




## ATI TRAINING CALENDAR 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](http://WWW.AFRICANTRAINING.ORG).** Kindly call us at 076-716-683/88 or email us at [info@african-training.com](mailto: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.**

Course	Course Description and Target Participants	Date, Venue & Cost
<b>Professional Business Writing Skills and Techniques</b> 	<p>Business people today communicate in writing such as letters, faxes, email, reports, minutes and memos. The effect of these communications can be improved if they are written clearly, concisely and in a readable way.</p> <p>Whether you are drafting emails to colleagues or having to provide reports for your customers or managers, this intensive 1-day training course will provide you with easy to remember principles, suggestions and formats that can help you write better business documents. This course will help all people in business, but especially those who are not writing in their first language, to improve the overall quality of their writing by highlighting some easy to remember rules and practical everyday techniques that will keep your writing clear, simple and easy to read.</p> <p>Your comprehensive programme includes:</p> <ul style="list-style-type: none"> <li>• Understanding how writing better documents improves communication throughout your business.</li> <li>• Using the various business writing formats correctly.</li> <li>• Using mind mapping to organise ideas and conclusions in a coherent and logical manner.</li> <li>• Ensuring clarity and professionalism in your writing.</li> <li>• Avoiding common punctuation errors and mistakes.</li> <li>• Knowing how to prepare and write reports correctly.</li> <li>• Avoiding common errors that a spellcheck won't spot.</li> <li>• Summarising complicated documents and your business concepts with accuracy.</li> <li>• Increasing the impact and readability of your writing.</li> <li>• Checking and proof-reading skills to avoid errors.</li> </ul>	<p><b>Date:</b> 21<sup>st</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Effective Board Governance Seminar</b>	<p>Good 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.</p> <p>This course outlines recognised global good practice for corporate governance standards and expectations. It will help</p>	<p><b>Date:</b> 22<sup>nd</sup> September, 2021  <b>Cost:</b> SLE2,500,000.00  <b>Venue:</b> Golden Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>

	senior executives and leaders to recognise the nature and components of effective integrated frameworks for good corporate governance. It will assist delegates to implement the structural, process, behavioural, compliance, risk and performance imperatives needed within a robust accountability framework for MDAs, NGOs and companies.	
<b>Leadership Skills for New Managers and Leaders</b> 	<p>Managers are often promoted due to their functional skills and not necessarily their ability to manage and motivate staff - and then left alone to discover how to manage an often-challenging group of people. As management skills are generally learnt through trial and error, this challenging “teething period” can lead to lower productivity, costly mistakes and the loss of valuable staff. This management course is a valuable introduction to managing people and will cover the 10 areas any manager needs to address to become more effective in their position. It will help you to improve your leadership style, motivate your staff, handle conflict smoothly, delegate tasks effectively, discipline poor performance and improve the performance of your team.</p> <p>Your comprehensive programme includes:</p> <ul style="list-style-type: none"> <li>• Getting to grips with all the tasks of being a manager</li> <li>• Examining different management styles needed for many different situations</li> <li>• Understanding the difference between leading vs managing people</li> <li>• Knowing how to motivate a team of people effectively</li> <li>• Developing and growing your people</li> <li>• Handling conflicts and personality clashes fittingly</li> <li>• Mastering delegation and control</li> <li>• Delivering discipline and criticism in a way that will build a successful team</li> <li>• Optimising the time you spend on managing people</li> <li>• Conducting performance reviews for effective teamwork.</li> </ul>	<p><b>Date:</b> 23<sup>rd</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Strategic Human Resource Management in Difficult Times</b>	<p><b>This intensive seminar will give you a solid overview of all aspects of HR.</b> Quickly learn the essentials of key HR functions and gain the confidence and knowledge you need to succeed.</p> <p><b>How You will Benefit</b></p> <ul style="list-style-type: none"> <li>✓ Understand HR’s role as a vital contributor to your organization</li> <li>✓ Discover strategies to attract and retain top talent</li> <li>✓ Examine best practices for managing performance and creating compensation, training and benefit systems</li> <li>✓ Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business</li> </ul>	<p><b>Date:</b> 24<sup>th</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a>.</p>
<b>Effective Monitoring and Evaluation of Projects</b>	<p>A good M&amp;E system helps <b>identify promising interventions early</b> so that they can potentially be implemented elsewhere. Having data available about how well a particular project, practice, program, or policy works, it provides useful information for formulating and justifying budget requests.</p>	<p><b>Date:</b> 28<sup>th</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more</p>

	<p><b>How You will Benefit</b></p> <ul style="list-style-type: none"> <li>• Understanding the nature of project monitoring and evaluation in public sector context</li> <li>• Understanding policy and legislative framework governing public sector projects</li> <li>• Principles of effective monitoring and evaluation of projects</li> <li>• The project planning and implementation phases</li> <li>• Result-based tools for programme planning</li> <li>• Monitoring and evaluation process of projects</li> <li>• Using M &amp; E tools, techniques and frameworks</li> <li>• Identifying M &amp; E indicators for measuring/ evaluating project performance</li> <li>• Designing and conducting an evaluation</li> <li>• Application of Logic Models</li> <li>• Analysis and interpretation of M &amp; E data</li> <li>• M&amp;E reports for decision making</li> </ul>	<p>from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Seminar on Effective Meetings and Minute-Taking</b></p> 	<p>If you work as a senior executive, board secretary, committee assistant, administrator, executive assistant or office manager, you will undoubtedly be involved in all aspects of meetings management. Not only are you required to organise meetings, you are also expected to be present, take notes, summarise action points and distribute comprehensive, accurate minutes. This intensive 2-day course will demonstrate the best way to arrange a meeting, from making physical arrangements and preparing the agenda, to confirming attendees and seamlessly moving in late-comers. You will undertake practical exercises on taking comprehensive notes and discuss techniques for turning these notes into clear, concise and accurate minutes that clearly identify actions and responsibilities.</p> <p>Your comprehensive programme includes:</p> <ul style="list-style-type: none"> <li>• Learning about various types of meetings and your activities in formal and informal meetings</li> <li>• Checklist of the key things to arrange for a meeting</li> <li>• Understanding the notice of a meeting, the meeting agenda and guidelines for distribution</li> <li>• Understanding what people need minutes for and the importance of keeping them short and punchy</li> <li>• Practical minute taking skills to allow you to notate discussions, procedures and action points</li> <li>• Understanding common meeting jargon</li> <li>• Preparing different types of minutes and what you need to do differently for each of these</li> <li>• Distributing and following up of meeting action points</li> </ul>	<p><b>Date:</b> 29<sup>th</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Strategic Financial Management for Professionals and Managers</b></p>	<p>Strategic financial management provides the essential ingredients for achieving a sound budget preparation and execution system.</p> <p>This course focuses on the issues and challenges likely to impede the seamless operation of management and financial accounting processes and examines the techniques and tools needed to address them. It will underline what constitutes</p>	<p><b>Date:</b> 30<sup>th</sup> September, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy</p>

	<p>strategic financial management and executive budget execution within the context of management and financial accounting, by exploring its role in providing entities with the means to achieve their strategic and operational objectives.</p> <p>The course will enhance participants' understanding of all the key processes within the accounting cycles leading up to the preparation of financial statements, including the use of performance management tools.</p> <p><b>COURSE OBJECTIVES:</b> On completion, you will be able to:</p> <ul style="list-style-type: none"> <li>• Apply strategic financial management to add value to the budget execution process</li> <li>• Describe the differences between a management accounting system and a financial accounting system</li> <li>• Undertake costing analysis and apply strategic management and costing principles to support improved decision-making</li> <li>• Understand types of costing information and how to put that information to best use</li> <li>• Design robust and meaningful financial performance measures to help enhance financial control</li> </ul>	<p>is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Train the Trainer Workshop</b></p>	<p>An expert trainer is someone who can engage and capture the attention and imagination of their audience and make learning easy and enjoyable. Expert trainers seem to effortlessly turn theory into usable skills, information into practice and their delegates into motivated, empowered and fired up employees. They assess the needs and learning styles of their delegates; tailor their training delivery to ensure learning is achieved and no one is left behind.</p> <p>This practical 1-day course is designed to help you make your training sessions come alive! You will acquire and practice key facilitation competencies, ensuring that you capture and retain your learners' attention, and impart knowledge in a practical and outcomes-based manner.</p>	<p><b>Date:</b> 1<sup>st</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Driver Safety Seminar</b></p> 	<p>This one-day refresher course/training and capacity building seminar is designed to build the capacity of drivers in the area of defensive driving, customer care and professionalism. The training will better prepare drivers in ensuring quality delivery of work and manage frustration, minimize stress and control anger that can lead to road rage, increased vehicle incidents and repair costs, and lost employee hours.</p> <p>Our most comprehensive driver training programme is designed to address all critical elements of risk reduction and incident prevention. This programme works to help employees become better drivers by providing proven and time-tested defensive driving and hazard avoidance techniques, including how to avoid backing incidents along with the critical attitudinal risk reduction strategies. The programme is a blend of theory and practical and includes in-vehicle evaluation with specialized vehicle backing and parking training with documented reporting for your employee records.</p>	<p><b>Date:</b> 2<sup>nd</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>



<p><b>Project Finance Management Seminar</b></p> 	<p>There is nothing more difficult to take in hand, more perilous to conduct, or more uncertain in its success, than to take the lead in the introduction of a new order of things. Machiavelli thoughts on project management 500 years are equally relevant to anybody involved in delivering high value complex projects today. And when the pressure is on capital funding project managers will increasingly find that they need a good understanding of the financial aspects of project management to cope with the responsibilities placed upon them to deliver value for money. This intensive course provides the opportunity to cover the key financial aspects of project management and apply them to successful project management.</p> <p><b>Course Objectives</b></p> <ul style="list-style-type: none"> <li>• Understand, analyse and interpret financial statements and use them as tools in assessing the financial strength of project proposals;</li> <li>• Understand the vital difference between profit and cash flow and how they provide two yardsticks for successful project delivery;</li> <li>• Master the key financial principles of planning and delivering a successful and profitable project.</li> </ul>	<p><b>Date:</b> 5<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Strategic Procurement, Logistics and Supply Chain Management</b></p>	<p><b>Develop higher-level, up-to-date leadership skills in purchasing and sourcing.</b> This seminar focuses on skills for the experienced purchasing professional, addressing more mid-level to advanced contemporary, state-of-the-art topics in purchasing management. As more companies reach overseas for foreign procurement, such present-day issues as dealing with the NRA/Custom, soul-sourcing options in the country, contract management, and better defining landed costs, among others, will be addressed in the course. In addition, you'll explore an entire set of advanced metrics in both domestic and global sourcing, including RFP management, web-based sourcing and more aggressive issues like going green, diversity purchasing, sustainability and sourcing leadership. You'll also experience case studies and real-life examples in order to understand how to respond to executive mandates regarding purchasing and supply management, contract issues and more.</p>	<p><b>Date:</b> 6<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Public Relations and Communications Skills</b></p>	<p>Organisations can be damaged at warp speed in the age of social media. Reputations and brands that have been built over decades can be destroyed in a matter of hours over a multitude of media platforms. The aim of this course is to give you a thorough understanding of how to work with and influence the media to ensure your organisation's reputation and profile is managed exclusively. It covers the latest techniques and systems for dealing with the media, from crafting news stories, handling crises and holding media interviews. The ways in which the digital age is shaping the way we engage with the media, and the public, is fully explored.</p> <p>Aimed at those who have a public relation, communications or marketing role, it will bring your PR and media handling skills</p>	<p><b>Date:</b> 7<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a>.</p>

	up to date and ensure you can act as a guardian of your organisation's reputation.	
<b>Customer Service Excellence</b> 	<p>Providing first class customer service is an integral part of every business professional's job and should not be seen as just an extension of it. When you realize that a company's most vital asset is its customers and that without them, you would not and could not exist in business, then all of a sudden, your focus shifts and where you focus goes, your energy should too. You treat people like VIPs, they become "shareholders" in your organization and your priorities change from chasing sales to impacting people. This, in turn, impacts your business positively!</p> <p><b>Providing better, faster service will keep your customers coming back.</b> Quality service will give you the competitive advantage you need to survive in a tough business climate. In today's customer-oriented business environment, people skills are critical for personal and organizational success. How you handle your customers can directly affect your individual goals as well as your team's and company's performance. This seminar gives you the skills you need to enhance customer relationships and secure an overall competitive advantage.</p>	<p><b>Date:</b> 8<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>ICT Governance, Strategy and Project Management</b> 	<p>Transformational change means taking on increasingly large and complex ICT projects – and equally increasing concerns around the risk of project failure. This course examines the rationale for ICT strategy and the reasons why an organisation might need a governance framework. Key areas explored include: market trends that could enable or disrupt an organisation's services; the impact of technology changes on human capital; and key risks, constraints and costs implications associated with technology choices.</p> <p>It also examines factors that are critical to the successful implementation of large public ICT projects and considers the methods, tools, techniques and skills needed to be able to positively influence a project's success.</p> <p><b>COURSE OBJECTIVES:</b> On completion, you will be able to:</p> <ul style="list-style-type: none"> <li>• Develop ICT strategy aligned to organisational strategy</li> <li>• Describe different types of ICT governance frameworks and the support they provide</li> <li>• Identify risks and create a risk management plan related to technology acquisition and ICT projects</li> <li>• Manage key stakeholders, provide project assurance and maintain project control</li> <li>• Describe remedies for a poorly performing project.</li> </ul>	<p><b>Date:</b> 12<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a>.</p>
<b>Personal and Team Effectiveness Seminar</b>	<p>There may have been a time when it was possible to get everything on a 'To Do' list checked off, but no more. The demands that employees have on them now means they often end up working late to meet critical deadlines, leave with vital tasks not complete, or spend their weekends catching up in order to feel they're on top of things. Those people working from home often experience this even worse, as the lines</p>	<p><b>Date:</b> 13<sup>th</sup> October, 2021  <b>Cost:</b> SLE1,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 20 May, 2021  <b>Cancellation:</b> Cancellation policy is available online at <a href="http://www.africantraining.org">www.africantraining.org</a></p>



between their work and their personal lives blur. This one-day intensive training seminar offers a range of topics designed to help people improve their priority management and personal effectiveness. They learn how to align their focus to what brings most value to the organisation, while reducing the pressure they feel when there's too much to do. Our Personal and Team Effectiveness workshop is immensely practical, not just 'chalk and talk.' Participants leave with an arsenal of things they can do immediately to start improving their productivity and get more done without having to work longer or harder.

## Management Skills for Administrative Managers and Professionals

**Enhance your performance with administrative leadership.** The support you provide as an administrative professional is vital to your organization's ability to achieve its goals and objectives. Today, most senior managers expect you to have leadership and management skills in order to set your own administrative priorities. This seminar gives you a wide range of skills to help you handle any work challenge with greater confidence and effectiveness.

A strong administration team conveys a sense of control and efficiency to clients. Equipping your administrative employees with the skills they need to optimise your office environment will save time and money in the short to long term.

**Date:** 14<sup>th</sup> October, 2021  
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**Deadline:** 5 days to the course  
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**Cancellation:** Cancellation policy is available on our website at [www.africantraining.org](http://www.africantraining.org).

## Finance for Non-Finance Managers and Executives

Many managers are promoted through skills in their own field - which may not include much financial exposure. Having the responsibility of submitting and working to tighter budgets, reducing costs and coming up with ideas for improving profits may have many non-financial managers feeling out of their comfort zone. This 1-day seminar is not designed to turn non-financial managers into financial experts – but rather to introduce them to finance and accounts. Attend this course if you need some basic skills in order to read and understand financial reports, create better budgets, and monitor financial performance.

The aim is to provide participants with knowledge and skills to read, understand, and prepare and use financial statements and other financial information and reports, both for reporting to investors and for internal use by executives in management decision making, planning, controlling and evaluating the business performance.

**Date:** 15<sup>th</sup> October, 2021  
**Cost:** SLE2,000,000.00  
**Venue:** Golden Tulip Hotel  
**Deadline:** 5 days to the course  
**Discount:** 10% discount apply for six (6) delegates or more from the same institution.  
**Cancellation:** Cancellation policy is available on our website at [www.africantraining.org](http://www.africantraining.org)



## Excellence in Marketing and Sales Seminar

All top performing marketing and sales professionals have specific critical traits in common: they close a high percentage of the deals they work on and only spend their valuable time working on deals that either have a high chance of closing or where they stand to make the most profit. This 1-day marketing and sales training course will show you how making small but meaningful changes to your current approach will turn you from a good sales person into a top performer! One day out of circulation may seem like a gamble, but what if you could increase your closing ratio? What if you could increase the profit margins on your deals? As a marketing professional, you need a clear understanding of your markets and what



**Date:** 19<sup>th</sup> October, 2021  
**Cost:** SLE2,000,000.00  
**Venue:** Golden Tulip Hotel  
**Deadline:** 5 days to the course  
**Discount:** 10% discount apply for six (6) delegates or more from the same institution.  
**Cancellation:** Cancellation policy is available on our website at [www.africantraining.org](http://www.africantraining.org)

	drives your customer's decisions to buy.	
<b>Retirement Planning Seminar</b> 	<p>Oftentimes, people make the mistake of assuming that retirement planning is something they are totally capable of doing on their own. While this may be partially true, you still won't be able to replicate the strategy (or the insight) you could get by enlisting the help of professionals.</p> <p>Case in point: if you have the opportunity to attend an educational retirement seminar in your area, you should absolutely do so for a number of critical reasons that you need to be aware of moving forward. The earlier you begin planning for retirement, the better prepared you'll be. If you haven't already sought financial planning advice, now is a great time. This seminar can help you successfully transition into retirement. You might be able to increase your retirement income or even retire sooner than you had planned.</p>	<p><b>Date:</b> 20<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Mastering the Act of Negotiation: Effective Skills, Techniques and Tools</b>	<p>Many people in business have not been exposed to the powerful tools, tips and techniques that lie behind successful negotiating. In fact, most people negotiate on a daily basis without even knowing why they are successful or not. This makes it all the more important to fine tune your negotiation skills to succeed both in business and in your personal life. This practical course will demonstrate the best way to run a negotiation - from ice breaking to closing the deal. A highly experienced negotiator will demonstrate, step-by-step, and with the aid of case studies and practical exercises, how to apply a range of powerful negotiation techniques to ensure that you always remain in control.</p>	<p><b>Date:</b> 21<sup>st</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Secretaries, Executive and Personal Assistants</b> 	<p>Executive secretaries make their jobs seem easy. They assist their managers and organise schedules with confidence and aplomb. They fully understand their boss's objectives while working closely and dynamically to support them. With remarkable communication skills, they are able to take on and handle projects on their boss' behalf. They are always professional, competent and in control. As an executive secretary, you already have excellent administrative and organisational skills. This intensive 1-day executive secretaries' course will take you beyond the basic requirements of the average secretary and show you the value adding skills senior managers appreciate in order to leverage the greatest advantage out of your executive secretary role.</p>	<p><b>Date:</b> 22<sup>nd</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Forensic Auditing Techniques and Internal Audits Controls</b>	<p>This programme focuses on the accounting and finance functions as well as the tasks and responsibilities thereon of the finance and accounting senior executive or manager for finance and financial accounting, reporting and analysis as well as cost reports and information, cost analysis and cost management. The aim is to provide participants with knowledge and skills to read, understand, and prepare and use financial statements and other financial information and reports, both for reporting to investors and for internal use by executives in management decision making, planning,</p>	<p><b>Date:</b> 26<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>





	<p>controlling and evaluating the business performance.</p> <p>The format of this one-day programme has been designed recognising the participant's busy schedule, especially for those attending from out of Freetown. The participant also learns without group or peer pressure, as all participants (peers occupying similar positions in their companies or organisations) have prior knowledge or skill in accounting, costing or finance. A small class size is maintained to ensure close faculty attention and foster individual learning.</p>	
<p><b>Effective Management Skills for Managers</b></p> 	<p>Managers are often promoted due to their functional skills and not necessarily their ability to manage and motivate staff – and then left alone to discover how to manage an often-challenging group of people. As management skills are generally learnt through trial and error, this challenging “teething period” can lead to lower productivity, costly mistakes and the loss of valuable staff. This management course is a valuable introduction to managing people and will cover the 10 areas any manager needs to address to become more effective in their position. It will help you to improve your leadership style, motivate your staff, handle conflict smoothly, delegate tasks effectively, discipline poor performance and improve the performance of your team.</p>	<p><b>Date:</b> 27<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Presentation and Communications Seminar for Managers</b></p> 	<p><b>Transform yourself from inexperienced speaker to skilled presenter.</b> In this quick and intensive workshop, you'll learn to communicate effectively and persuasively in your own style. Develop key presentation skills and learn how to present your ideas with conviction, control and poise—and without fear. Plus, receive expert advice on how to handle especially challenging situations. Best of all, you'll gain confidence by making presentations.</p> <p>Do you want to step up your presentation skills to become a confident and relaxed presentations guru? Standing up in front of an audience is one of the most common fears experienced today. We all wish that we could emulate presenters who thrive on the challenge and relish a captive audience. This 1-day programme will introduce you to a variety of presentation skills ranging from your preparation methods, techniques for grabbing attention, how and where to stand, the best tone of voice to use, working with audio-visual material and dealing with audience interaction.</p>	<p><b>Date:</b> 28<sup>st</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Effective Leadership Skills for Directors and Leaders</b></p>	<p>Managing, leading, inspiring, motivating and disciplining a team is a challenging job for anyone. If done poorly, it can result in a decline in team performance, stress for the director, and possibly the loss of star performers. All the added responsibilities and the pressure of having to achieve results through others can leave leaders feeling overwhelmed and stressed. This 1-day programme will help you to understand and master the leadership role and pave the way for you to mature into a strong leader within your organisation. The course is structured around exposure to the latest management theory combined with practical implementation</p>	<p><b>Date:</b> 29<sup>th</sup> October, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>


	of this theory within a practical management context.	
<b>Women in Leadership Seminar</b> 	<p><b>For women looking to advance their careers, existing realities need to be considered and addressed.</b></p> <p>Misperceptions, stereotypes and misplaced emotions on the part of either sex can still sabotage a woman's career hopes—unless she takes a more strategic approach. This hands-on course shows you how to strategically use your strengths and abilities—your competitive edge—while mastering your emotions in even the most unwelcoming atmosphere. You'll learn how to build a network of support, take smart risks and view competition in a more positive light.</p> <p><b>Course Objectives:</b> At the end of this course the participants will be able to:</p> <ul style="list-style-type: none"> <li>• Get to know their self-better</li> <li>• Improve their effectiveness</li> <li>• Improve their ability to influence others</li> <li>• Improve their assertiveness and self-confidence</li> <li>• Improve their business awareness</li> </ul>	<p><b>Date:</b> 2<sup>nd</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Effective Public Speaking and Communication Skills</b> 	<p>Apply well-honed communication techniques to navigate common work challenges. This distinctive certificate program incorporates skill practice, role-play activities and real-time feedback to help you take your communication skills to the next level. Using real-life workplace situations in a supportive environment, you'll practice communicating with authenticity and clarity as you choose the best way to communicate the message you want to convey. You'll be challenged to step up and be seen—and analyze how you view and respond to people. To fully utilize and be comfortable with the new voice you've discovered, you'll finish the program by engaging in a capstone activity where you'll apply the concepts and skills you've learned to a real-life scenario.</p> <p><b>Speak, present and communicate with poise, power and persuasion.</b> From presentations to public speeches, your effectiveness as an executive and future career hinge on your ability to step up to the podium, command attention and transform every presentation into a credible and compelling communication. Let's conquer your fear and connect with the minds and hearts of your audience. Take control of the room with ease and inject every presentation with your style and energy. Gain confidence as you learn by doing, and turn your next speech or presentation into a rewarding experience.</p>	<p><b>Date:</b> 3<sup>rd</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<b>Effective Performance Management</b>	<p>A properly designed and effective performance management process will require a range of techniques including agreeing objectives, reviewing and monitoring performance, giving feedback, coaching, training and development and reward, and of course, appraisal itself. The course will demonstrate how these techniques link to the role of HR and the role of the line-manager.</p> <p>At the end of this course the participants will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate the skills involved in each of the four</li> </ul>	<p><b>Date:</b> 4<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>

	<p>steps of performance management.</p> <ul style="list-style-type: none"> <li>• Describe best practices in assisting with employee work-performance problems.</li> <li>• Make the links between performance management and corporate strategy.</li> </ul>	
<p><b>Advanced Business Management Skills</b></p> 	<p>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.</p> <p>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.</p>	<p><b>Date:</b> 5<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Effective Report and Proposal Writing Skills and Techniques</b></p> 	<p>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.</p> <p>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.</p> <p>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</p>	<p><b>Date:</b> 9<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>NGO Management and Governance Skills and Techniques for Managers and Leaders</b></p>	<p>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.</p>	<p><b>Date:</b> 10<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Strategic Planning, Implementation and Management</b></p>	<p>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.</p>	<p><b>Date:</b> 11<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply</p>



	<p>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.</p> <p>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.</p>	<p>for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Effective Skills for Women at Work</b></p>	<p>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.</p>	<p><b>Date:</b> 12<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Conflict and Crisis Management in the Work Place/ Organisations</b></p> 	<p>The ability to effectively manage conflict and sometimes crisis is one of the most valuable skill sets we can develop within our organisation. Not only does developing these skills allow us to negotiate better deals by creating and then claiming value, but it also enables us to manage teams more expertly, interact more constructively with colleagues and manage conflict effectively.</p> <p>This course provides both a comprehensive strategic analysis of the conflict/crisis process as well as the essential tools for planning and managing every conflict/crisis. Delegates will learn to negotiate excellent outcomes both externally with suppliers, contractors, and customers but also internally within your organisation between colleagues, departments, and managers.</p>	<p><b>Date:</b> 16<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a>.</p>
<p><b>Seminar for Consultants and Professional Service Providers</b></p>	<p>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.</p> <p>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</p>	<p><b>Date:</b> 17<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a>.</p>



	<p>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.</p>	
<p><b>Governance, Risks and Compliance Management</b></p> 	<p>The increased focus and emphasis on the importance and benefits of good corporate governance has placed it at the top of the agenda in all organisations, sectors and countries.</p> <p>Good governance supports effective decision making based on a clearly defined accountability framework, with robust risk management, compliance, HR, information systems, and modern, professional integrated audit and assurance arrangements. The corporate governance framework provides an efficient and effective good practice framework, embracing compliance and performance excellence towards the success and sustainability of organisations.</p> <p>This practical course is designed for those executives, executive team members, senior managers and functional heads with a specialised role to play in modern corporate governance. It will equip you to establish, lead and manage a specialized function that meet current good practice expectations.</p> <p><b>COURSE OBJECTIVES:</b> On completion, you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the integrated concepts of: governance; risk management information; compliance and performance</li> <li>• Control and assurance; and the standards expected for each, including structural, procedural and behavioural components</li> <li>• Appreciate how to establish, lead and manage the specialised functions in line with the principles and practices of current corporate governance codes and standards, and manage the required change and development effectively</li> <li>• Provide the assured information required</li> <li>• Undertake effective stakeholder engagement</li> </ul>	<p><b>Date:</b> 18<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>
<p><b>Effective Project Management Programme</b></p>	<p>In today's global and dynamic business marketplace, the need to quickly deliver on new business initiatives is a competitive advantage. Increasingly, organisations are using projects to introduce new products and innovations to the business environment. Hence, effectively managing projects, tight schedules and budgets is an important business imperative.</p> <p>The seminar is aimed at providing valuable ideas and insights that will help those working on projects to do a better job serving their organisations, provide value, get more satisfaction from the project work, and inspire all other project stakeholders. The programme will introduce the participants to core project management principles and develop skills required for effective management of organisational projects. It will support participants in taking their performance to a higher level of effectiveness, responsibility and leadership.</p>	<p><b>Date:</b> 19<sup>th</sup> November, 2021  <b>Cost:</b> SLE2,000,000.00  <b>Venue:</b> Golden Tulip Hotel  <b>Deadline:</b> 5 days to the course  <b>Discount:</b> 10% discount apply for six (6) delegates or more from the same institution.  <b>Cancellation:</b> Cancellation policy is available on our website at <a href="http://www.africantraining.org">www.africantraining.org</a></p>