

ATI Seminars for September – November 2021

African Training Institute, Inc., a subsidiary of the African Consulting Group, is the premier provider of short, professional training courses in Sierra Leone. We pride ourselves in the quality of our subject-matter training programmes, innovative delivery, high performance and energy, and our commitment to excellence. It is our pleasure to present to you the following training programmes for September to November, 2021. **A DETAIL COURSE BROCHURE AND REGISTRATION FORM ARE AVAILABLE ONLINE AT WWW.AFRICANTRAINING.ORG.** Kindly call us at 076-716-683/88 or email us at info@african-training.com with any questions or for additional information. **THANK YOU.** Please note that 10% discount applies to registration for 6 or more delegates from the same institution for the same course or seminar.

No	Name of Course/Seminar	Date	Venue	Cost
1	Professional Business Writing Skills and Techniques	21 st September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
2	Effective Board Governance Seminar	22 nd September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,500,000.00
3	Leadership Skills for New Managers and Leaders	23 rd September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
4	Strategic Human Resource Management in Times of Crisis	24 th September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
5	Effective Monitoring and Evaluation of Projects	28 th September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
6	Effective Meetings and Minute Taking Seminar	29 th September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
7	Strategic Financial Management for Managers	30 th September, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
8	Train the Trainer (ToT) Workshop	1 st October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
9	Driver Safety Seminar	2 nd October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
10	Project Finance Management Seminar	5 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
11	Strategic Procurement, Logistics and Supply Chain Management	6 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
12	Effective Public Speaking and Communications Skills	7 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
13	Customer Service Excellence Seminar	8 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
14	ICT Governance, Strategy and Project Management	12 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
15	Personal and Team Effectiveness Seminar	13 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00

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16	Management Skills for Administrative Managers	14 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
17	Finance for Non-Finance Managers and Executives	15 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
18	Excellence in Marketing and Sales Seminar	19 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
19	Retirement Planning Seminar	20 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
20	Mastering the Act of Negotiation: Effective Skills and Tools	21 st October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
21	Secretaries, Executive and Personal Assistants (PAs)	22 nd October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
22	Forensic Auditing Techniques and Internal Audits Controls	26 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
23	Effective Management Skills for Managers	27 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
24	Presentation and Communications Skills for Managers	28 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
25	Effective Leadership Skills for Directors and Leaders	29 th October, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
26	Women in Leadership Seminar	2 nd November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
27	Effective Public Speaking and Communication Skills	3 rd November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
28	Effective Performance Management	4 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
29	Advanced Business Management Skills for Managers	5 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
30	Effective Report Writing Skills and Techniques	9 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
31	NGO Management and Governance Skills and Techniques	10 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
32	Strategic Planning, Implementation and Management	11 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
33	Effective Skills for Women at Work Seminar	12 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
34	Conflict and Crisis Management in the Workplace	16 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
35	Seminar for Consultants and Professional Service Providers	17 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
36	Governance, Risks and Compliance Management Seminar	18 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00
37	Effective Project Management Seminar	19 th November, 2021	Golden Tulip Hotel, Aberdeen	SLE 2,000,000.00