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CORPORATE EXECUTIVE TRAINING PROGRAMMES
LONDON 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	£850	12 – 13 Jan	Knowledge Management and managing Organisational learning	TBC	£750
14– 15 Jan	Business Setup and Business Plans	TBC	£850	14 -15 Jan	Effective Training Needs Analysis in Corporate HRD	TBC	£750
3 – 4 Feb	IFRS For Banks and Other Financial Institutions	TBC	£850	5 – 6 Feb	Value-added learning and Development	TBC	£750
10 – 11 Feb	Money Laundering and Counter Terrorist Financing	TBC	£850	12 – 13 Feb	Conflict Management between the Union and Management	TBC	£750
3 – 4 Mar	Effective Internal Auditing Practice	TBC	£850	5 – 6 Mar	Measuring, Managing and Maintaining Employee Engagement	TBC	£750
10 – 11 Mar	Financial Reporting Master Class	TBC	£850	12 – 13 Mar	Effective HR Record Administration	TBC	£750
7 – 8 Apr	Financial Modelling for Financial Services	TBC	£850	9 – 10 Apr	Succession Planning and Management	TBC	£750
14 – 15 Apr	Fraud Prevention & Forensic Audit	TBC	£850	16 – 17 Apr	Psychometric Assessment at the workplace	TBC	£750
5 – 6 May	Pension Fund Management and Administration	TBC	£850	7 – 8 May	Effective Negotiation Skills and Strategies	TBC	£750
12 – 13 May	Effective Working Capital Management	TBC	£850	14 – 15 May	Performance Review Skills for Line Managers	TBC	£750
2 – 3 June	Bank and financial Institution Fraud	TBC	£850	4 – 5 June	Balanced Scorecard- a Tool to Achieve Superior Performance	TBC	£750
9 – 10 June	IFRS a complete overview	TBC	£850	11 –12 June	Personal Development Skills	TBC	£750
7- 8 July	Forensic Accounting & Fraud Control	TBC	£850	9-10 July	Effective HR Practice & People Management for Line Managers	TBC	£750
14 – 15 July	Understanding Credit Risk Analysis (Basic Credit Risk)	TBC	£850	16 – 17 July	e-HR Management: Modern Trends and Applications (Digital HR)	TBC	£750
4 – 5 Aug	Effective Budgeting and Budgetary Control Methods	TBC	£850	6 – 7 Aug	Mastering HR Data Analytics & Metrics	TBC	£750
11 – 12 Aug	Cash Flow Statement Workshop: Preparation and Analysis	TBC	£850	13 – 14 Aug	Knowledge & Talent Management: How to Create an Effective Learning Organization	TBC	£750
1 – 2 Sept	Advance Excel for Accountants and Business Professionals	TBC	£850	3 – 4 Sept	Effective HR Planning & Due Diligence in Mergers& Acquisitions	TBC	£750
8 – 9 Sept	Enterprise Risk Management	TBC	£850	8 – 9 Sept	Talent Acquisition and management	TBC	£750
6 – 7 Oct	Accounts Receivable and Effective Credit Policies Management	TBC	£850	6 – 7 Oct	Managing Staff Grievance, Discipline & Dismissal At Workplace	TBC	£750
13 – 14 Oct	International Public Sector Accounting Standards (IPSAS) Workshop	TBC	£850	13 – 14 Oct	Performance Management & Appraisals Skills	TBC	£750
3 – 4 Nov	Consolidation of Financial Statement Workshop	TBC	£850	3 – 4 Nov	Managing Redundancy & Outplacement	TBC	£750
10 – 11 Nov	Capital investment appraisal workshop	TBC	£850	10 – 11 Nov	Labour Laws & Employee Relations	TBC	£750

MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	Transformational Leadership	TBC	£750	12- 13 Jan	Essential Sales Skills	TBC	£750
14 - 15 Jan	Strategic Management for Executive Management	TBC	£750	14- 15 Jan	Sales Negotiation Skills	TBC	£750
3 – 4 Feb	Effective Office Management and Practice	TBC	£750	3 – 4 Feb	Getting New Business: The Right Way to Develop New Business Opportunities	TBC	£750
10 – 11 Feb	Effective Leadership and Team Management	TBC	£750	10 – 11 Feb	Advanced Sales Skills	TBC	£750
3 – 4 Mar	Customer Service Excellence	TBC	£750	3 – 4 Mar	Market and Sales Forecasting	TBC	£750
10 – 11 Mar	Coaching Training for Leaders and Managers	TBC	£750	10 – 11 Mar	Marketing Communication	TBC	£750
7 – 8 Apr	Conflict management and Resolution	TBC	£750	7 – 8 Apr	Marketing Communication Master class	TBC	£750
14 – 15 Apr	Strategic Planning for Senior Executives	TBC	£750	14 – 15 Apr	Digital Marketing Skills	TBC	£750
5 – 6 May	Delivering Total Quality Management	TBC	£750	5 – 6 May	Building Successful Brands	TBC	£750
12 – 13 May	Goal Setting, Communication and Performance Management	TBC	£750	12 – 13 May	Brand Loyalty and Management	TBC	£750
2 – 3 June	Leadership and Strategy for Senior Managers	TBC	£750	2 – 3 June	Developing Global Opportunities for Business	TBC	£750
9 – 10 June	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	TBC	£750	9 – 10 June	Customer Relationship Marketing	TBC	£750
7- 8 July	Developing Leadership Excellence	TBC	£750	7- 8 July	Certified Brand Manager Course	TBC	£750
14 – 15 July	Building and Leading High-Performance Team	TBC	£750	14 – 15 July	How to Find and Win New Business	TBC	£750
4 – 5 Aug	Strategic Management and Best Practice	TBC	£750	4 – 5 Aug	Advance Digital Marketing Management	TBC	£750
11 – 12 Aug	Driving Corporate Vision, Mission, and Values Developing Workshop	TBC	£750	11 – 12 Aug	Effective Crisis Communication and Management Skills	TBC	£750
1 – 2 Sept	Lean Process Improvement Training	TBC	£750	1 – 2 Sept	Effective Business Etiquette and Protocol	TBC	£750
8 – 9 Sept	Leading a Team of Champions	TBC	£750	8 – 9 Sept	Effective Trade Marketing and Distribution Strategies	TBC	£750
6 – 7 Oct	Talent Development and Succession Planning	TBC	£750	6 – 7 Oct	The Art of Closing the Sales	TBC	£750
13 – 14 Oct	Managerial Decision Making and Problem Solving	TBC	£750	13 – 14 Oct	Professional Selling Skills and Strategies	TBC	£750
3 – 4 Nov	Developing Leadership Excellence	TBC	£750	3 – 4 Nov	Protocol and event management	TBC	£750
5 – 6 Nov	Emotional Intelligence: Becoming A Better & Transformative Leader	TBC	£750	5 – 6 Nov	Mastering Sales & Marketing in the Age of New social media	TBC	£750
10 – 11 Nov	Corporate Governance Principles & Practice	TBC	£750	10 – 11 Nov	Social Media training	TBC	£750
12 – 13 Nov	Managing for the first time	TBC	£750	12 – 13 Nov	Communication for Leaders in the Digital Age	TBC	£750
17 – 18 Nov	Leading in a digital age	TBC	£750	17 – 18 Nov	Advanced Public Speaking and Presentation Skills	TBC	£750
19 – 20 Nov	Artificial Intelligence (AI) for leaders and managers	TBC	£750	19 – 20 Nov	Mastering Business and Corporate Etiquette	TBC	£750
1 – 2 Dec	Leadership & Decision-Making in Crisis & Emergency Situations	TBC	£750	1 – 2 Dec	Corporate Social Responsibility (CSR) and sustainability management	TBC	£750
8 – 9 Dec	Leading change in a dynamic business environment	TBC	£750	8 – 9 Dec	Strategic Internal Communication Skills	TBC	£750
10 – 11 Dec	Agile Business Strategy and Organisational Development for Sustainable Growth	TBC	£750	10 – 11 Dec	Facilitating Change through Effective Communications	TBC	£750
15 – 16 Dec	Situational Leadership & Relationship Management	TBC	£750	15 – 16 Dec	Effective community and stakeholder management	TBC	£750

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	£750	12 - 13 Jan	Health Supply Chain Management	TBC	£850
14 - 15 Jan	Effective Customer Service Management	TBC	£750	14 - 15 Jan	Supply Chain Management in the Oil and Gas Industry	TBC	£850
3 – 4 Feb	Professional MS Office Skills	TBC	£750	3 – 4 Feb	Integrity in Procurement: Skills & Solutions	TBC	£850
10 – 11 Feb	Effective Office Management and Practice	TBC	£750	10 – 11 Feb	Procurement Planning & Designing Tenders	TBC	£850
3 – 4 Mar	Presentation and Communication Skills	TBC	£750	3 – 4 Mar	The Complete Procurement Cycle	TBC	£850
10 – 11 Mar	Advanced Professional MS Office Skills	TBC	£750	10 – 11 Mar	Procurement of Works & Dispute Avoidance	TBC	£850
7 – 8 Apr	Assertiveness skills: a practical approach	TBC	£750	7 – 8 Apr	Planning, Procuring & Managing Public-Private Partnerships	TBC	£850
14 – 15 Apr	Customer care and telephone skills	TBC	£750	14 – 15 Apr	Developing Leaders to Manage Medical Stores	TBC	£850
5 – 6 May	Handling the press and media: how to get your story covered	TBC	£750	5 – 6 May	Complete Supply Chain Management	TBC	£850
12 – 13 May	Managing Stress and Time	TBC	£750	12 – 13 May	Essentials of Tendering and Managing Pricing	TBC	£850
2 – 3 June	Handling difficult people and situations: essential tools	TBC	£750	2 – 3 June	Fundamentals of Procurement	TBC	£850
9 – 10 June	International Executive Secretary	TBC	£750	9 – 10 June	How to reduce Inventory Levels	TBC	£850
7 - 8 July	Information & Documentation Compliance	TBC	£750	7 - 8 July	E-Procurement	TBC	£850
14 – 15 July	The Tech-Savvy Administrator: Incorporating AI for Efficiency and Innovation	TBC	£750	14 – 15 July	Artificial Intelligence (AI) in Procurement and Supply Chain Management	TBC	£850
4 – 5 Aug	Administrative Excellence for Secretaries and Administrators	TBC	£750	4 – 5 Aug	Managing Tenders, Specifications & Contracts	TBC	£850
11 – 12 Aug	Finance and Accounting for Office Administrators & Secretaries	TBC	£750	11 – 12 Aug	Managing Vendor Qualification, Performance & Contract Compliance	TBC	£850
1 – 2 Sept	Implementation of Modern Record Management through SharePoint and Office 365	TBC	£750	1 – 2 Sept	Effective Purchasing and Contract Negotiation Strategies	TBC	£850
8 – 9 Sept	Administrative Excellence for Secretaries and Administrators	TBC	£750	8 – 9 Sept	Big Data Analytics for Supply Chain Optimization	TBC	£850
6 – 7 Oct	How to Effectively Manage your Boss	TBC	£750	6 – 7 Oct	Advanced Negotiation Skills	TBC	£850
13 – 14 Oct	Effective Customer Service Management	TBC	£750	13 – 14 Oct	International Freight Management	TBC	£850
3 – 4 Nov	Professional MS Office Skills	TBC	£750	3 – 4 Nov	Warehouse & Stores Management	TBC	£850
5 – 6 Nov	Effective Office Management and Practice	TBC	£750	5 – 6 Nov	Commercial Oil Operations and Logistics	TBC	£850
10 – 11 Nov	Presentation and Communication Skills	TBC	£750	10 – 11 Nov	Supply Chain Risk Management	TBC	£850
12 – 13 Nov	Advanced Professional MS Office Skills	TBC	£750	12 – 13 Nov	Sustainable Procurement	TBC	£850
17 – 18 Nov	Assertiveness skills: a practical approach	TBC	£750	17 – 18 Nov	Data Analysis for Internal Auditing	TBC	£850
19 – 20 Nov	Handling the press and media: how to get your story covered	TBC	£750	19 – 20 Nov	Implementing Supply Chain Security and C-TPAT Requirements	TBC	£850
8 – 9 Dec	Customer care and telephone skills	TBC	£750	8 – 9 Dec	Governance, Risk & Compliance (GRC)	TBC	£850
10 – 11 Dec	Managing Stress and Time	TBC	£750	10 – 11 Dec	Quality Assurance and Management System	TBC	£850
15 – 16 Dec	Handling difficult people and situations: essential tools	TBC	£750	15 – 16 Dec	Quality Assurance in Practice	TBC	£850
17 – 18 Dec		TBC	£750	17 – 18 Dec	Business Improvement & Quality Techniques	TBC	£850
22 – 23 Dec	International Executive Secretary	TBC	£750	22 – 23 Dec	Anti-Corruption and Anti-Bribery	TBC	£850