

# ATI FEBRUARY/MARCH SEMINARS



## ATI SEMINARS CALENDAR FEBRUARY/MARCH 2021

No	Name of Course	Date	Venue	Cost
1	Executive Leadership Skills for Leaders and Managers	24 February, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
2	Training Seminar for Consultants and Professionals	26 February, 2021	Radisson Blu Hotel, Freetown	SLE 2,000,000.00
3	ICT Innovation Seminar	2 March, 2021	Radisson Blu Hotel, Freetown	SLE 1,000,000.00
4	Effective Management Skills for Managers	4 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
5	Project and Report Writing Skills Seminar	9 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
6	NGO Management & Governance Skills Seminar	11 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
7	Strategic Planning, Implementation and Management	16 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
8	Effective Skills for Women at Work Seminar	18 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
9	Seminar for Board of Directors & Management	23 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
10	SME / Business Management Seminar	25 March, 2021	Radisson Blu Hotel, Aberdeen	SLE 2,000,000.00
11	National Professional Networking Seminar	30 March, 2021	Radisson Blu Hotel, Freetown	FREE/By Invitation

**10% Discount Apply if six (6) or more delegates register from the same institution.**

**To register for ACG Seminars or events, kindly download the Delegate Registration Form at [www.african-training.com](http://www.african-training.com)**

**For any questions, please call us at 076-716-683 / 076-716-688 or email us at [info@african-training.com](mailto:info@african-training.com)**



# Effective Leadership Skills for Managers



## WHEN

24<sup>th</sup> February, 2021

## DEADLINE

Application deadline is 21<sup>st</sup> February, 2021

## PRICE

SLE 2,000,000

## WHERE

Radisson Blu Hotel, Aberdeen

## AGENDA

This one-day event will run as follows:

- 0830 – 0900 – Networking and Registration
- 0900 – 1030 – Session
- 1030 – 1100 – Morning Tea
- 1100 – 1230 – Session
- 1230 – 1330 – Lunch
- 1330 – 1500 – Session
- 1500 – 1530 – Afternoon Tea
- 1530 – 1700 – Q&A Session

**To Register or for questions:**

Kindly call us at 078-415-579 / 076-716-683 / 688 or email us at [info@african-training.com](mailto:info@african-training.com)



## Seminar Profile

The Executive Leadership Seminar for Managers is designed to expose participants to global trends and best practices in innovation, leadership development and social entrepreneurship in the both the public and private sectors in Sierra Leone. The delegates will have an opportunity to interact with some of the most successful local, regional and global company leaders in Sierra Leone. There will be opportunities to explore leadership and secrets of success stories of the great organisations engaging with successful leaders from leading companies, developing mutually beneficial business and personal relationships that will endure beyond the programme completion date.

The delegates will be in a position to transfer and apply knowledge gained on this programme into their own organisations, thereby providing return on investment for attending this training. Participants in this training programme will be introduced to a structured series of activities designed to help achieve organizational coherence within the system and the effective alignment of activities and structures for the common purpose of improving educational processes and outcomes.

This Seminar aims at enhancing leadership skills at an executive level, advancing strategic understanding in complex and uncertain global environment making better leadership decisions in organisation competing with agility within leadership context. This is a high-level leadership in-depth and general management programme stretching think-tanks to challenging learning experience that positively impact on individual leadership careers and companies and organisations in a challenging global market.

## Target Groups

The Seminar is a one-day training program specifically designed for senior executives and middle-level managers such as: Chief Finance Officers (CFOs); Human Resource Managers; Finance Directors; Programme Directors; Directors of Operations; Financial Controllers; Procurement Officers; Risk Control Officers; Compliance Officers; Directors of Financial Planning & Analysis; PROs; Internal Auditors; Financial Analysts; Accountants and Tax Officers; Board Members; Commissioners of MDAs, ICT Managers; Management Consultants; Managers and Directors in senior management positions in public and private companies, government institutions, NGOs and private firms operating in Sierra Leone.

## Course Outcomes: Expected Benefits and Value of Participating

After the completion of this training, participants will be able to learn how to:

- ✓ Create a vision – a common ground
- ✓ Develop strategies that make things happen
- ✓ Take intelligent risks
- ✓ Influence people to follow you
- ✓ Gain cooperation at every level
- ✓ Lead a winning team, department or organization
- ✓ Empower others to deliver results
- ✓ Recognize individual and team success
- ✓ Define performance standard and hold people accountable
- ✓ Master the 8-step planning process
- ✓ Align performance goals with strategy



# Training Seminar for Consultants and Professionals



## WHEN

26<sup>th</sup> February, 2021

## DEADLINE

Application deadline is 21<sup>st</sup> February, 2021

## PRICE

SLE 2,000,000

## WHERE

Radisson Blu Hotel, Aberdeen

## AGENDA

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## Seminar Profile

**From starting a consulting business to delivering best practice advice.**

The Grow Your Consulting Business series is a set of training courses that shares essential skills, resources and techniques for effective and impactful consulting as well as for running a successful consulting business. The courses deliver the know how necessary to go from embarking on a consulting career to running a profitable business and will help you deliver high quality advice that small and medium-sized businesses are ready to pay for.

Whatever your level of experience, our training courses provide best in class consulting tool kits and frameworks to help you take your ambitions forward and build a durable consulting business. So, whether you are an expert looking to use that knowledge as a professional consultant, a young consultant seeking to build up your consulting skills, a senior member of a consulting firm eager to learn about new specialisations or the owner of a consulting business seeking to enhance your business model, get the training you need to step up your game.

### Course Outline: There are six topics to cover

- Starting a consulting business
- Management consulting essentials
- Managing a consulting business
- Marketing and selling management consulting services
- Business diagnostics for consulting
- Project management for consulting.

### Foundations of consulting: Management consulting essentials

This 1-day course gives a complete overview of the essentials of management consulting. From writing a winning proposal to managing relationships with clients and the foundations of project management, learn how to deliver high quality advice in line with industry standards.

### Your consulting practice: Starting a consulting business

If you have business knowledge or technical expertise that you believe is valuable to small and medium-sized businesses, this 1-day course will help you learn how to turn that into a successful consulting business. From the legalities of starting a business to winning your first clients and essential business management skills, learn how to use your experience to deliver high quality advice small businesses will pay for.

### Managing a consulting business

Hone your business management skills with this course for owners and managers of consulting businesses. From reaching out to new client groups to managing talent and resources, learn how to make your business more effective, more competitive and more profitable.

### Marketing and selling consulting services

For many small and medium-sized businesses, engaging an external consultant is not something they have ever considered. This course will help you market your consulting services more widely and more effectively and attract more clients.

**WHEN**

2<sup>nd</sup> March, 2021

**DEADLINE**

Application deadline is 25<sup>th</sup> February, 2021

**PRICE**

SLE 2,000,000

**WHERE**

Radisson Blu Hotel, Aberdeen

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**Seminar Profile**

Today with digitization catching up in all the segments of the global ICT industry, the IOT, Cloud, Networking, security, surveillance and storage have become the areas of utmost importance offering enormous opportunities. However, some researchers and trend analysts have opined that nations are experiencing the onset of the 4th industrial revolution - a revolution that will fundamentally change the way in which we live, work, and deliver services, even the way we relate to one another.

For our country to avoid remaining on the periphery of this revolution, we must contemplate a host of policy and regulatory interventions that will place us in better stead to harness the benefits of this imminent and unavoidable development. We can achieve this by accelerating digitisation and improve internet connectivity. These are perfect launch pads for the 4th Industrial Revolution! We must fully exploit the benefits offered by cloud computing given its inherent affordability and flexibility. We must embrace big data analysis - a development that calls for improved public and private sector partnerships.

Furthermore, it is imperative to pose some critical questions, which will set the stage for our intensive discussions during the coming ICT Innovation Seminar.

The aim of this event is to help the ICT practitioners, professionals and partners to gain the latest information on technology and market trends and to leverage on the growing opportunities. The seminar is intended to be a platform to bring together leading professionals and help them to interact, learn the latest innovations and explore new business opportunities and forge new relationships.

**Who Should Attend**

The ICT Innovation Seminar is open to all ICT practitioners and professionals, analysts, policy makers and academia, including:

- Chief Technology Officers (CTOs)
- ICT Managers
- ICT Programmers and Consultants
- Innovators and Communication Specialists
- Web Developers
- Regulators and Policymakers
- Internet Service Providers, technology firms.

**Why You Should Attend**

The Seminar will create a platform for the ICT industry to discuss trends and challenges facing the industry globally and in the country. ICT industry players use this platform to showcase their ICT solutions and services. The Seminar will also expose professionals to latest ICT trends and affords them the opportunity to also present their latest innovations and inventions.

**WHEN**

4<sup>th</sup> March, 2021

**DEADLINE**

Application deadline is 25<sup>th</sup>  
February, 2021

**PRICE**

SLE 2,000,000

**WHERE**

Radisson Blu Hotel, Aberdeen

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## Successful Management for Business Achievement

### Seminar Profile

In today's highly competitive and challenging environment, it is critical to have a proper perspective on the direction in which your organisation is heading. This Advanced Management and Business Skills Seminar will focus on issues and challenges faced and point you in the correct direction for the future.

The seminar is designed to stretch delegates in order to equip them with the knowledge and confidence to lead and manage in a fast-moving and complex business environment. The course is a unique distillation of the skills that you need to be successful in business delivered by people in the business.

### Course Objectives

At the end of this course the participants will be able to:

- To provide concise, comprehensive coverage of vital business topics, important concepts, and proven strategies taught as part of MBA programs.
- To grasp the essential ingredients of:
  - Personal success.
  - Management success.
  - Business success.
- To help non-business-trained professionals understand fundamental business principles.
- To ensure that delegates are current with the future thinking in all aspects covered in this Programme.

### Targeted Audience

- All Supervisors, Middle Managers, Department Heads, and Senior Managers
- Human Resource Personnel including HR Business Partners
- Engineers and other Technical Professionals moving into Management positions
- Non-business Professionals who need a wider understanding of Leadership and Management Principles
- All professionals whose task it is to Create and/or Implement Strategy who have not undertaken a formal MBA program
- Those considering a formal MBA course
- Professionals who would like a refresher course in MBA type topics and want to be familiar with current thinking about running an organization in the 21st century
- Personnel who are likely to take up managerial positions in the not too distant future.





## WHEN

9<sup>th</sup> March, 2021

## DEADLINE

Application deadline is 3<sup>rd</sup> March, 2021

## PRICE

SLE 2,000,000

## WHERE

Radisson Blu Hotel, Aberdeen

## AGENDA

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## Course Description

All organisational and business activities are governed by writing policies and procedures and oftentimes projects. Much effort is spent on looking at how to draft documents, and, while this is important, it sometimes overshadows the importance of the Project, Policy or Procedure, and related documents such as Specifications and Standards.

The course will look at how these documents are created, and some of the main clauses that appear in them, all using real examples wherever possible. The course will then consider methods to be used in drafting Project Proposals, Reports, Policies and Procedures, and, in particular, how to avoid ambiguity and uncertainty. This is an area that generates large numbers of errors, and the aim of the course is to reduce the frequency of such errors and associated disputes.

The course will deal with Project Proposals, Reports, Policy and Procedure documents written in the English language but will use techniques that have wide application to many types of documents.

## Course Objectives

At the end of this course the participants will be able to:

- Increase recognition of the use of Project, Policy and Procedures
- Develop drafting skills, which will be useful tools in all types of documents, and Improve clarity of expression in documents
- Increase working knowledge of implications and potential problems with Project Proposals, Reports, Policy and Procedures
- Better awareness of the commercial impact of drafting issues
- Improve the ability to reduce the risks
- Understand the different roles of documents
- Learn drafting skills that will be usable in a wide range of situations, and have the chance to practice drafting skills in a non-threatening environment
- Improve your strategic thinking on how to develop Reports, Project Proposals, Policy and Procedures documents
- Learn practical techniques for the drafting of Reports, Project Proposals, Policy and Procedures
- Improve your understanding of contract wording in the English language, and identify where things can go wrong, and learn how to avoid problems, or mitigate their effects through well-drafted documents and good management
- Improve your ability to interface with other professionals

## Targeted Audience

- Professionals who want to learn techniques to improve their writing skills
- Team leaders, supervisors, section heads, and managers
- Professionals who have an interest in written English
- Anyone who wants to become a leader in their work role
- Project, purchasing, finance & production officers and personnel
- Technical professionals including those in Maintenance, Engineering & Production
- Secretaries, clerks, administrative and support staff

**WHEN**

11<sup>th</sup> March, 2021

**DEADLINE**

Application deadline is 4<sup>th</sup> March, 2021

**PRICE**

SLE 2,000,000

**WHERE**

Radisson Blu Hotel, Aberdeen

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**Seminar Profile**

The NGO Management and Governance Seminar is a unique source of information and a training and capacity building opportunity for senior executives, and existing and potential partners and individuals interested in sustainable human development, peace and economic development in Sierra Leone. The Seminar will provide an opportunity for policymakers, development partners, professionals, activists and project beneficiaries, end-users to interact and deliberate on challenges, innovation, solutions, and opportunities in the NGO sector in the Sierra Leone.

**Course Objectives**

At the end of this course the participants will be able to:

- To provide concise, comprehensive coverage of vital non-profit/ NGO sector topics, important concepts, and proven strategies taught as part of MBA programs.
- To grasp the essential ingredients of:
  - Personal success.
  - Management success.
  - Professional success.
- To help non-NGO-trained professionals understand fundamental NGO management, humanitarian and governance principles.
- To ensure that delegates are current with the future thinking in all aspects covered in this Programme.

**Why you should attend?**

The Seminar will play a significant role for both private and public sector delegates because it will enable you to:

- Know about the status of the current development policy and NGO regulations, governing policies and regulatory frameworks, operating climate, technologies, and financing opportunities.
- Meet is a unique meeting point to dialogue and share innovative ideas and best practices as well as build strategic partnership that can help NGOs better fulfil their missions.
- Participate in opportunities for NGO, donor and government representatives to introduce their organisations and discuss their activities, concerns or problems where experts provide guidance on practical topics of importance to them.

**Targeted Audience**

The training seminar is a one-day interactive program specifically designed for NGO founders, and development practitioners, Country Directors; senior executives and middle-level managers such as: Chief Finance Officers (CFOs); Human Resource Managers; Finance Directors; Programme Directors; Directors of Operations; Financial Controllers; Procurement Officers; Directors of Finance; PROs; Internal Auditors; Financial Analysts; Accountants and Tax Officers; Board Members; ICT Managers; Management Consultants; Managers, Activists and Directors in senior management positions in companies, government institutions, NGOs and private firms operating in Sierra Leone.

**WHEN**

16<sup>th</sup> March, 2021

**DEADLINE**

Application deadline is 5<sup>th</sup> March, 2021

**PRICE**

SLE 2,000,000

**WHERE**

Radisson Blu Hotel, Aberdeen

**AGENDA**

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**Course Description**

Whether you are starting a business, growing a business, or preparing for retirement, the probability of accomplishing your goal increases substantially when you plan it rather than just start doing it. Planning is even more critical during challenging economic times or when multiple people and groups need to coordinate their actions to accomplish the primary goals, as is true of almost all organisational goals.

In today's challenging economic world, organisational planning has become even more critical, not only to survive but to thrive. Most business executives will agree, intellectually, with the preceding statement, but the agreement is not enough.

This course is designed for strategic planning executives, project cost estimators, project designers, programme officers, project planners and schedulers, contract professionals, project procurement and purchasing staff, and project control and business services professionals who have the responsibility for project proposals in client and contracting companies.

Delegates will develop advanced strategic management planning, performance and control, and management skills and knowledge through formal and interactive learning methods. The program includes individual exercises, team projects, applicable case studies, group discussions, and video material that bring to life the skills acquired throughout the course.

The material has been designed to enable delegates to apply all of the material with immediate effect at the office.

Additionally, the seminar does not assume prior knowledge of the topics covered in the course. New concepts and tools are introduced gradually to enable delegates to progress from the fundamental to the advanced concepts of project risk management.

**Course Objectives**

At the end of this course the participants will be able to:

- Understand the concepts and the differences between strategy, planning, goals, and tactics.
- Demonstrate how the operating unit's strategic plan contributes to the organisation's strategic plan.
- Master the steps in building a useful strategic plan.
- Recognize and review your options during the process to optimize your results.
- Create clear, simple communication tools.
- Build a solid strategic plan that is unique to your organisation.
- Develop a realistic implementation plan.
- Measure your results to make sure the organisation is achieving its objectives.

**Targeted Audience**

- Directors, Managers, Supervisors, and Team Leaders
- Strategic Planning Department: Supervisors and Team leaders
- Human Resources Staff, Programme Officers and Managers
- Employees who want to get important skills to improve their career



# Effective Skills For Women at Work



## WHEN

18<sup>th</sup> March, 2021

## DEADLINE

Application deadline is 12<sup>th</sup> March, 2021

## PRICE

SLE 2,000,000

## WHERE

Radisson Blu Hotel, Aberdeen

## AGENDA

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## Seminar Profile

Increasingly, it is being recognized that the trend towards equal opportunities for women is giving women the chance to take more responsibility and make more contributions to the success of their organization. However, in many cases, there is a need to develop the skills and confidence necessary to maximize potential as individuals and as employees. This course is designed to do just that - to equip women with the skills, knowledge, and confidence to succeed in what has traditionally been a male-dominated society. The course will involve experiencing personal development and practicing the new skills using ten competencies which are the key to success in a position of responsibility.

## Course Objectives:

At the end of this course the participants will be able to:

- Get to know their self-better
- Improve their effectiveness
- Improve their ability to influence others
- Improve their assertiveness and self-confidence
- Improve their business awareness

## Targeted Audience:

- Head of Departments
- Women Leaders
- Supervisors
- Compliance and Enforcement
- Managers
- Human Resources
- People who are interested to get new knowledge



# Seminar for Board of Directors and Senior Management



## WHEN

23<sup>rd</sup> March, 2021

## DEADLINE

Application deadline is 18<sup>th</sup> March, 2021

## PRICE

SLE 2,000,000

## WHERE

Radisson Blu Hotel, Aberdeen

## AGENDA

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## Seminar Profile

This executive seminar is designed for current and future executive and non-executive (independent) Board Members and for senior executives of MDAs, NGOs and companies. It will equip them to effectively discharge their individual and collective governance roles, responsibilities and accountabilities, and lead the organisation to success and sustainability through governance excellence. Invaluable and insightful for board members, board committee members and senior (C-Suite) executives in both the public and private sectors.

## Effective Board Governance

Corporate Governance is not the same as management and demands different approaches, competencies and styles. It's the way organisations are directed and controlled. It is the toolkit for the processes and the oversight which drives the highest standards of leadership, accountability and behaviour. Strong governance is a key enabler for Boards and organisations to make well informed and appropriate decisions, to implement them effectively, and achieve critical stakeholder outcomes by acting appropriately and fairly. New or updated corporate governance laws, regulations and directives are frequently released.

Corporate governance is of increasing importance globally. Its purpose is to help build the trust, transparency and accountability necessary for fostering long-term investment, financial stability and business integrity, thereby supporting stronger growth and more inclusive societies. It brings a conducive corporate culture which proactively manages risks, fosters high performance and optimally achieves corporate compliance and control to enhance organisational value.

## Target Groups

The Good corporate governance and accountability practices attract investments, develop sound financial structures and accelerate global integration. Therefore, decision makers and people that have demonstrated an impact on their sectors and industries are among our target audience.

Specifically, the attendees would include:

- Chairman and deputies of Board of Directors and board sub-committees
- Directors and company secretaries of small and large listed and unlisted companies
- Managing directors /CEOs private companies and public institutions
- Regulators (Directors and Commissioners of Regulatory Agencies and Commissions)
- Heads of Finance, Human Resources, Risks, Legal Affairs
- Executive Directors and Independent Directors
- Country Directors and Mission Heads of inter/national NGOs
- Lawyers and Judges in public and private practice
- Business and Management Consultants
- Senior Government Officials & Policymakers
- Anyone seeking a better understanding of corporate governance principles and practices & sustainability frameworks.

**WHEN**

25<sup>th</sup> March, 2021

**DEADLINE**

Application deadline is 18<sup>th</sup> March, 2021

**PRICE**

SLE 2,000,000

**WHERE**

Radisson Blu Hotel, Aberdeen

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## Successful Management for Business Achievement

### Seminar Profile

In today's highly competitive and challenging environment, it is critical to have a proper perspective on the direction in which your organisation is heading. This Advanced SME / Business Management Skills Seminar will focus on issues and challenges faced and point you in the correct direction for the future.

The seminar is designed to stretch delegates in order to equip them with the knowledge and confidence to lead and manage in a fast-moving and complex business environment. The course is a unique distillation of the skills that you need to be successful in business delivered by people in the business.

### Course Objectives

At the end of this course the participants will be able to:

- To provide concise, comprehensive coverage of vital business topics, important concepts, and proven strategies taught as part of MBA programs.
- To grasp the essential ingredients of:
  - Personal success.
  - Management success.
  - Business success.
- To help non-business-trained professionals understand fundamental business principles.
- To ensure that delegates are current with the future thinking in all aspects covered in this Programme.

### Targeted Audience

- All Supervisors, Middle Managers, Department Heads, and Senior Managers
- Human Resource Personnel including HR Business Partners
- Engineers and other Technical Professionals moving into Management positions
- Non-business Professionals who need a wider understanding of Leadership and Management Principles
- All professionals whose task it is to Create and/or Implement Strategy who have not undertaken a formal MBA program
- Those considering a formal MBA course
- Professionals who would like a refresher course in MBA type topics and want to be familiar with current thinking about running an organization in the 21st century
- Personnel who are likely to take up managerial positions in the not too distant future