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## CORPORATE EXECUTIVE TRAINING PROGRAMMES

### ACCRA LOCAL TRAINING

### JANUARY TO DECEMBER 2023

ACCOUNTING BANKING AND FINANCE				HUMAN RESOURCES MANAGEMENT			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
4 – 5 Jan	Accounting and Finance for Non-Finance Managers	Tomreik Hotel	GHC 1400	4 – 5 Jan	Knowledge Management and managing Organisational learning	Tomreik Hotel	GHC 1000
8 – 9 Feb	Business Setup and Business Plans	Tomreik Hotel	GHC 1400	8 – 9 Feb	Effective Training Needs Analysis in Corporate HRD	Tomreik Hotel	GHC 1000
7 – 8 Mar	IFRS For Banks and Other Financial Institutions	Tomreik Hotel	GHC 1400	7 – 8 Mar	Value-added learning and Development	Tomreik Hotel	GHC 1000
5 – 6 Apr	Money Laundering and Counter Terrorist Financing	Tomreik Hotel	GHC 1400	5 – 6 Apr	Conflict Management between the Union and Management	Tomreik Hotel	GHC 1000
3 – 4 May	Effective Internal Auditing Practice	Tomreik Hotel	GHC 1400	3 – 4 May	Measuring, Managing and Maintaining Employee Engagement	Tomreik Hotel	GHC 1000
7 – 8 June	Financial Reporting Master Class	Tomreik Hotel	GHC 1400	7 – 8 June	Effective HR Record Administration	Tomreik Hotel	GHC 1000
5 – 6 July	Financial Modelling for Financial Services	Tomreik Hotel	GHC 1400	5 – 6 July	Succession Planning and Management	Tomreik Hotel	GHC 1000
3 – 4 Aug	Fraud Prevention & Forensic Audit	Tomreik Hotel	GHC 1400	3 – 4 Aug	Psychometric Assessment at the workplace	Tomreik Hotel	GHC 1000
5 – 6 Sep	Pension Fund Management and Administration	Tomreik Hotel	GHC 1400	5 – 6 Sep	Effective Negotiation Skills and Strategies	Tomreik Hotel	GHC 1000
4 – 5 Oct	Effective Working Capital Management	Tomreik Hotel	GHC 1400	4 – 5 Oct	Performance Review Skills for Line Managers	Tomreik Hotel	GHC 1000
3 – 4 Nov	Bank and financial Institution Fraud	Tomreik Hotel	GHC 1400	3 – 4 Nov	Balanced Scorecard- a Tool to Achieve Superior Performance	Tomreik Hotel	GHC 1000
6 – 7 Dec	IFRS a complete overview	Tomreik Hotel	GHC 1400	6 – 7 Dec	Personal Development Skills	Tomreik Hotel	GHC 1000
MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
11 – 12 Jan	Transformational Leadership	Tomreik Hotel	GHC 1000	11 – 12 Jan	Essential Sales Skills	Tomreik Hotel	GHC 1000
8 – 9 Feb	Strategic Management for Executive Management	Tomreik Hotel	GHC 1000	8 – 9 Feb	Sales Negotiation Skills	Tomreik Hotel	GHC 1000
8 – 9 Mar	Effective Office Management and Practice	Tomreik Hotel	GHC 1000	8 – 9 Mar	Getting New Business: The Right Way to Develop New Business Opportunities	Tomreik Hotel	GHC 1000
5 – 6 April	Effective Leadership and Team Management	Tomreik Hotel	GHC 1000	5 – 6 April	Advanced Sales Skills	Tomreik Hotel	GHC 1000
10 – 11 May	Customer Service Excellence	Tomreik Hotel	GHC 1000	10 – 11 May	Market and Sales Forecasting	Tomreik Hotel	GHC 1000

7 – 8 June	Coaching Training for Leaders and Managers	Tomreik Hotel	GHC 1000	7 – 8 June	Marketing Communication	Tomreik Hotel	GHC 1000
11 - 12 July	Conflict management and Resolution	Tomreik Hotel	GHC 1000	11 - 12 July	Marketing Communication Master class	Tomreik Hotel	GHC 1000
9 – 10 Aug	Strategic Planning for Senior Executives	Tomreik Hotel	GHC 1000	9 – 10 Aug	Digital Marketing Skills	Tomreik Hotel	GHC 1000
6 – 7 Sep	Delivering Total Quality Management	Tomreik Hotel	GHC 1000	6 – 7 Sep	Building Successful Brands	Tomreik Hotel	GHC 1000
8 – 9 Oct	Goal Setting, Communication and Performance Management	Tomreik Hotel	GHC 1000	8 – 9 Oct	Brand Loyalty and Management	Tomreik Hotel	GHC 1000
8 – 9 Nov	Leadership and Strategy for Senior Managers	Tomreik Hotel	GHC 1000	8 – 9 Nov	Developing Global Opportunities for Business	Tomreik Hotel	GHC 1000
13 – 14 Dec	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	Tomreik Hotel	GHC 1000	13 – 14 Dec	Customer Relationship Marketing	Tomreik Hotel	GHC 1000
<b>OIL AND GAS</b>				<b>INFORMATION TECHNOLOGY</b>			
<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>	<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>
23 – 24 Jan	Petroleum Project Management: Principles and Practices	Tomreik Hotel	GHC 1500	23 – 24 Jan	Mobile Application and Device Security	The Bus. Exc.	GHC 1500
20 – 21 Feb	Offshore Operations Management	Tomreik Hotel	GHC 1500	20 – 21 Feb	ICT Productivity Tools and Advanced Excel	The Bus. Exc.	GHC 1500
20 – 21 Mar	Basic Drilling Technology	Tomreik Hotel	GHC 1500	20 – 21 Mar	Microsoft Excel an Introduction	The Bus. Exc.	GHC 1500
17 – 18 Apr	Complete Facilities Management and Projects	Tomreik Hotel	GHC 1500	17 – 18 Apr	Microsoft Excel Intermediate	The Bus. Exc.	GHC 1500
22 – 23 May	International Petroleum Contracts and Negotiations	Tomreik Hotel	GHC 1500	22 – 23 May	ICT Productivity Tools and Advanced Excel	The Bus. Exc.	GHC 1500
19 – 20 June	Oil Gas Reserves Evaluation	Tomreik Hotel	GHC 1500	19 – 20 June	Developing a Website	The Bus. Exc.	GHC 1500
24 – 25 July	Petroleum Risk and & decision Analysis	Tomreik Hotel	GHC 1500	24 – 25 July	Designing Websites for Mobile Devices	The Bus. Exc.	GHC 1500
21 – 22 Aug	Formation Damage: Causes, Prevention, and Remediation	Tomreik Hotel	GHC 1500	21 – 22 Aug	Developing Java Web Applications	The Bus. Exc.	GHC 1500
18 – 19 Sep	Production Technology for Other Disciplines	Tomreik Hotel	GHC 1500	18 – 19 Sep	Securing Web Applications, Services and Servers	The Bus. Exc.	GHC 1500
23 – 24 Oct	Oil Production & Processing Facilities	Tomreik Hotel	GHC 1500	23 – 24 Oct	Microsoft Project 2010 Comprehensive Introduction	The Bus. Exc.	GHC 1500
20 – 21 Nov	Corrosion Management in Production/ Processing Operations	Tomreik Hotel	GHC 1500	20 – 21 Nov	SQL Server 2012 Comprehensive Introduction	The Bus. Exc.	GHC 1500
18 – 19 Dec	Basin Analysis Workshop: An Integrated Approach AVO, Inversion, and Attributes: Principles and Applications	Tomreik Hotel	GHC 1500	18 – 19 Dec	SQL Server 2012 Database Administration	The Bus. Exc.	GHC 1500
<b>SECRETARIAL AND PERSONAL ASSISTANTS</b>				<b>PURCHASING AND SUPPLY CHAIN MANAGEMENT</b>			
	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>	<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>
2 – 3 Jan	How to Effectively Manage your Boss	Tomreik Hotel	GHC 1000	2 – 3 Jan	Health Supply Chain Management	Tomreik Hotel	GHC 1000
6 – 7 Feb	Effective Customer Service Management	Tomreik Hotel	GHC 1000	6 – 7 Feb	Supply Chain Management in the Oil and Gas Industry	Tomreik Hotel	GHC 1000
6 – 7 Mar	Professional MS Office Skills	Tomreik Hotel	GHC 1000	6 – 7 Mar	Integrity in Procurement: Skills & Solutions	Tomreik Hotel	GHC 1000

3 – 4 Apr	Effective Office Management and Practice	Tomreik Hotel	GHC 1000	3 – 4 Apr	Procurement Planning & Designing Tenders	Tomreik Hotel	GHC 1000
1 – 2 May	Presentation and Communication Skills	Tomreik Hotel	GHC 1000	1 – 2 May	The Complete Procurement Cycle	Tomreik Hotel	GHC 1000
5 – 6 June	Advanced Professional MS Office Skills	Tomreik Hotel	GHC 1000	5 – 6 June	Procurement of Works & Dispute Avoidance	Tomreik Hotel	GHC 1000
3 – 4 July	Assertiveness skills: a practical approach	Tomreik Hotel	GHC 1000	3 – 4 July	Planning, Procuring & Managing Public-Private Partnerships	Tomreik Hotel	GHC 1000
1 – 2 Aug	Customer care and telephone skills	Tomreik Hotel	GHC 1000	1 – 2 Aug	Developing Leaders to Manage Medical Stores	Tomreik Hotel	GHC 1000
4 – 5 Sep	Handling the press and media: how to get your story covered	Tomreik Hotel	GHC 1000	4 – 5 Sep	Complete Supply Chain Management	Tomreik Hotel	GHC 1000
2 – 3 Oct	Managing Stress and Time	Tomreik Hotel	GHC 1000	2 – 3 Oct	Essentials of Tendering and Managing Pricing	Tomreik Hotel	GHC 1000
1 – 2 Nov	Handling difficult people and situations: essential tools	Tomreik Hotel	GHC 1000	1 – 2 Nov	Fundamentals of Procurement	Tomreik Hotel	GHC 1000
4 – 5 Dec	International Executive Secretary	Tomreik Hotel	GHC 1000	4 – 5 Dec	How to reduce Inventory Levels	Tomreik Hotel	GHC 1000