MANAGEMENT DEVELOPMENT AND PRODUCTIVITY INSTITUTE (MDPI)

Driving Excellence. Inspiring Productivity.

MANAGEMENT TRAINING PROGRAMME

FOR 2027





EMPOWERING PEOPLE
TRANSFORMING ORGANISATIONS
BUILDING A BETTER GHANA

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MANAGEMENT TRAINING PROGRAMME 2027

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Name	Position/Department	Academic/Professional Qualification
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Stephen Asirifi Essel (PhD)	Chief Management Consultant (Industrial Engineering Department)	PhD Business Administration (CASS Europe), Luxemburg; MBA, Univ. of Leicester, UK; Diploma (Management) Univ. of Leicester, UK; HND (Building Technology) Kumasi Polytechnic, Ghana
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Richard Eto	Chief Management Consultant (MIS & Finance Mgt Department)	M.Sc. (Banking & Finance) Univ. of Stirling (UK); BSc Admin. (Accounting) Central University College; Postgraduate Diploma (Business Administration) GIMPA, Ghana

Name	Position/Department	Academic/Professional Qualification
Esther Ama Kyere (Ms)	Senior Management Consultant (Marketing Department)	LLM, University of Ghana; LLB, Central University; MA, Public Relations, Ghana Institute of Journalism, Accra; BA, Psychology with Linguistics, University of Ghana; Chartered Institute of Bankers Part 1, Accra; Diploma in Business Studies (Accounting), University of Professional Studies
Seth Tetteh, **CMILT**	Principal Consultant Ag. Project Manager (Project Unit/Industrial Engineering)	Chartered Member, Chartered Institute of Logistics and Transport (CILT), Master of Business Administration (Logistic), Coventry University – UK, Advance Diploma in Logistics and Transport (ADILT) – Chartered Institute of Logistic and Transport (CILT) – International, BA (Study of Religions) – University of Ghana
Isaac Odoom	Head, General Management Department Senior Management Consultant (General Management)	Master of Business Administration (Human Resource Management), University of Cape Coast; Bachelor of Management Studies (BMS), University of Cape Coast; Higher National Diploma (Marketing Option), Cape Coast Polytechnic; Diploma in Education, University of Education, Winneba
Saeed Siita	Head, Procurement Senior Consultant (Industrial Engineering)	MSc Logistics and Supply Chain Management, Kwame Nkrumah University of Science and Technology (KNUST); BA, Integrated Management Studies, University of Development Studies (UDS)
Yendaw Bong-Iremah James	Governing Board Secretary Senior Consultant (General Management)	M.ED Education in Agricultural science, University Cape Coast (UCC): B.Ed in Education, University of Education, Winneba (UEW): Diploma in Basic Education, UCC (NJA College of Education, Wa): Certificate in Artificial Intelligence, Digital Marketing and Strategic Communication (Institute for Digital Marketing & Communication Ghana Ltd.

Name	Position/Department	Academic/Professional Qualification
Mohammed Zaid Yakubu	Head, General Services Senior Consultant (Industrial Engineering)	MSc. in Construction Management, Kwame Nkrumah University of Science and Technology (KNUST); B.Tech. Building Technology, Kumasi Technical University (KSTU); HND, Building Technology (Wa Polytechnic); Certified Professional Engineer (Civil), IET, GH. Trainee Quantity Surveyor, GhIS

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Foreword

The Management Development and Productivity Institute (MDPI) presents the 2027 Management Training Programme (MTP) to its valued clients and the general public for continuous self-development and the capacity building of their staff.

In today's dynamic business landscape and competitive world, organisations need to distinguish themselves in their products and service delivery. This requires the development of competent workforce and efficient organizational systems.

MDPI in alignment with its mandate, is committed to helping both public and private sector organisations to develop the capacity of their labour force for improved productivity. The 2027 MTP has been developed in response to current business trends, to deliver cutting-edge solutions to organizational challenges and capacity-building needs of our clients.

Our training programmes are adaptable, offering the flexibility to be conducted virtually, in-person or through a blend of both, tailored to the specific needs of our client.

We take this opportunity to thank our esteemed customers for their continued support, contributions and patronage. We hope 2027 will be a year of close cooperation to ensure that the training received would result in improving productivity at the workplace.

Historical Origin

The Management Development and Productivity Institute (MDPI) is a sub-vented Agency under the Ministry of Labour, Jobs and Employment.

The Institute was established on 26th October, 1967 under a joint Ghana Government, United Nations Development Programme (UNDP) and International Labour Organisation (ILO) Project.

The MDPI replaced its forerunner, the National Productivity Centre (NPC) which was established in June 1964 as part of the then National Planning Commission. Legislative Instrument (LI) 1077 of 2nd July 1976 incorporated the MDPI as a parastatal. The Institute was formally handed over to the Ghana Government by the UNDP and ILO in 1977 when the joint sponsorship ended.

Mission Statement

The Management Development and Productivity Institute exists to promote increased productivity, in both public and private organizations, to enable them contribute to the growth of the economy on a sustainable basis. MDPI achieves this through Productivity Improvement Activities, Management Development Programmes, Research and Publications.

Vision Statement

A market leader in the development of productivity improvement strategies and the promotion of best management practices.

Objectives

The three main objectives of MDPI are:
a) To promote increased productivity in the agricultural, industry and service sectors of the economy;
b) To introduce suitable management practices and techniques to our clients;
c) To improve and develop the standard of management in all aspects and at all levels of organisations.

Corporate Values

- Professionalism
- Integrity
- Teamwork
- Respect
- Excellence
- Accountability
- Cooperation

Functions

The core functional areas of the Institute are:
- Management Development and Training
- Management Consultancy and Advisory Services
- Business and Management Research Services
- Productivity Studies and Performance Improvement Techniques

Departments

There are four technical departments:
- General Management
- Marketing Management
- Financial Management & Management Information Systems
- Industrial Engineering & Productivity

Management Development and Training

The four departments organize various courses each year. These are listed in the annual Management Training Programme (MTP). The training is in two forms:

- **Regular Training**

This form of training is supply-driven. Participants are drawn from different organisations who enroll in courses that they find beneficial to them and their organisations. The courses are designed based on the identified needs of client organisations in our target market.

- **In-Plant/Customized and Project-Related Training**

This form of training is demand-driven. The clients identify the training needs of their staff (and most of the time with the assistance of MDPI) and request for specific courses to meet those needs. The courses are developed and designed with a lot of inputs from the clients. This type of training is very flexible in that it is organized at the convenience of the client.

Management Consultancy and Advisory Services

Our consultancy and advisory services cover the following areas:

- Feasibility Studies
- Business Plans/Corporate Strategic Plan
- Organizational Restructuring and Re-organisation
- Performance Management System
- Human Resource Management
- Organizational System Review and Development:
    - o Organizational Structure
    - o Scheme of Service
    - o Job Description
    - o Conditions of Service and Administrative Manual
- Design and Installation of Accounting Systems
- Management Audit
- Records Management and Communication Policy
- Wages and Salaries Administration
- Employee Recruitment, Selection and Orientation of new recruits in organizations, etc.

Management Policy Research

MDPI undertakes Policy Research to enable Management and Policy Makers take decisions based on evidence and reliable data.

Productivity Studies & Performance Management

The MDPI, by Legislative Instrument (1077) 1977, is mandated to undertake productivity studies in key sectors of the Ghanaian economy aimed at generating evidence-based productivity indicators to facilitate decision making process. This is to enhance productivity and competitiveness at enterprise, industry (sectoral), national and international levels.

Clients

The MDPI's clients are drawn from Ghana and the West African sub-region, which includes: The Gambia, Liberia, Sierra Leone and Nigeria.

MDPI/ILO-SCORE Programme

Sustaining Competitive & Responsible Enterprise (SCORE) is a global ILO development cooperation programme that promotes productivity, competitiveness and decent work in emerging economies. The programme is assisting Governments, Industries, Associations and Trade Unions in Africa, Asia and Latin America to develop export and domestic industrial sectors with particular focus on Small and Medium Enterprises (SMEs).

SCORE is a practical training and in-factory consulting programme that seeks to improve productivity and working conditions in SMEs.

The MDPI, in collaboration with the International Labour Organisation (ILO) has been executing the Sustainable Competitive Responsible Enterprise (SCORE) training programme since 2013 which was initially sponsored by the Norwegian Agency for Development Cooperation (NORAD) and the Switzerland State Secretariat for Economic Affairs (SECO). The German Federal Ministry of Economic Co-operation and Development (BMZ) through GIZ has been funding the programme since 2021 with some support from ILO.

The SCORE programme emphasises international best practices in the manufacturing and service sectors and helps SMEs to participate in global supply chains. The programme endorsed by the Government of Ghana, collaborates with employers and workers' organizations to address key constraints that hamper growth in specific industries. It further highlights best practices in vocational, technical and management skills in the development of SMEs. In 2018 MDPI was mandated by ILO to be the lead Implementing Partner (IP) to run the SCORE programme for SMEs in Ghana.

Course Introduction

Management Development and Productivity Institute's Courses (both Regular and Customized Courses) are run from February to December every year.

The Training Courses are categorized to serve our clients at the following levels:

- Officers Level
- Managerial Level
- Executive Level

General Management Courses

No.	Course Title	Target Group	Date	Duration
		Officers Level		
GM 101	Office Management & Administration	Officers/ Managers/Supervisors/ Secretaries	Feb 22 - 26 Jul 05 – 09	5 Days
GM 201	Executive Assistant/ Secretary Programme	Executive Assistant/Personal Assistants/Secretaries/ Officers/Administrators	Oct 04 – 08	5 Days
GM 202	Mindset and Attitudinal Change for improved productivity	CEOs, Managers, Heads of Depts.; Division and Unit Heads; Supervisors	Mar 22– 26 May 10– 14	5 Days

No.	Course Title	Target Group	Date	Duration
GM 203	Administrative Management Skills	Administrators/Secretaries/ Personal Assistants	May 03 – 07 Aug 09 – 13 Oct 25 – 29	5 Days
GM 204	Managing Interpersonal Relations	All Category of Staff	Apr 05 - 09 July 05– 09	5 Days
GM 205	Report Writing & Presentation Skills	Managers, Heads of Depts. Divisions & Units Heads/ All category of staff	May 24 – 28 Aug 23 – 27	5 Days
GM 206	Emotional Intelligence & Effective Leadership	Managers, Heads of Depts. Divisions & Units	Mar 01 – 03 July 19 – 21	3 Days
GM 207	Professional Business Writing Skills	Executives/Managers/ Administrators/Secretaries / All category of staff Individuals	Feb 22 – 24 Jun 07 – 09	3 Days
GM 208	Human Capital Management	Human Resource Managers/ Supervisors/Human Resource Officers	May 17– 21	5 Days
GM 209	Reward & Compensation Management	Human Resource Managers/ Human Resource Officers/ Supervisors	May 17 – 21	5 Days
GM 301	Labour Dispute & Their Settlement Procedure	Union Leaders/Employers/ Government/ Agencies/Human Resource Managers/Heads of Depts./Supervisors	Jun 07 – 11	5 Days

No.	Course Title	Target Group *Managerial & Executive Level*	Date	Duration
GM 302	Practice of Supervision	Supervisors/Managers/ Functional Managers	Mar 08 – 12 Jun 21– 25 Nov 15 – 19	5 Days
GM 303	Managerial Skills for Professionals	New Managers/ Doctors/ Engineers, Pharmacists; & Other Professionals	Jul 19 – 23 Nov 15 – 19	5 Days
GM 304	Managerial Leadership Skills Development	Middle Level Managers/ First Line Managers (Supervisors)	May 10 – 14 Aug 09 – 13	5 Days
GM 305	Human Resource Management	Human Resource/Directors/ Managers & Officers	Jun 21– 25 Oct 04 - 08	5 Days
GM 306	Effective Performance Management	Managers/Supervisors	Jul 26 – 28	3 Days
GM 307	Building and Managing Diversity in Teams	Supervisors/ Managers	Aug 18 – 20	3 Days
GM 309	Training Management & Administration	Training Officers/ Managers/Administrators	Nov 22 – 26	5 Days

No.	Course Title	Target Group *Managerial & Executive Level*	Date	Duration
GM 309	Training Methodology (Training the Trainer)	Training Managers & Officers/ Human Resource Managers & Officers/ Supervisors	Aug 02 - 13 Nov 08 - 19	10 Days
GM 310	Change Management & Organizational Development	Officers/ All levels of Managers	Jul 12 - 16 Dec 06 – 10	5 Days
GM 311	Church Leadership and Administration	Church Administrators/ Leaders/ Pastors/Clergy/ Officers/ Managers/	Jun 14 - 18	5 Days
GM 312	Business Ethics & Professionalism	All Categories of Staff	Mar 22 – 24	3 Days
GM 313	Pre-Retirement and Pension Planning	All Categories of Staff	Mar 29 – 31 Dec 01 – 03	3 Days
GM 314	Job Evaluation: Principles & Practice	Managers/Human Resource Personnel/ Officers	Mar 29 – 31	3 Days
GM 315	Time & Stress Management	Supervisors/ Managers/ All Categories of Staff	Mar 17 – 19 Jul 28 – 30	3 Days

No.	Course Title	Target Group	Date	Duration
GM 316	Productivity & Salary & Wage Administration	Supervisors/ Managers	Mar 24 – 26 Jul 26 - 28	3 Days
GM 317	Training Needs Analysis & Evaluation	Managers/ Supervisors/ Training Officers	Mar 17 – 19	3 Days
GM 401	Mastering the Art of Corporate Governance	CEOs / Board Members	Aug 18 – 20 Dec 01 – 03	3 Days
GM 402	Talent Management	Managers/ Human Resource Personnel/Officers	Jul 19 - 23	5 Days
GM 403	Senior Executive Development	CEOs	Apr 14 – 16	3 Days
GM 404	Sustainable Leadership & Governance	Managers/Heads of Department /Division and Unit Heads/Board Members	Sept 08 – 10	3 Days
GM 405	HR Analytics	HR Directors/Managers/Officers	Jun 07 – 09 Oct. 11 – 15	3 Days 5Days

Marketing Courses

No.	Course Title	Target Group	Date	Duration
MM 101	The Art of Influence: Dynamic Public Speaking and Communication Strategy	CEOs, Communication officers, PRO, Bloggers, Entrepreneurs	Aug 25– 27	3 Days
MM 102	Front Desk Management	Front Office Officers, Administrative Officers	Feb 10 – 12 Jul 14 – 16	3 Days
MM 103	Mindset and Attitudinal Change for improved productivity	Sales & Marketing, Professionals, Managers, Heads of Depts.; Division and Unit Heads; All category of Staff	Aug. 16-20 Jun 07-11	5 Days
MM 201	Communication Skills in a Digital Dispensation	***Management Level*** Communication/PRO, Marketing Officers; Media Personnel; Entrepreneurs, Digital; Platform Users	Mar 24 – 26	3 Days
MM 202	Generating Sales Lead for Profit	Sales & Marketing, Professionals Entrepreneurs, Start-up Founders, Relationship Managers,\anyone looking to make a career in sales	Mar 15– 19 Sept 13 – 17	5 days
MM 203	Effective Marketing Communication	Marketing Professionals, Sales Officers, Managers Entrepreneurs,	May 03 – 07	5 Days
MM 204	Digital Marketing	Marketing Professionals, Business Owners, and any individual looking forward to Improving their DM skills Management	Jul 19 – 23	5 Days

No.	Course Title	Target Group	Date	Duration
MM 205	Stakeholder Engagement: Navigating External Relationships"	PRO, Media Personnel, Entrepreneurs	May 05 – 07	3 Days
MM 206	Personal Branding	CEO, PROs, Social Media Manager, Publicist, Sales, Politicians, Celebrities, Athletics	Apr 21 – 23 Aug 18 – 20	3 Days
MM 207	Hospitality Management Skills	Airlines, Hotels, Guest Houses Airbnd, Restaurants, Catering Services, Tourist facilities	Apr 12 – 16 Nov 08 – 12	5 Days
MM 208	Successful Negotiation: Essential Strategies and Skills	Executives, Sales Professionals, Managers, Supervisors, and anyone looking to improve their Negotiation and Networking Skills, Entrepreneurs	Aug 23–27	5 Days
MM 209	Crafting a Winning Business Plan	Aspiring Entrepreneurs, Small Business Owners,	May 10 – 14	5 Days
MM 210	Customer Delight	Managers, Business Owners, Entrepreneurs, Receptionist, Front Desk Officers, Admins.	Apr 12 – 16 Sept 06 - 10	5 Days

No.	Course Title	Target Group	Date	Duration
MM 211	Strategic Marketing Plan & Management	Marketing Managers/ Sales Executives/ CEOs/Entrepreneurs	Jun 07 – 11 Sept 06 – 10	5 Days
MM 212	Excellence in Service Marketing	Managers/ General Managers Officers Sales Executives, Market Researchers, Relationship Managers	Feb 08 – 12 May 31 – Jun 04	5 Days
MM 301	Effective Sales Force Management	Sales Officers/ Business Development Managers	Feb 17 – 19 Jul 05 – 07	3 days
MM 302	Conducting Market Research	Managers	Feb 15 - 19 Aug 09 – 13	5 days
MM 303	Winning and Maintaining Customers	Marketing Officers, Managers, Sales Officers	Apr 12 – 16 Oct 04 – 08	5 Days
MM 304	Brand & Corporate Image Management	Marketing/ Brand Managers	Apr 19 – 23 Aug 09 – 13	5 Days
MM 305	Elevating Customer Experience in Service Management	Anyone interested in growing their business	Jun 09 – 11 Oct 13 – 15	3 Days

No.	Course Title	Target Group	Date	Duration
MM 306	Customer Relationship Management (CRM)	Aspiring Customer Service Professionals, Existing Professionals, Sales & Marketing Executives/Managers/Relationship Managers/ Business Owners	Jul 12 – 16 Oct 18 - 22	5 Days
MM 307	Entrepreneurship Skills Development	Business Starters/ SME Managers Business Advisors	July 19 - 23	5 Days
MM 308	Global Marketing Strategies	Marketing Professionals, Business Owners, any individual looking forward to growing their Business internationally.	May 31 - Jun 04	5 Days
MM 309	Marketing for Startups	Entrepreneurs, Marketing Professionals, New Business Owners/any individual looking forwards to growing their Business	Jun 21 - 25	5 Days
MM 310	Entrepreneurial Innovation and Leadership	Entrepreneurs, Marketing Professionals, New Business Owners, any individual looking forward to growing their Business	Mar 01 - 03	3 Days

No.	Course Title	Target Group	Date	Duration
MM 311	Social Media Marketing	Entrepreneurs, Marketing Professionals, Business Owners, any individual looking forward to growing their Business internationally.	Mar 15 - 19	5 Days
MM 312	Tourism and Hospitality Management	Airlines, Hotels, Guest Houses, Airbnb, Restaurants, Catering Services, Tourist facilities, all those in the hospitality Industry	May 03 – 07	5 Days

Industrial Engineering Courses

Managerial & Executive Level

IE 301	Strategic Maintenance Management	Managers	Sept 15 – 17	3 Days
IE 101	Productivity Improvement Techniques for Drivers	Transport Officers/ Drivers	Mar 01 – 03 Nov 24 - 26	3 Days
IE 102	Attitudinal Change for Improved Productivity	All Categories of Staff	Feb 17 – 19 Apr 26 –28 Oct 20 – 22	3 Days
IE 201	Effective Transport Management	Transport Officers/ Drivers	Mar 01 – 03 Nov 24 - 26	3 Days
IE 202	Workplace Improvement Planning for Increased Productivity	Managers/ Supervisor	May 31 - Jun 04 Oct 18 – 22	5 Days
IE 203	Maintenance of Facilities and Office Buildings	Managers/Supervisors/ Estate Managers	Feb 15 – 26 Sept 06–17	10 Days

IE 204	Maintenance Management	Managers/Supervisors/ Transport Officers	Jul 05 – 16 Oct 18 – 29	10 Days
IE 205	Production Planning & Control for Productivity Improvement	Managers/Supervisors	Aug 09 – 13 Oct 11 - 15	5 Days
IE 206	Implementing Total Quality Management (TQM)	Officers/Managers/ Supervisors	May 10 – 21 Oct 04 - 15	10 Days
IE 207	Replacement of Asset Value to Audit Maintenance	Managers/ Supervisors/ Officers	Sept 06 – 10	5 Days
IE 208	Health, Safety & Environment (HSE) at the Workplace	Officers/Managers/ Supervisors	Feb 15 – 26 Aug 09 – 20	10 Days
IE 209	Project Management	Officers/Managers/ Supervisors	Mar 09 – 20 Sept 07 – 18	10 Days
IE 210	Cyber Security Awareness	Officers/ Managers/ Supervisors	Mar 08 – 12	5 Days
IE 211	Logistics and Supply Chain Management & Administration	Transport Officers/ Managers/Logistics Officers	Jul 05 – 16 Oct 18 – 29	10 Days

IE 212	Preparing Asset Register & Maintenance Management	General Services Managers/ Estate Officers	May 10 – 14 Sept 13 – 17	5 Days
IE 213	Mindset, Attitudinal Change, and Work Ethics for Productivity Improvement	All Categories of Staff	May 17 – 21 Sept 13 – 17	5 Days
IE 302	Monitoring, Evaluation and Learning Systems	Managers	May 10 – 14	5 Days
IE 303	Fraud Investigation and Security Management	Managers	Jun 07 – 18 Nov 08 – 19	10 Days
IE 304	Professional Approach to the Conduct of Research Studies	Research Officers, Directors and All Categories of Research Staff	Jun 14 – 25	10 Days

Financial Management & MIS Courses

No.	Course Title	Target Group	Date	Duration
MIS 101	MIS (Compact): Microsoft Excel, Microsoft Access, SPSS Microsoft PowerPoint,	All Categories of Staff	Feb 15 – 26 Sept 06 – 17	10 Days
MIS 102	Data Management Using Microsoft Excel & Access	All Categories of Staff	Jul 14 – 16	3 Days
MIS 103	Microsoft PowerPoint	All Categories of Staff	Sept 15 – 17	3 Days
MIS 104	Data Analysis Using SPSS	All Categories of Staff	Apr 07 – 09	3 Days
MIS 105	Microsoft Excel for Accounts and Finance Staff (Microsoft Excel Managers Financial Tools: NPV, XNPV, IRR, XIRR, FV, PV, NPER, Rate, etc.)	Officers/ Supervisors/	Nov 17 – 19	3 Days
MIS 106	Microsoft Excel for Decision Making (The What-If Analysis: Scenario Manager, Goal Seek, Data Tables, Solver; SUM, SUMIF, SUMIFS, SUMPRODUCT, IF, IF (AND), IF (OR)	Managers/CEOs	Feb 10 – 12	3 Days

No.	Course Title	Target Group	Date	Duration
MIS 107	Microsoft Outlook	Secretaries & Personal Assistants	Nov 24 – 26	3 Days
MIS 108	Data Management Using Computer Application	Officers/ Supervisors	Jul 05 – 09	5 Days
MIS 109	Stores/Inventory Management Using Microsoft Excel	Stores Managers	Jul 21 – 23	3 Days
MIS 110	Microsoft Excel For Secretaries & HR Officers	Secretaries/HR Officers Admin/ Front Desk	Sept 01 – 03	3 Days
MIS 111	Employee Data Management System	HR Officers	Aug 18 – 20	3 Days
MIS 112	Payroll Using GRA Income Tax Bracket	Accounts and HR	Aug 11 – 13	3 Days
FM 201	Finance for Non-Finance Managers	Officers/ Supervisors/CEOs	May 17 – 21	5 Days
FM 202	Inventory & Stores Management	Stores & Accounts Officers/ Supervisors/Managers	Apr 12 – 16	5 Days

No.	Course Title	Target Group	Date	Duration
FM 203	Warehousing & Inventory Management	Stores & Accounts Officers /Supervisors/ Managers	Feb 22 – 26 Nov 08 - 12 Mar 08 – 19	5 Days 10 Days
FM 204	Accounting for Non – Accountants	Entrepreneurs/ Managers/ Non- Finance & Accounting Professionals	Apr 12 – 16	5 Days
FM 205	Internal Auditing	Audit Officers/ Auditors	May 17 – 21 Sept 06 -– 10	5 Days
FM 206	International Financial Reporting Standards	Officers/ Supervisors/ Managers/ Accountants	Apr 12 – 23 Sept 06 – 17	10 Days
FM 207	Financial Control – Public & Corporate	Officers/ Managers	Sept 06 – 10	5 Days
FM 208	Financial Accounting	Managers/CEOs/ Board of Directors	Sept 06 – 10	5 Days
FM 209	Electronic Records Management	Record Officers/ Managers Supervisors/	Apr 12 – 23 Oct 04– 15	10 Days
FM 210	Financial Management	Finance Officers/ Managers	Jun 14 – 25	10 Days

No.	Course Title	Target Group	Date	Duration
FM 211	Procurement Principles and Practice	Officers/Managers/ Supervisors	May 03 – 14 Aug 16 – 27	10 Days
FM 212	Effective Delinquency Management	Credit Managers/Officers Recovery Officers/Micro-Finance Micro-Credit Practitioners	Jun 21 – 25	5 Days
FM 213	Managing Credit Risk	Credit/Loan Officers/ Credit Managers/ Recovery Officers/ Proprietors and CEOs of Microfinance and Microcredit Companies	Apr 12 – 16	5 Days
FM 214	Effective Budgeting and Operational Cost Control	Officers/ Supervisors/ Managers	Aug 16 – 20	5 days
FM 215	Budgeting and Budgetary Control	Officers/ Supervisors/ Managers	Mar 08 – 12 Jun 21 – 25	5 Days
FM 216	Risk-Based Internal Auditing	Auditors/Managers/ Supervisors	May 17 – 21 Sept 13 – 17	5 Days

FM 301	Risk Management & Corporate Governance	Director/Generals/CEO/ Board of Directors	July 28 – 30	3 Days
FM 302	Fraud & Corporate Governance	Managers/CEOs/ Board of Directors	Jul 26 – 30 Dec 06 – 10	5 Days
FM 303	Fraud & Corporate Governance (Advanced)	Managers/CEOs/ Board of Directors	Aug 02 – 13	10 Days
FM 304	Risk-Based Internal Auditing	Internal Audit officers/Account Managers	Mar 15 – 26 Jul 05 – 16	10 Days
FM 305	Final Accounts	Manager/Accountants	Sept 13 – 17	5 Days
FM 306	Records Management	Managers/CEOs/ Board of Directors	May 10 – 21 Oct 11 – 22	10 Days
FM 307	Forensic and Investigative Audit	Auditors/ Managers/ Directors	May 17 –21 Sept 06 – 10	5 Days
FM 308	Research Methods for Managers	Marketing Officers/ Managers/ Credit Staff/ Decision Making Managers	May 10 – 14	5 Days

No.	Course Title	Target Group	Date	Duration
FM 309	Assets Management	Directors of Public/ Institutions/ Managers & Non-Current Asset Officers Non-Current Asset Officers	May 03 – 07 Nov 22 – 26	5 Days
FM 310	Management Accounting	Accounts Managers	Jun 14 – 25 Oct 04 – 15	10 Days
FM 311	Financial Risk Management	Finance Managers	Jun 07 – 11	5 Days
FM 312	Taxation	Directors/Tax Accountants/ Tax Managers/Treasure Officers	Dec 06 – 10	5 Days
FM 313	Tax Compliance	Finance Managers /Accountants/ Accounts Officers	Dec 06 – 10	5 Days
FM 314	Transfer Pricing & Taxation	Senior Tax Officers/Tax Managers/ Treasury officers	Jul 28 – 30	3 Days
FM 315	Taxation and Auditing in the Oil & Gas Sector	CEOs, Managing Directors, Board of Directors, Senior and Junior Tax Officials,	Jun 07 – 11 Aug 17 – 28	5 days 10 Days
FM 316	Taxation in E-commerce Treaty Negotiations	CEOs, Managing Directors, Board of Directors, Senior and Junior Tax Officials,	May 11 – 15 Jul 16 – 27	5 days 10 Days

No.	Course Title	Target Group	Date	Duration
FM 317	Enterprise Risk Management & Executive Development	CEOs, Managing Directors, Board of Directors, Senior and Junior Officials	Sept 06 – 17	10 Days
FM 318	Enterprise Risk Management	Risk Managers /Risk Officers	Aug 09 - 13	5 Days
FM 319	Public Sector Financial Management	Directors-Public Sector	Oct 18 - 22	5 Days
FM 320	Procurement Management	Public Procurement/ Supply Professionals	Oct 25 – 29	5 Days
FM 321	Forensic Audit and Cyber Security	Auditors/Security Officers	Dec 06 – 10	5 Days
FM 322	Financial Modelling Using Advanced Computer Application	Accountants/Budget Officers /Managers	Jul 19 – 30 Oct 18 – 29	10 Days

ARTIFICIAL INTELLIGENCE (AI) COURSES

CODE	COURSE TITTLE	TARGET GROUP	DATE
	GENERATIVE ARTIFICIAL INTELLEGENCE (LARGE LANGUAGE MODELS) COURSES		
NCAI 1	Generative AI (GenAI) for Office Work Efficiency and Productivity Improvement	All Snr Staff and Different Levels (Secretaries, Managers, Supervisors, Heads of Departments, Directors, CEOs/Managing Directors)	February-December, 2026
NCAI 2	Generative AI for HR Analytics	HR Managers, HR Directors, HR Officers etc.	February-December, 2026
NCAI 3	Responsible Use of Generative AI for Research and Data Analysis	Data Analysts, Research Directors, Heads of Research, Research Managers, Research Officers	February-December, 2026
NCAI 4	Generative AI for Financial Analysis and Report Writing	Finance Directors, Managers, and Officers	February-December, 2026
NCAI 5	Generative AI for Project Management	Project Managers, Procurement Directors, Managers and Officers	February-December, 2026
NCAI 6	Generative AI for Team Assignments and Projects	CEOs, Directors, Heads of Department, Managers, Supervisors, Senior Staff	February-December, 2026

Note: All the AI Courses are available on demand (from Feb-Dec., 2027), and MDPI is open for discussion on the dates suitable for each of them

OTHER CUSTOMIZED TRAINING PROGRAMMES

CODE	COURSE TITTLE	TARGET GROUP	DEPARTMENT
	FINANCIAL MANAGEMENT AND MANAGEMENT INFORMATION SYSTEM (MIS) COURSES		
NFM1	Information System Application for Auditing, Controls, and Assurance	CEOs/Chief Directors/Finance Directors/Auditors	Financial Management & MIS
NFM2	International Negotiation and Project Financing	CEOs / Managing Directors/Board Members	Financial Management & MIS
NFM3	Investor Relations and Networking	Managers/Heads of Department /Division and Unit Heads/Board Members	Financial Management & MIS
NFM4	Revenue, Expenditure & Debt Management	Managers/Heads of Department /Division and Unit Heads/Board Members	Financial Management & MIS
NFM5	Proactive Security & Fraud Intelligence	Executive/ Managers	Financial Management & MIS
NFM6	Business Strategies for Management of Tax Compliance	Senior Tax Officers/Tax Officers/Treasury Officers	Financial Management & MIS
NFM7	Innovative Financial Stewardship in the Public Sector	CEOs/Directors/Senor Administrators	Financial Management & MIS

NFM8	Procurement in Financial & Project Management	Procurement Officers and Finance Directors/Managers	Financial Management & MIS
NFM9	Introduction to FinTech for Financial Decision	Financial Directors& Managers /Accountants/Auditors	Financial Management & MIS
NFM10	Mastering Budgets: Strategic Cost Control for Operational Success	Finance Directors/Snr. Finance Officers/ Supervisors/ Managers	Financial Management & MIS
NFM11	Financial Policy & Intelligence Strategy	Financial Auditors and Finance Director/Managers	Financial Management & MIS
NFM12	Taxation in E-commerce Treaty Negotiations	CEOs, Managing Directors, Board of Directors, Senior and Junior Tax Officials	Financial Management & MIS
NFM13	International Trade Negotiation and Management	Strategic Excellence for Senior Government Leaders	Financial Management & MIS
NFM14	International Contract & Negotiation	Top Government Officials and Management	Financial Management & MIS
NFM15	International Aid Management & Sustainability	Managers of NGOs/CEOs/Managers	Financial Management & MIS
NFM16	Remuneration Management and Organizational Performance	CEOs, Accountants and Managers	Financial Management & MIS
NFM17	Public Procurement Strategies and Compliance for Prudent Financial Management	Procurement Officers and Finance Directors/Managers	Financial Management & MIS

NFM18	Employee Data Management System	HR Directors/HR Managers	Financial Management & MIS
NFM19	Financial Modeling for Real Estate Sector	Project Managers/Accountants/Budget/ Officers/Managers	Financial Management & MIS
NFM20	Mastering International Finance Reporting for Modern Businesses	Managers/Auditors/Finance Directors	Financial Management & MIS
NFM21	Taxation and Auditing in the Oil & Gas Sector	CEOs, Managing Directors, Board of Directors, Senior and Junior Tax Officials,	Financial Management & MIS

GENERAL MANAGEMENT (GM) COURSES

NGM1	Development of Effective Coaching and Mentoring Programme	CEOs / Board Members	General Management	5 Days
NGM2	Confidentiality Strategy Management	All category of staff	General Management	3 Days
NGM3	Financial Management for Women Leaders	Women in Corporate Organizations	General Management	5 Days
NGM4	Strategic Management for Top Management	Directors/Senior Managers/Senior Administrators	General Management	5 Days

NGM5	Artificial Intelligence for Office Management	Senior Administrative Staff	General Management	5 Days
NGM6	Office Management System for Administrative Secretaries	Secretaries/Admin/Front Desk	General Management	5 Days
NGM7	Women in Corporate Leadership	Women in Corporate Organizations	General Management	5 Days
NGH8	Strategic Excellence for Senior Government Leaders	Top Government Officials and Management	General Management	5 Days
NGM9	Women Representation in Corporate Leadership	CEOs/Women Leaders in Corporate Organizations	General Management	5 Days
NGM10	Health Systems Management	Health Directors/Hospital Administrators/Managers/Supervisors	General Management	5 Days

INDUSTRIAL ENGINEERING (IE) COURSES

NIE1	Public Sector Project Management and Funding	Managers/Heads of Department /Division and Unit Heads/Board Members, MCE, DCE	Industrial Engineering	5 Days
NIE2	Private Sector Project Management and Funding	Board of Directors/CEOs/ Managers	Industrial Engineering	5 Days
NIE3	The Practice and Management of Green Business Initiative	Managers/CEOs/Entrepreneurs	Industrial Engineering	5 Days

NIE4	Productivity Measurement/(Kaizen Measurement) for Improved Organizational Performance	CEO/Managers/HR Managers	Industrial Engineering	5 Days
NIE5	Management of State Transport System	CEOs/Supervisors/ Managers/Drivers	Industrial Engineering	5 Days

MARKETING MANAGEMENT (MM) COURSES

NMM2	Strategic Stakeholder Engagement for Lasting Partnerships	PROs, Media Personnel, Entrepreneurs	Marketing	3 Days
NMM3	Digital Growth Strategies for Modern Brands in Business	CEOs/ Communication officers/PRO /Bloggers Entrepreneurs	Marketing	5 Days
NMM4	Mastering Data Driven Marketing for Business Success with Artificial Intelligence	CEOs/ Communication officers/PRO /Bloggers Entrepreneurs	Marketing	5 Days
NMM5	Building Strong Customer Connections through Content Creation and Storytelling	CEOs/ Communication officers/PRO /Bloggers Entrepreneurs/Marketers/Sales Rep	Marketing	5 Days
NMM6	Brand Engagement with Creative online Campaigns	CEOs/ Communication officers/PRO /Bloggers Entrepreneurs/Brand Managers/Content Creators	Marketing	5 Days

SUSTAINING COMPETITIVE & RESPONSIBLE ENTERPRISES (SCORE) TRAINING

No.	Course Title	Target Group	Date	Duration
SP 201	SCORE Short Course Training	Small & Medium Enterprises	Mach-December	5 Days
SP 202	SCORE Short Course Training Business Continuity Planning	Small & Medium Enterprises	Mach-December	5 Days

Hospitality and Coaching (HoCo) Training

SP 203	Module 1 Workplace Cooperation	Hotels and Hospitality Industry	Mach-December	5 Days
SP 204	Module 2 Service Excellence	Hotels and Hospitality Industry	Mach-December	5 Days
SP 205	Module 3 Good Environmental, Practice, Hygiene/ OSH & Digitalization	Hotels and Hospitality Industry	Mach-December	5 Days

NOTE: This training and coaching is limited to the Hospitality Industry – Hotels, Restaurants, Guest Houses, etc.

Course Fees

Duration	Ghanaian Participants	International Participants
2 Days	GH¢ 2,000	-
3 Days	GH¢ 2, 400	-
5 Days	GH¢ 2,700	1,400 US$
10 Days	GH¢ 5,400	2,000 US$

Full payment of fees should accompany the return of Nomination Forms or be paid on the first day of the course. The fees are payable to the Management Development and Productivity Institute. Abbreviations, 'MDPI' should not be used in writing the cheques.

Admission Procedure

Nominations should be made by the sponsoring organization on a Nomination Form, copies of which can be obtained from the Institute or downloaded from the Institute's website – www.mdpi.gov.gh. Self-sponsored participants can also download the Nomination Form from the Website. Completed Forms should be returned to the Director, Training of the Institute before the commencement of a course. Certificate of Participation is issued at the end of each Course.

For further details on the Institute's courses, kindly contact:
The Director, Training, MDPI, P. O. Box GP 297, Accra – Ghana

You may call for further clarifications on:
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MANAGEMENT DEVELOPMENT AND PRODUCTIVITY INSTITUTE (MDPI)

MANAGEMENT TRAINING PROGRAMME

FOR 2027

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