – 30 July	Accra	3400.00	4200.00
MT09	5G New Radio Access Technology	01 July – 30 July	Accra	3400.00	4200.00
MT10	Telecom CDR (Call Detail Record) Decoding and Analysis	01 July – 30 July	Accra	3400.00	4200.00
MT11	Distributed Antenna System (DAS) Certification	01 July – 30 July	Accra	3400.00	4200.00
MT12	RFID Technology and Applications	01 July – 30 July	Accra	3400.00	4200.00
MT13	Certified Fiber Optic Cable Network Engineering Course	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT14	Network Operations Center (NOC) & Wireless 2G, 3G, 4G RAN, CORE & Digital Radio Operations	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT15	Geographic Information Systems (GIS) Certification	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT16	5G NR EN-DC NSA	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT17	4G LTE Training Certification	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT18	Digital Signal Processing (DSP) Course	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT19	5G NR Physical Layer Overview and Simulations	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT20	LTE-Advanced Technologies	01 Sept – 30 Sept	Accra	3400.00	4200.00
MT21	Software Defined Radio (SDR) Course	01 Sept – 30 Sept	Accra	3400.00	4200.00

## STRATEGY AND STRATEGIC PLANNING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
SP01	Business Continuity Management Certification	01 June – 20 June	Accra	3500.00	5000.00
SP02	Corporate Strategy and Value Innovation Training Course	01 June – 20 June	Accra	3500.00	5000.00
SP03	The Complete Business Plan Writing and Development Training Course	01 June – 20 June	Accra	3500.00	5000.00
SP04	Enterprise Resource Planning (ERP) Training Certification Course	01 June – 20 June	Accra	3500.00	5000.00
SP05	Feasibility Study Course: Preparation, Analysis and Evaluation	01 June – 20 June	Accra	3500.00	5000.00
SP06	Strategic Thinking and Planning Training Course	01 June – 20 June	Accra	3500.00	5000.00
SP07	Balanced Scorecard (BSC) Training Certification Course	01 June – 20 June	Accra	3500.00	5000.00
SP08	Certified Strategist	01 July – 30 July	Accra	3500.00	5000.00
SP09	Process Management Certification	01 July – 30 July	Accra	3500.00	5000.00
SP10	Business Process Reengineering (BPR) Certification Course	01 July – 30 July	Accra	3500.00	5000.00
SP11	Corporate Resilience Training for Managers and Organisations	01 July – 30 July	Accra	3500.00	5000.00
SP12	Business Transformation Training Course	01 July – 30 July	Accra	3500.00	5000.00
SP13	Benchmarking Training Courses	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP14	Business Process Improvement Certification Training Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP15	Business Process Analysis and Modelling Training Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP16	Disruptive Innovation Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP17	Workflow Management Training Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP18	Board of Directors and Members Training Certification Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP19	Improving Board Effectiveness Training	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP20	Certificate in Strategy	01 Sept – 30 Sept	Accra	3500.00	5000.00





SP21	Strategic Partnerships, Joint Venture and Consortia Development Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP22	Due Diligence Training Course	01 Sept – 30 Sept	Accra	3500.00	5000.00
SP10	Business Process Reengineering (BPR) Certification Course	01 Oct – 30 Oct	Accra	3500.00	5000.00
SP24	Mergers and Acquisitions (M&A) Training Course	01 Oct – 30 Oct	Accra	3500.00	5000.00
SP25	Strategic Awareness and Business Acumen Training Course	01 Oct – 30 Oct	Accra	3500.00	5000.00
SP26	Strategic Planning Certification Training Course	01 Oct – 30 Oct	Accra	3500.00	5000.00
SP27	Strategic Thinking and Business Planning Course	01 Oct – 30 Oct	Accra	3500.00	5000.00
SP28	Strategy Masterclass	01 Oct – 30 Oct	Accra	3500.00	5000.00

### PUBLIC SECTOR MANAGEMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PSM01	Corporate Governance, Business Ethics and Social Responsibility in the Public Services	01 June – 20 June	Accra	5000.00	4400.00
PSM02	E-Government and E-Governance: Digital Government in Public Service Course	01 June – 20 June	Accra	5000.00	4400.00
PSM03	Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance Training Course	01 June – 20 June	Accra	5000.00	4400.00
PSM04	Governance and Leadership in Public Sector Management Course	01 June – 20 June	Accra	5000.00	4400.00
PSM05	Performance Management System in Government and Accountability of Public Officers	01 June – 20 June	Accra	5000.00	4400.00
PSM06	Certificate in Public Service Management	01 June – 20 June	Accra	5000.00	4400.00
PSM07	Public Administration, Policy Analysis and Governance Course	01 June – 20 June	Accra	5000.00	4400.00

PSM08	Masterclass in Public Sector Management	01 July – 30 July	Accra	5000.00	4400.00
PSM09	Good Governance in Public Service	01 July – 30 July	Accra	5000.00	4400.00
PSM10	Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders	01 July – 30 July	Accra	5000.00	4400.00
PSM11	Alternative Dispute Resolution (ADR), Legal Mediation and Arbitration Certificate Course	01 July – 30 July	Accra	5000.00	4400.00
PSM12	Masterclass in Public Relations Management	01 July – 30 July	Accra	5000.00	4400.00
PSM13	International Best Practices in Commercial Arbitration and Adjudication	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM14	Market Competition and Rates (Tariffs and Subsidies)	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM15	Economic Regulation and Pricing	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM16	Economic Analysis and Data Analytics	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM17	Policy Development and Analysis in Public Sector	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM18	Masterclass in Corporate Affairs and Governance	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM19	Masterclass in Public Policy and Administration	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM20	Masterclass in Government Relations, Public Policy and Public Affairs	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM21	Government and Organizational Transparency in Information, Communication and Business	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM22	Digital Government Transformation	01 Sept – 30 Sept	Accra	5000.00	4400.00
PSM23	Freedom of Information and Privacy Protection Certification Program	01 Oct – 30 Oct	Accra	5000.00	4400.00

## PUBLIC PRIVATE PARTNERSHIPS (PPP) TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PPP01	PPP Model and Program Development	01 June – 20 June	Accra	5000.00	4500.00
PPP02	International PPP Projects and Infrastructure Management	01 June – 20 June	Accra	5000.00	4500.00
PPP03	Masterclass in Public Private Partnership (PPP) Contract and Agreement	01 June – 20 June	Accra	5000.00	4500.00
PPP04	PPP PFI, Economics, Contracts and Private Sector Finance	01 June – 20 June	Accra	5000.00	4500.00
PPP05	PPP Project Finance Model Certification Program	01 June – 20 June	Accra	5000.00	4500.00
PPP06	Public Private Partnerships (PPP) Basis, Index, Formula, Methods and Types	01 June – 20 June	Accra	5000.00	4500.00
PPP07	Public Sector Reform: Impact of Private Investment	01 June – 20 June	Accra	5000.00	4500.00
PPP08	Certificate in PPP Regulation	01 July – 30 July	Accra	5000.00	4500.00
PPP09	Project Aspect of PPP (Project Planning, Cost Control, Risks, Implementation)	01 July – 30 July	Accra	5000.00	4500.00
PPP10	Financial & Commercial aspect of PPP (Funding, How To Attract Investors, Project Finance, ROI)	01 July – 30 July	Accra	5000.00	4500.00
PSM11	Legal aspect of PPP (Contract, Regulation, Dispute Resolution)	01 July – 30 July	Accra	5000.00	4500.00
PPP12	Sector-by-Sector Analysis of PPP Models and Structures	01 July – 30 July	Accra	5000.00	4500.00
PPP13	Building a real PPP model using Excel	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP14	PPP Policies, Strategies, Laws & Units for Implementing Successful PPP Transactions	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP15	Identifying & Selecting Appropriate Projects for PPPs	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP16	Financing Techniques For PPP To Ensure Long-Term PPP bankability and Affordability	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP17	Models for Analyzing PPP Projects	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP18	Managing and Overseeing PPP Procurements & Achieving Transaction Closure	01 Sept – 30 Sept	Accra	5000.00	4500.00

PPP19	PPP Stakeholder Management & Sustainability Techniques	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP20	Managing Long-Term PPP Contracts For Ensuring Service Delivery, Price Regulation, and Dispute Resolution	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP21	Negotiating and Managing PPP Contracts	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP22	Public – Private Partnership in the Road Sector	01 Sept – 30 Sept	Accra	5000.00	4500.00
PPP23	PPP Project Negotiation, Mobilizations and Fundraising	01 Oct – 30 Oct	Accra	5000.00	4500.00
PPP24	Structuring Financial Agreements for PPPs	01 Oct – 30 Oct	Accra	5000.00	4500.00

## PUBLIC RELATIONS TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
PR01	Protocol and Etiquette Certification Course	01 June – 20 June	Accra	3500.00	4000.00
PR02	Public Relations Strategy and Tactics	01 June – 20 June	Accra	3500.00	4000.00
PR03	Crisis Management in Public Relations	01 June – 20 June	Accra	3500.00	4000.00
PR04	Event and Conference Management Certification	01 June – 20 June	Accra	3500.00	4000.00
PR05	International Protocol and Diplomacy Certification	01 June – 20 June	Accra	3500.00	4000.00
PR06	Public Affairs and Media Relations Course	01 June – 20 June	Accra	3500.00	4000.00
PR07	Public Relations (PR) and Communication Course	01 June – 20 June	Accra	3500.00	4000.00
PR08	Public Relations (PR) Campaign: Plan, Strategies and Evaluation	01 July – 30 July	Accra	3500.00	4000.00
PR09	Public Relations Officer Certification Course	01 July – 30 July	Accra	3500.00	4000.00

## QUALITY CONTROL & RISK MANAGEMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
QCRM1	5S Training Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM2	HACCP Food Safety Training Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM3	Quality Improvement Certification	01 June – 20 June	Accra	5000.00	4500.00
QCRM4	Lean Practitioner Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM5	Lean Six Sigma Black Belt Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM6	Lean Six Sigma Green Belt Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM7	Lean Six Sigma Yellow Belt Certification Course	01 June – 20 June	Accra	5000.00	4500.00
QCRM18	Food Safety Handlers Course	01 July – 30 July	Accra	5000.00	4500.00
QCRM9	Certified Quality Management Professional	01 July – 30 July	Accra	5000.00	4500.00
QCRM10	Root Cause Analysis Training Certification Course	01 July – 30 July	Accra	5000.00	4500.00
QCRM11	Work Simplification	01 July – 30 July	Accra	5000.00	4500.00
QCRM12	Six Sigma Certification Course	01 July – 30 July	Accra	5000.00	4500.00
QCRM13	Internal Consulting Skills Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM14	Continuous Improvement in TQM Certification Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM15	Total Quality Management (TQM) Certification Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM16	External Quality Assurance (EQA)	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM17	Basic Food Hygiene Certification Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM18	Food Safety Handlers Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM19	Lean Manufacturing Course	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM20	Certified Quality Engineer	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM21	Quality Control Certification	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM22	Risk Management Certification	01 Sept – 30 Sept	Accra	5000.00	4500.00
QCRM23	Certified Quality Inspector (CQI)	01 Oct – 30 Oct	Accra	5000.00	4500.00
QCRM24	Enterprise Risk Management Certification	01 Oct – 30 Oct	Accra	5000.00	4500.00

QCRM25	Professional Risk Manager Certification	01 Oct – 30 Oct	Accra	5000.00	4500.00
QCRM26	Quality Risk Management Training	01 Oct – 30 Oct	Accra	5000.00	4500.00
QCRM27	Insurance Risk Management Certification	01 Oct – 30 Oct	Accra	5000.00	4500.00
QCRM28	ISO 9001 Lead Auditor Certification Course	01 Oct – 30 Oct	Accra	5000.00	4500.00

## SALES AND MARKETING TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
SP01	Business Continuity Management Certification	01 June – 20 June	Accra	3000.00	2500.00
SM02	Business Development Manager Certification Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM03	Key Account Management Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM04	Strategic Account Management Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM05	Business Networking Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM06	Consultative Selling Skills Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM07	Retail Sales and Visual Merchandising Certificate Training Course	01 June – 20 June	Accra	3000.00	2500.00
SM08	Distribution Channel Marketing Management Training Course	01 July – 30 July	Accra	3000.00	2500.00
SM09	Brand Management Certification Training Course	01 July – 30 July	Accra	3000.00	2500.00
SM10	Marketing Strategy and Planning Training Course	01 July – 30 July	Accra	3000.00	2500.00
SM11	FMCG Sales Training	01 July – 30 July	Accra	3000.00	2500.00
SM12	Internet and Social Media Marketing Certification Training Course	01 July – 30 July	Accra	3000.00	2500.00
SM13	Certified Marketing Professional Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM14	Product Management Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM15	Professional Selling Skills Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM16	Certificate in Retail Management Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00





SM17	Certificate in Digital Marketing Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM18	Certified Digital Marketing Professional Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM19	Pricing Strategy and Tactics Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM20	Certificate in Marketing Communications and Media Planning Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM21	Design Thinking Certification Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM22	Upselling and Cross selling Training Course	01 Sept – 30 Sept	Accra	3000.00	2500.00
SM23	Fundamentals of Marketing Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
SM24	Marketing Leadership Development Program	01 Oct – 30 Oct	Accra	3000.00	2500.00
SM25	Market Research and Intelligence Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
SM26	Certified Sales Manager Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00
SM27	Certificate in Sales and Marketing Management Training Course	01 Oct – 30 Oct	Accra	3000.00	2500.00

## LEARNING AND DEVELOPMENT TRAINING COURSES

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
LND01	Certified Training and Development Professional Course	01 June – 20 June	Accra	3500.00	4000.00
LND02	e-learning Instructional Design and Developer Certification Course	01 June – 20 June	Accra	3500.00	4000.00
LND03	Effective Facilitator Training Course	01 June – 20 June	Accra	3500.00	4000.00
LND04	Training Needs Analysis and Training Evaluation Course	01 June – 20 June	Accra	3500.00	4000.00
LND05	Training Coordinator and Administration Certification Course	01 June – 20 June	Accra	3500.00	4000.00
LND06	Master Trainer Certification Program	01 June – 20 June	Accra	3500.00	4000.00
LND07	Measuring ROI and Evaluating Training Effectiveness	01 June – 20 June	Accra	3500.00	4000.00

LND08	Train the Trainer Certification Course	01 July – 30 July	Accra	3500.00	4000.00
LND09	Competency Based Training Program	01 July – 30 July	Accra	3500.00	4000.00
LND10	Gamification Training and Development Course	01 July – 30 July	Accra	3500.00	4000.00
LND11	Organizational Development Certification Course	01 July – 30 July	Accra	3500.00	4000.00
LND12	Corporate Trainer Certification Course	01 July – 30 July	Accra	3500.00	4000.00
LND13	Certified Learning and Development Manager Program	01 Sept – 30 Sept	Accra	3500.00	4000.00
LND14	Training and Development Specialist Certification	01 Sept – 30 Sept	Accra	3500.00	4000.00

### **BANKING, INVESTMENT & INSURANCE TRAINING COURSES**

CODE	CETraC Mini-MBA Programmes	Duration & Date	Country Venue	Fees Per Delegates Per Programme	
	Programme Title	Four (4) Credit Hours Per Sections		Ghanaian Delegates (¢)	Ghanaian Delegates (¢)
BII01	Masterclass in Currency Management (Risk, Strategy & Asset Management)	01 June – 20 June	Accra	3700.00	4000.00
BII02	Cash Transfer Programming (CTP) – Cash and Voucher Based	01 June – 20 June	Accra	3700.00	4000.00
BII03	Specialist in Banking Operations Certification Course	01 June – 20 June	Accra	3700.00	4000.00
BII04	Fraud and Risk Management System in Banking Sector	01 June – 20 June	Accra	3700.00	4000.00
BII05	Agency Banking Model, Strategy and Solutions	01 June – 20 June	Accra	3700.00	4000.00
BII06	LBO Model, Loan Structuring, Pricing and Leveraged Acquisition Finance	01 June – 20 June	Accra	3700.00	4000.00
BII07	Certified Islamic Banking and Finance Professional	01 June – 20 June	Accra	3700.00	4000.00
BII08	Sukuk Funds and Bonds: Types, Issuance, Investment, Structure and Financing	01 July – 30 July	Accra	3700.00	4000.00
BII09	Certified Banking Finance Professional	01 July – 30 July	Accra	3700.00	4000.00
BII10	Certified Chartered Banker Course	01 July – 30 July	Accra	3700.00	4000.00
BII11	Bank Modelling and Valuation Certification Program	01 July – 30 July	Accra	3700.00	4000.00
BII12	Bank Teller Certification Program	01 July – 30 July	Accra	3700.00	4000.00



BII13	Certified Bank Operations and Financial Analyst	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII14	Certified Expert in Banking Arbitration, Disputes Resolution and Contracts	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII15	Specialist in Credit Risk Evaluation, Modelling and Management	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII16	Anti-Money Laundering Regulations, Compliance, Process and Policy	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII17	Debt Collection, Recovery, Negotiation and Credit Control Management	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII18	Certified Basel III Expert	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII19	Investment Banking Certification Course	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII20	International Central Banking Models and Legal Framework	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII21	Global Investment Performance Standards (GIPS)	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII22	Certified Pension Plan and Fund Administrator	01 Sept – 30 Sept	Accra	3700.00	4000.00
BII23	Pension Fund Risk Management and Risk Associated with Pension Schemes	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII24	Risk Based Supervision of Pension Funds	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII25	Certified Pension Trustee of Scheme, Fund and Liability Insurance	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII26	Certificate in Pension Fund Law & Regulation Act	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII27	International Social Security Association (ISSA) Guidelines	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII28	Certificate in Pension Fund Governance, Regulations and Best Practices	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII29	Investment Portfolio Management Certification Course	01 Oct – 30 Oct	Accra	3700.00	4000.00
BII30	Certified Investment Analyst Course	01 Nov – 28 Nov	Accra	3700.00	4000.00
BII31	Masterclass in Investment Management: Property, Stock, Financial & Funds	01 Nov – 28 Nov	Accra	3700.00	4000.00