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CORPORATE EXECUTIVE TRAINING PROGRAMMES

LONDON LOCAL TRAINING

JANUARY TO DECEMBER 2023

ACCOUNTING BANKING AND FINANCE				HUMAN RESOURCES MANAGEMENT			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
16 – 17 Jan	Accounting and Finance for Non-Finance Managers	The Bus. Exc.	£300	2 – 3 Jan	Knowledge Management and managing Organisational learning	The Bus. Exc.	£200
13 – 14 Feb	Business Setup and Business Plans	The Bus. Exc.	£300	6 – 7 Feb	Effective Training Needs Analysis in Corporate HRD	The Bus. Exc.	£200
13 – 14 Mar	IFRS For Banks and Other Financial Institutions	The Bus. Exc.	£300	6 – 7 Mar	Value-added learning and Development	The Bus. Exc.	£200
10 – 11 Apr	Money Laundering and Counter Terrorist Financing	The Bus. Exc.	£300	3 – 4 Apr	Conflict Management between the Union and Management	The Bus. Exc.	£200
15 – 16 May	Effective Internal Auditing Practice	The Bus. Exc.	£300	1 – 2 May	Measuring, Managing and Maintaining Employee Engagement	The Bus. Exc.	£200
12 – 13 June	Financial Reporting Master Class	The Bus. Exc.	£300	5 – 6 June	Effective HR Record Administration	The Bus. Exc.	£200
17 – 18 July	Financial Modelling for Financial Services	The Bus. Exc.	£300	3 – 4 July	Succession Planning and Management	The Bus. Exc.	£200
14 – 15 Aug	Fraud Prevention & Forensic Audit	The Bus. Exc.	£300	1 – 2 Aug	Psychometric Assessment at the workplace	The Bus. Exc.	£200
11 – 12 Sep	Pension Fund Management and Administration	The Bus. Exc.	£300	4 – 5 Sep	Effective Negotiation Skills and Strategies	The Bus. Exc.	£200
16 – 17 Oct	Effective Working Capital Management	The Bus. Exc.	£300	2 – 3 Oct	Performance Review Skills for Line Managers	The Bus. Exc.	£200
20 – 21 Nov	Bank and financial Institution Fraud	The Bus. Exc.	£300	1 – 2 Nov	Balanced Scorecard- a Tool to Achieve Superior Performance	The Bus. Exc.	£200
18 – 19 Dec	IFRS a complete overview	The Bus. Exc.	£300	4 – 5 Dec	Personal Development Skills	The Bus. Exc.	£200
MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
9 – 10 Jan	Transformational Leadership	The Bus. Exc.	£200	5 – 6 April	Essential Sales Skills	The Bus. Exc.	£200
6 – 7 Feb	Strategic Management for Executive Management	The Bus. Exc.	£200	7 – 8 April	Sales Negotiation Skills	The Bus. Exc.	£200
8 – 7 Mar	Effective Office Management and Practice	The Bus. Exc.	£200	12 – 13 April	Getting New Business: The Right Way to Develop New Business Opportunities	The Bus. Exc.	£200
3 – 4 April	Effective Leadership and Team Management	The Bus. Exc.	£200	14 – 15 April	Advanced Sales Skills	The Bus. Exc.	£200
8 – 9 May	Customer Service Excellence	The Bus. Exc.	£200	19 – 20 April	Market and Sales Forecasting	The Bus. Exc.	£200

5 – 6 June	Coaching Training for Leaders and Managers	The Bus. Exc.	£200	21 – 22 April	Marketing Communication	The Bus. Exc.	£200
10 July	Conflict management and Resolution	The Bus. Exc.	£200	26 – 27 April	Marketing Communication Master class	The Bus. Exc.	£200
7 – 8 Aug	Strategic Planning for Senior Executives	The Bus. Exc.	£200	28 – 29 April	Digital Marketing Skills	The Bus. Exc.	£200
4 – 5 Sep	Delivering Total Quality Management	The Bus. Exc.	£200	3 – 4 May	Building Successful Brands	The Bus. Exc.	£200
9 – 10 Oct	Goal Setting, Communication and Performance Management	The Bus. Exc.	£200	5 – 6 May	Brand Loyalty and Management	The Bus. Exc.	£200
6 – 7 Nov	Leadership and Strategy for Senior Managers	The Bus. Exc.	£200	10 – 11 May	Developing Global Opportunities for Business	The Bus. Exc.	£200
11 – 12 Dec	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	The Bus. Exc.	£200	12 – 13 May	Customer Relationship Marketing	The Bus. Exc.	£200
OIL AND GAS				INFORMATION TECHNOLOGY			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
23 – 24 Jan	Petroleum Project Management: Principles and Practices	The Bus. Exc.	£400	23 – 24 Jan	Mobile Application and Device Security	The Bus. Exc.	£300
20 – 21 Feb	Offshore Operations Management	The Bus. Exc.	£400	20 – 21 Feb	ICT Productivity Tools and Advanced Excel	The Bus. Exc.	£300
20 – 21 Mar	Basic Drilling Technology	The Bus. Exc.	£400	20 – 21 Mar	Microsoft Excel an Introduction	The Bus. Exc.	£300
17 – 18 Apr	Complete Facilities Management and Projects	The Bus. Exc.	£400	17 – 18 Apr	Microsoft Excel Intermediate	The Bus. Exc.	£300
22 – 23 May	International Petroleum Contracts and Negotiations	The Bus. Exc.	£400	22 – 23 May	ICT Productivity Tools and Advanced Excel	The Bus. Exc.	£300
19 – 20 June	Oil Gas Reserves Evaluation	The Bus. Exc.	£400	19 – 20 June	Developing a Website	The Bus. Exc.	£300
24 – 25 July	Petroleum Risk and & decision Analysis	The Bus. Exc.	£400	24 – 25 July	Designing Websites for Mobile Devices	The Bus. Exc.	£300
21 – 22 Aug	Formation Damage: Causes, Prevention, and Remediation	The Bus. Exc.	£400	21 – 22 Aug	Developing Java Web Applications	The Bus. Exc.	£300
18 – 19 Sep	Production Technology for Other Disciplines	The Bus. Exc.	£400	18 – 19 Sep	Securing Web Applications, Services and Servers	The Bus. Exc.	£300
23 – 24 Oct	Oil Production & Processing Facilities	The Bus. Exc.	£400	23 – 24 Oct	Microsoft Project 2010 Comprehensive Introduction	The Bus. Exc.	£300
20 – 21 Nov	Corrosion Management in Production/ Processing Operations	The Bus. Exc.	£400	20 – 21 Nov	SQL Server 2012 Comprehensive Introduction	The Bus. Exc.	£300
18 – 19 Dec	Basin Analysis Workshop: An Integrated Approach AVO, Inversion, and Attributes: Principles and Applications	The Bus. Exc.	£400	18 – 19 Dec	SQL Server 2012 Database Administration	The Bus. Exc.	£300
SECRETARIAL AND PERSONAL ASSISTANTS				PURCHASING AND SUPPLY CHAIN MANAGEMENT			
	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
2 – 3 Jan	How to Effectively Manage your Boss	The Bus. Exc.	£200	2 – 3 Jan	Health Supply Chain Management	The Bus. Exc.	£200
6 – 7 Feb	Effective Customer Service Management	The Bus. Exc.	£200	6 – 7 Feb	Supply Chain Management in the Oil and Gas Industry	The Bus. Exc.	£200
6 – 7 Mar	Professional MS Office Skills	The Bus. Exc.	£200	6 – 7 Mar	Integrity in Procurement: Skills & Solutions	The Bus. Exc.	£200

3 – 4 Apr	Effective Office Management and Practice	The Bus. Exc.	£200	3 – 4 Apr	Procurement Planning & Designing Tenders	The Bus. Exc.	£200
1 – 2 May	Presentation and Communication Skills	The Bus. Exc.	£200	1 – 2 May	The Complete Procurement Cycle	The Bus. Exc.	£200
5 – 6 June	Advanced Professional MS Office Skills	The Bus. Exc.	£200	5 – 6 June	Procurement of Works & Dispute Avoidance	The Bus. Exc.	£200
3 – 4 July	Assertiveness skills: a practical approach	The Bus. Exc.	£200	3 – 4 July	Planning, Procuring & Managing Public-Private Partnerships	The Bus. Exc.	£200
1 – 2 Aug	Customer care and telephone skills	The Bus. Exc.	£200	1 – 2 Aug	Developing Leaders to Manage Medical Stores	The Bus. Exc.	£200
4 – 5 Sep	Handling the press and media: how to get your story covered	The Bus. Exc.	£200	4 – 5 Sep	Complete Supply Chain Management	The Bus. Exc.	£200
2 – 3 Oct	Managing Stress and Time	The Bus. Exc.	£200	2 – 3 Oct	Essentials of Tendering and Managing Pricing	The Bus. Exc.	£200
1 – 2 Nov	Handling difficult people and situations: essential tools	The Bus. Exc.	£200	1 – 2 Nov	Fundamentals of Procurement	The Bus. Exc.	£200
4 – 5 Dec	International Executive Secretary	The Bus. Exc.	£200	4 – 5 Dec	How to reduce Inventory Levels	The Bus. Exc.	£200