

TRANSFORMING CAPABILITIES  
FOR BUSINESS SUCCESS



**CAMIC ASSOCIATES**

corporate training, business consultancy  
and event management

# WELCOME TO CAMIC ASSOCIATES

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CAMIC Associates is a business consulting firm in diverse industries. We offer objective, knowledgeable planning and analysis, training and specialised services to our clients, supporting them in making crucial business decisions at all stages of their business cycle.

We possess a tremendous commitment to our clients and consistently deliver exceptional work and superior insights. Our credibility is measured by the formation of trusted, team-oriented relationships.

Since our formation, we have become one of the most innovative and strategically driven Learning and Development Business in the UK and other parts of the world. CAMIC Associates continue to deliver exciting outcomes for our clients.

**“Good decision making depends on a careful calibration of intuition and knowledge, qualitative information and quantifiable fact.”**

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## WHO WE ARE

Established by an entrepreneurial professional keen to revolutionise the management consultancy industry.

CAMIC Associates has earned an enviable reputation for delivering some of the most successful programmes in the industry.

Our expertise spans a number of business sectors:



# WHY WE ARE DIFFERENT

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We take accountability and responsibility for your success - typically tying our commercial success to your commercial success - risk/reward models are the norm at CAMIC Associates.

We provide tangible and lasting solutions to your biggest challenges.

We don't simply plug-in off-the-shelf products and services. We believe in treating each new client opportunity as unique and tailoring the solution to meet defined and agreed objectives.

We are impartial and independent

We take pride in our reputation.

We are committed to provide quality services and to build a strong working relationship with our customers.

## VALUES

The tenets that guide a professional organisation serve as both compass and map. CAMIC Associates have been shaped by experience and the shared personal convictions of its leader. The articulation of these values serves as guidance for the members of our firm and as a pledge to our clients.

‘Previous courses have attracted delegates from countries throughout the world.’



**“CAMIC Associates has developed a global reputation for quality and value”**

## WHAT WE DO

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### Corporate Training & Development

Accounting Banking and Finance  
Human Resource Management  
Management and Leadership  
Marketing, PR and Communication  
Oil and Gas  
Information Technology  
Pension Fund Administration  
Purchasing and Supply Chain  
Secretarial and Personal Assistants



### Consultancy Services

Corporate Strategy Restructuring and  
Turnaround Management  
Project Financing and  
Management  
Education & International  
Student Placement  
IT Services

### Event Management

Corporate Receptions and Events  
Meeting Planning and Programme  
Coordination  
Trade Show and Convention Services  
Wedding Ceremonies and Parties  
Fairs and Community Festivals



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# Corporate Training & Development

It is now common knowledge that people are an organisation's most important asset and as such their training and development is critical in today's competitive market environment.

Therefore the attraction, retention and development of the best manpower resources will provide a genuine strategic advantage for any business entity.

CAMIC Associates is a world class international training outfit with operating/training centres in the UK, UAE, and Ghana.

We are known for not only the provision of the highest quality training and development services, but also for its ethical approach to business.

We are mindful of the fact that people respond to training in different ways. Therefore we aim to strike a balance between presenting essential back-ground information and facilitating participative exercise that are challenging and motivating thereby enabling quality learning to take place.

**“We specialise our training to address the need of the management of both the public and private sectors.”**

# Accounting, Banking & Finance

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- Budgeting and Cost Control
  - Joint Venture Audit in the Oil and Gas industry
  - Mergers & Acquisitions and Private Equity
  - Pensions: Building a Sustainable Future
  - Pensions: Governance & Sustainability
  - Trading on the Financial Market in Practice
  - Spreadsheet Budgeting
  - The Balance Sheet
  - Understanding the Value for the public
  - Working with the public



# Human Resource Management

- An introduction to employee engagement
- Developing an Employee Engagement Strategy
- Effective HR Policies and Procedures
- Effective Human Resource Planning
- Effective negotiation Strategy
- Essential Interviewing Skills
- Global Mobility Management
- Grievance, Discipline and Dismissals
- Job Analysis
- Measuring, Managing and Maintaining Employee Engagement
- Mediation in the Workplace
- Performance Review Skills
- Progressive Strategies for Talent Management
- Resourcing and Talent Planning
- Reward and Motivation Management
- Strategic Human Resource Management
- Succession Planning and Management
- Supporting Organisational Change
- Talent Management: an overview
- The Work of the HR Department
- Value Added Learning and Development
- Working with Competencies
- Advanced Selection Interviewing and Feedback Skills
- Assessing Learning and Performance
- Building an effective Training Team
- Compensation and Benefit Management
- Competency-based Recruitment and selection skills
- Conflict Management between the Union and Management
- Effective HR Record Administration
- Effective Management of the Training Function
- Effective Performance Appraisal Management
- Effective Training Needs Analysis in Corporate Human Resource Development
- Employment Laws for the HR Professional
- Industrial Relations and Work place Learning
- Instructional Design for Trainers
- Knowledge Management and Managing Organisational Learning
- Managing Poor Performance, Absence and Stress
- Performance Review Skills for Line Managers
- Practical Performance Management - Supporting good Practice
- Psychometric Assessment at the Work place
- Scenario Planning - Managing for the Unknown
- Setting Key Performance Indicators
- Strategic Workforce Planning: Defining and Fulfilling Business Requirements
- The International Human Resources Management Business School
- Workforce Metrics and Analytics: Driving Business Results with Data





## Management & Leadership

- Assertiveness Training Skills
- Building and leading Effective Teams
- Customers and Relationship Management
- Delivering Total Quality Management
- Effective Leadership and Team Management
- Enhanced Strategic Management and Performance Evaluation
- Event Management and Issues Management
- Executive Leadership: Strategic Management & Succession Planning
- Goal Setting, Communication and Performance Management
- Good Governance and Corporate Social Responsibility
- Improving Management Performance through Budgeting and Cost Control
- Improving Management Performance Through Budgeting and Cost Control
- International Oil and Gas Business Management
- Introduction to Project Management: Principles and Practices
- Leadership and Strategy for Senior Managers
- Leadership Secrets: Leading with Impact and Authority
- Leading and Managing in Turbulent Times: Global Leadership programme
- Managing Change & Empowering Self & Others
- Managing People and Organisation
- Organisational Skills for Women Managers
- Strategic Management in The Oil and Gas Industry
- Supervisory and Team Leadership Skills
- The Senior International General Management Business School
- Advanced Presentation Skills and Communication
- Anger Management and Emotional Intelligence in The Work Place
- Assertiveness and Confidence Building
- Bribery Act 2010: Are you and your Business Compliant?
- Coaching and Mentoring for Leaders and Managers
- Conflict Management and Resolution
- Crisis management and Planning
- Dealing with difficult People
- Developing and Improving Team Performance
- Enhancing effective change Management
- Essential Survival Guide for Directors
- Goal Setting and Performance Management
- How to Develop and Empower Through Effective Delegation
- How to Lead Effective Meetings and Group Discussions
- Inspirational Leadership Communication
- Key Management and Effective Delegation Skills
- Leading Innovation and Change
- Management Skills for New Managers
- Negotiation Skills for Managers
- Problem Analysis and Decision Making
- Risk Analysis, Assessment and Management
- Six Sigma for Champions and Executives
- Stress Management and Mastering the Art of Public Speaking
- Time Management and Advanced Presentation Skills
- Understanding Contracts – An Overview for Leaders and non- Lawyers





## Marketing, PR, Communication

- Absolute Essentials of Direct and Digital Marketing
- Account Management: Building Business Partnerships
- Advanced Sales Skills
- B2B Marketing Funnel: Strategy and Implementation
- Brand Loyalty and Management
- Building Successful Brands
- Corporate PR Strategies
- Customer Relationship Marketing
- Customer Retention Strategy
- Developing Global Opportunities for Business
- Digital Marketing a Complete guide
- Directors Role in Strategy and Marketing
- Essential Sales Skills
- Event Management and Issues Management
- Foundation of Marketing Strategy
- Getting New Business: The Right Way to Develop New Business Opportunities
- Introduction To selling
- Market and Sales Forecasting
- Market Research and Planning Strategic Marketing Management
- Marketing Communication Master class
- Marketing Communication Skills
- Planning and Managing Marketing Campaigns
- Professional Writing: For Media and PR Practitioners
- Sales Negotiation Skills
- Successful Project Management
- Testing and Analysis: Understanding Campaign Statistics
- Advanced Negotiation Skills
- Best Practices for Managing and Sustaining Community Relations in Upstream Industry
- Calculating freight costs using World-scale
- Chartering a ship
- Corporate Social Responsibility: Stakeholder and Community Relations
- Crisis Management and Communication
- Crude Oil Marketing & Shipping Operations
- Effective Segmentation of Products and Services
- Essentials of Contracting and Contract Negotiation
- Fundamentals of Crude Oil Valuation & Pricing
- Global Drivers in Marketing Today
- Hedging with futures and swaps
- Manage a corporate position and mark to market
- Managing Contracts and Contract Claims
- Marketing and Trading of Crude Oil
- Media Relations and Public Affairs
- Negotiation Skills and Conflict Resolution
- Oil Products Trading
- PR: Planning and Management
- PR: Theory and Practice
- PRM in the Oil and Gas Industry
- Refinery margin management
- Team Briefing and Communication Skills
- The Impact of Tourism in Developing Countries
- Trading Oil on International Markets





## Oil & Gas

- Applied Reservoir Engineering
- Applied Water Technology in Oil and Gas Production
- Basic Drilling Technology
- Basic Petroleum Economics
- Basin Analysis Workshop: An Integrated Approach AVO, Inversion, and Attributes: Principles and Applications
- Casing while Drilling
- Complete Facilities Management and Projects
- Corrosion Management in Production/ Processing Operations
- Drilling Fluids Technology
- Enhanced Troubleshooting And Diagnostic Techniques Used In Fault Finding
- Facilities Engineering And Petroleum Product Depot Operations
- Formation Damage: Causes, Prevention, and Remediation
- Fundamental of Reservoir Engineering
- International Petroleum Contracts and Negotiations
- Introduction To The Oil & Gas Industry
- Occupational Health and Safety In the Oil and Gas Industry
- Oil Gas Reserves Evaluation
- Oil Production & Processing Facilities
- Operations Geology
- Petroleum Project Management: Principles and Practices
- Petroleum Risk and & decision Analysis
- Practical Drilling Skills
- Production Technology for Other Disciplines
- Water-flood and Enhanced Oil Recovery (EOR)
- Additional Oim Coaching- Controlling Emergencies
- Advanced Petroleum Economics
- Continuing Professional Development For Drilling Teams (incorporating Training To Reduce Unscheduled Events)
- CRO Controlling Emergencies - OPITO Assessment
- Deepwater Well Control
- Effective Risk Based Process Safety Management and Offshore Risk Management
- International Oil and Gas Accounting Module 1 and 2
- International Oil and Gas Business Management
- Introduction To CRO Emergency Response Role & Responsibilities
- IOSH Managing Safely
- Iwcf Well Control (rotary Drilling) (surface & subsea/ supervisor & driller Levels - Full Course)
- Iwcf Well Control (rotary Drilling) Refresher
- Iwcf Well Intervention Pressure Control: Intermediate
- Major Emergency Management Initial Response
- NEBOSH International General Certificate in Occupational Health & Safety
- NEBOSH International Technical Certificate in Oil and Gas
- Offshore Installation Manager - OPITO Assessment
- Operational Safety Management
- Overview Of Well Control Equipment Used In Drilling Operations
- Rules & Regulations For Offshore Installation Manager
- Surface Production Operations
- Waste Management and Control in the Oil and Gas Industry
- Well Test Analysis



## Information Technology

- System and Network Security Introduction
- Disaster Recovery Planning
- Vulnerability Assessment
- Securing Web Applications, Services and Servers
- Mobile Application and Device Security
- PRINCE2® Foundation Certification
- PRINCE2® Practitioner Certification
- Project Risk Management
- MSP® Practitioner Certification
- MSP® Advanced Practitioner Certification
- Developing a Website
- Designing Websites for Mobile Devices
- Developing Java Web Applications

- Securing Web Applications, Services and Servers
- Microsoft Project 2010 Comprehensive Introduction
- SQL Server 2012 Comprehensive Introduction
- SQL Server 2012 Database Administration
- Designing For Cisco Internetwork Solutions
- Advanced Security For Field Engineers
- Cisco Security Monitoring, Analysis and Response System v 3.0
- DreamWeaver ASP
- Microsoft Projects Introduction 2010
- Microsoft Projects Advanced 2010
- Microsoft Excel 2010 Introduction
- Microsoft Excel 2010 Advanced

## Pension Fund Management



- Employee Preparation for Successful Retirement
- Effective Pension Governance and Post Retirement Success
- Corporate Governance and Social Responsibility
- Asset Management: Pension Fund Strategy
- Risk Management in Pension Fund Administration
- Financial Instruments and the Growth of Financial Markets in Developing Countries
- Fundamentals of Fund Management Training Course
- The Mechanics of Investment Management
- Fundamentals of Hedge Funds
- The Essentials of Performance Measurement & Attribution
- Real Estate Finance and Investment

- Investment of Pension Fund Assets
- Pensions: Building a Sustainable Future
- Risk Management in Financial Services
- Pension Fund Administration and Management
- Strategic Asset Allocation course
- Fundamentals of Hedge Funds Management
- Real Estate Finance and Investment
- Effective Portfolio Management Skills
- Pre Retirement training Course
- The global pensions crisis
- The challenge to the cult of the equity
- The role and purpose of pension funds
- Pension funding policies
- Understanding the annuity market



## Purchasing & Supply Chain

- Category Management and Strategic Sourcing
- Complete Supply Chain Management
- Developing Leaders to Manage Medical Stores
- E-Procurement: Strategies for Success
- Effective Procurement Strategies for Senior Executives
- Essentials of Tendering and Managing pricing
- Expectations of Stake Holders in the Supply Chain
- Health Supply Chain Management
- How to Reduce Inventory Levels:  
Some Practical Solutions
- Integrity in Procurement: Skills & Solutions
- Managing Business Investments Through Supply Chain Management
- Managing Contracts & Monitoring & Evaluating Performance
- Marine and Supply Base Operations for Offshore Support
- Planning Procurement, Designing Tenders & Managing Contracts
- Planning, Procuring & Managing Public-Private Partnerships
- Practical Purchasing Skills- Theory Practice and Techniques
- PRINCE 2 Foundation
- PRINCE 2 Practitioner
- PRINCE 2 Practitioner Upgrade
- Procurement of Works & Dispute Avoidance
- Procurement Planning & Designing Tenders
- Public Sector Procurement and Sustainability
- Risk Management in Supply Chain
- Supplier Appraisal and Evaluation
- Supply Chain Management in the Oil and Gas Industry
- The Complete Procurement Cycle

## Secretarial & Personal Assistants



- Advanced Professional MS Office Skills
- Assertiveness skills: a practical approach
- Business Documentation and Effective Records Administration
- Business Writing Excellence Incorporating the Art of Minute Writing
- Customer care and telephone skills
- Developing Assertiveness and Managing Difficult People
- Effective Customer Service Management
- Effective Office Management Practice
- Effective Records Management Administration
- Emotional Intelligence at work
- Event and Project Management for Pas
- Event Planning and Management
- Handling difficult people and situations: essential tools
- Handling the press and media: how to get your story covered
- How to Effectively Manage your Boss
- Improve your Confidence and Master Public Speaking
- International Executive Secretary
- Introduction to Social and Digital Media
- Managing Stress and Time
- PA Skills and Responsibilities
- Personal Assistant Master Class
- Presentation and Communication Skills
- Professional MS Office Skills
- The Art of Effective Communication
- Understanding Corporate Finances and their Effect on How Business Operates

## COURSE VENUES



### PARK REGIS

Dubai  
**Park Regis Kris Kin Hotel**  
 Sheikh Khalifah Bin Zayed St.  
 (Opp Burjuman Centre)  
 P.O.Box 8264 Bur Dubai  
 United Arab Emirates



### Holiday Inn

Ghana  
**Holiday Inn Accra Airport Hotel**  
 Plot 19 & 20, Accra  
 Pmb Ct 97 Cantonments  
 Accra, Ghana

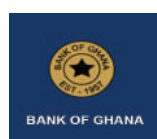


London  
**Holiday Inn Express Hotel**  
 1 Priddys Yard, Off Frith Road  
 Croydon CR0 1TS  
 United Kingdom





**“I had a wonderful experience during my course in London, apart from the knowledge gained, I developed several other skills as a result of participating in the course”**



# BOOKING TERMS AND CONDITIONS

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You can book your Corporate Training course(s) on our website ([www.camicassociates.com](http://www.camicassociates.com)) by completing the booking registration forms or by e-mail ([admin@camicassociates.com](mailto:admin@camicassociates.com)).

Once we receive your booking, you would be contacted by our admissions team.

## Payment

Training course fee must be paid in full not later than 3 weeks prior to its commencement.

All payments must be made in British Pound Sterling to CAMIC Associates Limited. Failure to comply may delay the processing of visa support letters.

Course Fee Include:

- Cost of tuition
- Consultants' preparation time
- Course Material (in hard- and soft-copy formats)
- Pre-arrival documentation including visa support letters
- Welcome Packs
- Lunches and Light Refreshments
- Access to Internet
- Course Participation Certificates
- Course Photographs

## Cancellation Policy

Cancellations may be made at any time but a written notification of cancellation should be sent at least 2 weeks prior to the commencement of the course, should circumstances prevent the delegate from attending. A cancellation charge may be applied (depending on individual circumstances) particularly if written notification is not received 14 days or more before the course start date.

## Cancellation Terms:

- If a written Cancellation is received 60 days or more prior to the commencement of a course, a cancellation penalty of 25% of the course fee will apply
- If a written cancellation is received 30 days prior to the commencement of a course, a cancellation penalty of 50% of the course fee will apply
- If a written cancellation is received 14 days or less prior to the commencement of a course then no refund would be made.

Postponements and transfers Attendance on a course can be postponed once bookings have been made. However, intention to postpone has to be sent in writing 14 days prior to the start of the course concerned. Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical).

CAMIC Associates reserves the right to reschedule, amend or cancel a course or offer an alternative date. In such a circumstance, the client may receive a full refund or credit without any liability.

## Payment Details

Payment can be received by BACS, CHAPS, Cheques and Bankers Draft.

Payment details would be communicated in an invoice when a client registers for a course

## Any other Enquiries:

### United Kingdom

London Office  
SVS House, Oliver Grove  
London, SE25 6EJ  
Tel: 0044 (0)2086552752  
0044 (0)7405212724  
E-mail: [admin@camicassociates.com](mailto:admin@camicassociates.com)  
[www.camicassociates.com](http://www.camicassociates.com)

# BOOKING FORM

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## Course Information

Course Name

Start Date (DD/MM/YYYY)   Finish Date (DD/MM/YYYY)   Course Fee




Additional Options





Title   Mr    Mrs    Ms    Dr    Other

## Delegate Information

Surname

Forename

DOB (DD/MM/YYYY)

Nationality

Organisation

Job Title

Department

Address

Town

Postcode

Country/Nation

## Contact Information

Telephone (including dialing code)



Mobile

Email

Fax

Approving Manager

Approving Manager's Telephone

## Funding

Is funding secured? Yes

No

Mobile

Email

Fax

# Consultant Services

## Corporate Strategy Restructuring and Turnaround Management

CAMIC Associates provides Corporate Strategy and creative restructuring solutions for distressed/loss making companies and also manages companies on a day-to-day basis on behalf of clients/ shareholders. Strategy and Financial Advisory Services

Advice on all stages of a transaction including:

- Debt and Equity Financing
- Business Plans and Feasibility studies Corporate Strategy and Planning
- Treasury Management
- Change/ Risk Management
- Cash flow & Working Capital Management
- Competitor Analysis
- Joint Venture Advice

## Project Financing and Management

Financing has always been critical to business success, never more so than in the current economic environment, with reduced lending, scarcity of credit from suppliers and debtors struggling to make payments amongst other financial challenges.

We provide expert advice and support for business funding, whether for equity finance, debt finance through a loan or asset finance to fund an existing or new business

## Education & International Student Placement

CAMIC Associates represents prestigious universities & colleges around the world.

We can provide:

- University and College Placement Services
- Education Conference services
- Student Carrier counselling

## IT Services

An effective, well-managed IT system is one of the most valuable business advantages an organization can secure. The right technology, implemented properly, appropriately managed and monitored, can lead to significant gains in growth and efficiency. It is essential to get sound business advice to ensure technology risks are managed.

It is challenging to get right and expensive to get wrong — not only in terms of cash spent, but also in lost efficiency and potential regulatory infringements.

We work with clients to analyze business technology issues within their businesses. A client might approach us for assistance with:

- Develop a clear IT strategy that fully supports their business objectives
- Bespoke software development to meet clients needs
- Cost optimization – we work with clients to help identify the most effective ways to take costs out of a business.

**“Camic Associates is a thoroughly professional organisation, one that I would trust without hesitation. Their careful, measured assessment of business problems makes them stand out from many consultants. Kudos to all their consultants”**

# Event Management

We organise distinctive and memorable events for cultural, corporate and technology clients.

Our objective is to provide professional consultation and management services in the planning, production and organization of events and meetings of any structure or size.

- Event Production and Management

- Ground Breakings and Grand Openings

- Exhibit and Performance Openings Wrap Parties

- Product and Book Launches Civic and Social Events

- Sporting Events



## Corporate Receptions and Events

- Holiday and Anniversary Celebrations
- Non-profit and Political Fundraisers
- Event Logistics and Technical Management
- Destination and Tour Management
- Speakers and Entertainment Booking

## PROFESSIONALISM

‘In addition to our expert staff, CAMIC Associates work with a network of highly regarded experts from leading academic institutions, industry, and government. Together, we offer our clients leading thinking, integrated analysis and hands-on experience, to help resolve pressing business challenges.’

## Meeting Planning and Programme Coordination

- Corporate Meeting Planning
- Conferences and Seminars
- Keynote and Company Executive Meetings
- Staff and Volunteer Coordination Incentive and Team Building Events
- Hospitality and Sports Outings
- Sales Dinners
- Award Ceremonies
- Destination Management Services
- Registration Management

- Trade Show and Convention Services
- Wedding Ceremonies and Parties
- Fairs and Fairs and Community Festivals

**“We honestly can’t thank you all enough for giving us such a wonderful party. Everyone really enjoyed it. Thank you. We were really spoilt having you there and we will highly recommend you to anyone and everyone. You totally understood what we wanted and managed to deliver it.**

**We hope we will be seeing you again at lots of events and will definitely use you if and when we have another party.**

**Many thanks”**



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## CONTACT US

### **United Kingdom:**

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