



CAMIC ASSOCIATES

1st Boundry Road
 East Legon, American House Avenue
 Accra, Ghana
 Tel: 00233 (0)243446345
 Email: admin@camicassociates.com
www.camicassociates.com

**CORPORATE EXECUTIVE TRAINING PROGRAMMES
 ACCRA LOCAL TRAINING
 JANUARY TO DECEMBER 2026**

ACCOUNTING BANKING AND FINANCE				HUMAN RESOURCES MANAGEMENT			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 – 13 Jan	Accounting and Finance for Non-Finance Managers	TBC	GHC1,500	12 – 13 Jan	Knowledge Management and managing Organisational learning	TBC	GHC 1,200
14– 15 Jan	Business Setup and Business Plans	TBC	GHC1,500	14 -15 Jan	Effective Training Needs Analysis in Corporate HRD	TBC	GHC 1,200
3 – 4 Feb	IFRS For Banks and Other Financial Institutions	TBC	GHC1,500	5 – 6 Feb	Value-added learning and Development	TBC	GHC 1,200
10 – 11 Feb	Money Laundering and Counter Terrorist Financing	TBC	GHC1,500	12 – 13 Feb	Conflict Management between the Union and Management	TBC	GHC 1,200
3 – 4 Mar	Effective Internal Auditing Practice	TBC	GHC1,500	5 – 6 Mar	Measuring, Managing and Maintaining Employee Engagement	TBC	GHC 1,200
10 – 11 Mar	Financial Reporting Master Class	TBC	GHC1,500	12 – 13 Mar	Effective HR Record Administration	TBC	GHC 1,200
7 – 8 Apr	Financial Modelling for Financial Services	TBC	GHC1,500	9 – 10 Apr	Succession Planning and Management	TBC	GHC 1,200
14 – 15 Apr	Fraud Prevention & Forensic Audit	TBC	GHC1,500	16 – 17 Apr	Psychometric Assessment at the workplace	TBC	GHC 1,200
5 – 6 May	Pension Fund Management and Administration	TBC	GHC1,500	7 – 8 May	Effective Negotiation Skills and Strategies	TBC	GHC 1,200
12 – 13 May	Effective Working Capital Management	TBC	GHC1,500	14 – 15 May	Performance Review Skills for Line Managers	TBC	GHC 1,200
2 – 3 June	Bank and financial Institution Fraud	TBC	GHC1,500	4 – 5 June	Balanced Scorecard- a Tool to Achieve Superior Performance	TBC	GHC 1,200
9 – 10 June	IFRS a complete overview	TBC	GHC1,500	11 –12 June	Personal Development Skills	TBC	GHC 1,200
7- 8 July	Forensic Accounting & Fraud Control	TBC	GHC1,500	9-10 July	Effective HR Practice & People Management for Line Managers	TBC	GHC 1,200
14 – 15 July	Understanding Credit Risk Analysis (Basic Credit Risk)	TBC	GHC1,500	16 – 17 July	e-HR Management: Modern Trends and Applications (Digital HR)	TBC	GHC 1,200
4 – 5 Aug	Effective Budgeting and Budgetary Control Methods	TBC	GHC1,500	6 – 7 Aug	Mastering HR Data Analytics & Metrics	TBC	GHC 1,200
11 – 12 Aug	Cash Flow Statement Workshop: Preparation and Analysis	TBC	GHC1,500	13 – 14 Aug	Knowledge & Talent Management: How to Create an Effective Learning Organization	TBC	GHC 1,200
1 – 2 Sept	Advance Excel for Accountants and Business Professionals	TBC	GHC1,500	3 – 4 Sept	Effective HR Planning & Due Diligence in Mergers& Acquisitions	TBC	GHC 1,200
8 – 9 Sept	Enterprise Risk Management	TBC	GHC1,500	8 – 9 Sept	Talent Acquisition and management		GHC 1,200
6 – 7 Oct	Accounts Receivable and Effective Credit Policies Management	TBC	GHC1,500	6 – 7 Oct	Managing Staff Grievance, Discipline & Dismissal At Workplace		GHC 1,200
13 – 14 Oct	International Public Sector Accounting Standards (IPSAS) Workshop	TBC	GHC1,500	13 – 14 Oct	Performance Management & Appraisals Skills		GHC 1,200
3 – 4 Nov	Consolidation of Financial Statement Workshop	TBC	GHC1,500	3 – 4 Nov	Managing Redundancy & Outplacement		GHC 1,200
10 – 11 Nov	Capital investment appraisal workshop	TBC	GHC1,500	10 – 11 Nov	Labour Laws & Employee Relations		GHC 1,200

MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	Transformational Leadership	TBC	GHC 1,200	12- 13 Jan	Essential Sales Skills	TBC	GHC 1,200
14 - 15 Jan	Strategic Management for Executive Management	TBC	GHC 1,200	14- 15 Jan	Sales Negotiation Skills	TBC	GHC 1,200
3 – 4 Feb	Effective Office Management and Practice	TBC	GHC 1,200	3 – 4 Feb	Getting New Business: The Right Way to Develop New Business Opportunities	TBC	GHC 1,200
10 – 11 Feb	Effective Leadership and Team Management	TBC	GHC 1,200	10 – 11 Feb	Advanced Sales Skills	TBC	GHC 1,200
3 – 4 Mar	Customer Service Excellence	TBC	GHC 1,200	3 – 4 Mar	Market and Sales Forecasting	TBC	GHC 1,200
10 – 11 Mar	Coaching Training for Leaders and Managers	TBC	GHC 1,200	10 – 11 Mar	Marketing Communication	TBC	GHC 1,200
7 – 8 Apr	Conflict management and Resolution	TBC	GHC 1,200	7 – 8 Apr	Marketing Communication Master class	TBC	GHC 1,200
14 – 15 Apr	Strategic Planning for Senior Executives	TBC	GHC 1,200	14 – 15 Apr	Digital Marketing Skills	TBC	GHC 1,200
5 – 6 May	Delivering Total Quality Management	TBC	GHC 1,200	5 – 6 May	Building Successful Brands	TBC	GHC 1,200
12 – 13 May	Goal Setting, Communication and Performance Management	TBC	GHC 1,200	12 – 13 May	Brand Loyalty and Management	TBC	GHC 1,200
2 – 3 June	Leadership and Strategy for Senior Managers	TBC	GHC 1,200	2 – 3 June	Developing Global Opportunities for Business	TBC	GHC 1,200
9 – 10 June	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	TBC	GHC 1,200	9 – 10 June	Customer Relationship Marketing	TBC	GHC 1,200
7- 8 July	Developing Leadership Excellence	TBC	GHC 1,200	7- 8 July	Certified Brand Manager Course	TBC	GHC 1,200
14 – 15 July	Building and Leading High-Performance Team	TBC	GHC 1,200	14 – 15 July	How to Find and Win New Business	TBC	GHC 1,200
4 – 5 Aug	Strategic Management and Best Practice	TBC	GHC 1,200	4 – 5 Aug	Advance Digital Marketing Management	TBC	GHC 1,200
11 – 12 Aug	Driving Corporate Vision, Mission, and Values Developing Workshop	TBC	GHC 1,200	11 – 12 Aug	Effective Crisis Communication and Management Skills	TBC	GHC 1,200
1 – 2 Sept	Lean Process Improvement Training	TBC	GHC 1,200	1 – 2 Sept	Effective Business Etiquette and Protocol	TBC	GHC 1,200
8 – 9 Sept	Leading a Team of Champions	TBC	GHC 1,200	8 – 9 Sept	Effective Trade Marketing and Distribution Strategies	TBC	GHC 1,200
6 – 7 Oct	Talent Development and Succession Planning	TBC	GHC 1,200	6 – 7 Oct	The Art of Closing the Sales	TBC	GHC 1,200
13 – 14 Oct	Managerial Decision Making and Problem Solving	TBC	GHC 1,200	13 – 14 Oct	Professional Selling Skills and Strategies	TBC	GHC 1,200
3 – 4 Nov	Developing Leadership Excellence	TBC	GHC 1,200	3 – 4 Nov	Protocol and event management	TBC	GHC 1,200
5 – 6 Nov	Emotional Intelligence: Becoming A Better & Transformative Leader	TBC	GHC 1,200	5 – 6 Nov	Mastering Sales & Marketing in the Age of New social media	TBC	GHC 1,200
10 – 11 Nov	Corporate Governance Principles & Practice	TBC	GHC 1,200	10 – 11 Nov	Social Media training	TBC	GHC 1,200
12 – 13 Nov	Managing for the first time	TBC	GHC 1,200	12 – 13 Nov	Communication for Leaders in the Digital Age	TBC	GHC 1,200
17 – 18 Nov	Leading in a digital age	TBC	GHC 1,200	17 – 18 Nov	Advanced Public Speaking and Presentation Skills	TBC	GHC 1,200
19 – 20 Nov	Artificial Intelligence (AI) for leaders and managers	TBC	GHC 1,200	19 – 20 Nov	Mastering Business and Corporate Etiquette	TBC	GHC 1,200
1 – 2 Dec	Leadership & Decision-Making in Crisis & Emergency Situations	TBC	GHC 1,200	1 – 2 Dec	Corporate Social Responsibility (CSR) and sustainability management	TBC	GHC 1,200
8 – 9 Dec	Leading change in a dynamic business environment	TBC	GHC 1,200	8 – 9 Dec	Strategic Internal Communication Skills	TBC	GHC 1,200
10 – 11 Dec	Agile Business Strategy and Organisational Development for Sustainable Growth	TBC	GHC 1,200	10 – 11 Dec	Facilitating Change through Effective Communications	TBC	GHC 1,200
15 – 16 Dec	Situational Leadership & Relationship Management	TBC	GHC 1,200	15 – 16 Dec	Effective community and stakeholder management	TBC	GHC 1,200
OIL AND GAS				INFORMATION TECHNOLOGY			

SECRETARIAL AND PERSONAL ASSISTANTS				PURCHASING AND SUPPLY CHAIN MANAGEMENT			
	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	How to Effectively Manage your Boss	TBC	GHC 1,200	12 - 13 Jan	Health Supply Chain Management	TBC	GHC 1,500
14 - 15 Jan	Effective Customer Service Management	TBC	GHC 1,200	14 - 15 Jan	Supply Chain Management in the Oil and Gas Industry	TBC	GHC 1,500
3 - 4 Feb	Professional MS Office Skills	TBC	GHC 1,200	3 - 4 Feb	Integrity in Procurement: Skills & Solutions	TBC	GHC 1,500
10 - 11 Feb	Effective Office Management and Practice	TBC	GHC 1,200	10 - 11 Feb	Procurement Planning & Designing Tenders	TBC	GHC 1,500
3 - 4 Mar	Presentation and Communication Skills	TBC	GHC 1,200	3 - 4 Mar	The Complete Procurement Cycle	TBC	GHC 1,500
10 - 11 Mar	Advanced Professional MS Office Skills	TBC	GHC 1,200	10 - 11 Mar	Procurement of Works & Dispute Avoidance	TBC	GHC 1,500
7 - 8 Apr	Assertiveness skills: a practical approach	TBC	GHC 1,200	7 - 8 Apr	Planning, Procuring & Managing Public-Private Partnerships	TBC	GHC 1,500
14 - 15 Apr	Customer care and telephone skills	TBC	GHC 1,200	14 - 15 Apr	Developing Leaders to Manage Medical Stores	TBC	GHC 1,500
5 - 6 May	Handling the press and media: how to get your story covered	TBC	GHC 1,200	5 - 6 May	Complete Supply Chain Management	TBC	GHC 1,500
12 - 13 May	Managing Stress and Time	TBC	GHC 1,200	12 - 13 May	Essentials of Tendering and Managing Pricing	TBC	GHC 1,500
2 - 3 June	Handling difficult people and situations: essential tools	TBC	GHC 1,200	2 - 3 June	Fundamentals of Procurement	TBC	GHC 1,500
9 - 10 June	International Executive Secretary	TBC	GHC 1,200	9 - 10 June	How to reduce Inventory Levels	TBC	GHC 1,500
7 - 8 July	Information & Documentation Compliance	TBC	GHC 1,200	7 - 8 July	E-Procurement	TBC	GHC 1,500
14 - 15 July	The Tech-Savvy Administrator: Incorporating AI for Efficiency and Innovation	TBC	GHC 1,200	14 - 15 July	Artificial Intelligence (AI) in Procurement and Supply Chain Management	TBC	GHC 1,500
4 - 5 Aug	Administrative Excellence for Secretaries and Administrators	TBC	GHC 1,200	4 - 5 Aug	Managing Tenders, Specifications & Contracts	TBC	GHC 1,500
11 - 12 Aug	Finance and Accounting for Office Administrators & Secretaries	TBC	GHC 1,200	11 - 12 Aug	Managing Vendor Qualification, Performance & Contract Compliance	TBC	GHC 1,500
1 - 2 Sept	Implementation of Modern Record Management through SharePoint and Office 365	TBC	GHC 1,200	1 - 2 Sept	Effective Purchasing and Contract Negotiation Strategies	TBC	GHC 1,500
8 - 9 Sept	Administrative Excellence for Secretaries and Administrators	TBC	GHC 1,200	8 - 9 Sept	Big Data Analytics for Supply Chain Optimization	TBC	GHC 1,500
6 - 7 Oct	How to Effectively Manage your Boss	TBC	GHC 1,200	6 - 7 Oct	Advanced Negotiation Skills	TBC	GHC 1,500
13 - 14 Oct	Effective Customer Service Management	TBC	GHC 1,200	13 - 14 Oct	International Freight Management	TBC	GHC 1,500
3 - 4 Nov	Professional MS Office Skills	TBC	GHC 1,200	3 - 4 Nov	Warehouse & Stores Management	TBC	GHC 1,500
5 - 6 Nov	Effective Office Management and Practice	TBC	GHC 1,200	5 - 6 Nov	Commercial Oil Operations and Logistics	TBC	GHC 1,500
10 - 11 Nov	Presentation and Communication Skills	TBC	GHC 1,200	10 - 11 Nov	Supply Chain Risk Management	TBC	GHC 1,500
12 - 13 Nov	Advanced Professional MS Office Skills	TBC	GHC 1,200	12 - 13 Nov	Sustainable Procurement	TBC	GHC 1,500
17 - 18 Nov	Assertiveness skills: a practical approach	TBC	GHC 1,200	17 - 18 Nov	Data Analysis for Internal Auditing	TBC	GHC 1,500
19 - 20 Nov	Handling the press and media: how to get your story covered	TBC	GHC 1,200	19 - 20 Nov	Implementing Supply Chain Security and C-TPAT Requirements	TBC	GHC 1,500
8 - 9 Dec	Customer care and telephone skills	TBC	GHC 1,200	8 - 9 Dec	Governance, Risk & Compliance (GRC)	TBC	GHC 1,500
10 - 11 Dec	Managing Stress and Time	TBC	GHC 1,200	10 - 11 Dec	Quality Assurance and Management System	TBC	GHC 1,500
15 - 16 Dec	Handling difficult people and situations: essential tools	TBC	GHC 1,200	15 - 16 Dec	Quality Assurance in Practice	TBC	GHC 1,500
17 - 18 Dec		TBC	GHC 1,200	17 - 18 Dec	Business Improvement & Quality Techniques	TBC	GHC 1,500
22 - 23 Dec	International Executive Secretary	TBC	GHC 1,200	22 - 23 Dec	Anti-Corruption and Anti-Bribery	TBC	GHC 1,500