

FEBRUARY 2026

MM 212	Excellence in Service Marketing	Feb 09 – 13
MM 102	Front Desk Management	Feb 11 – 13
MIS 106	Microsoft Excel for Decision Making	Feb 11 – 13
MM 302	Conducting Market Research	Feb 16 – 20
IE 203	Maintenance of Facilities and Office Buildings	Feb 16 – 27
IE 208	Health, Safety & Environment (HSE) at the Workplace	Feb 16 – 27
MIS 101	MIS (Compact)	Feb 16 – 27
MM 301	Effective Sales Force Management	Feb 18 – 20
IE 102	Attitudinal Change for Improved Productivity	Feb 18 – 20
GM101	Office Management & Administration	Feb 23 – 27
GM207	Professional Business Writing Skills	Feb 23 – 25
FM 203	Warehousing & Inventory Management	Feb 23 – 27

MARCH

GM 206	Emotional Intelligence & Effective Leadership	Mar 02 – 04
MM 310	Entrepreneurial Innovation and Leadership	Mar 02 – 04
IE 101	Productivity Improvement Techniques for Drivers	Mar 02 – 04
IE 201	Effective Transport Management	Mar 02 – 04
GM 302	Practice of Supervision	Mar 09 – 13
IE 210	Cyber Security Awareness	Mar 09 – 13
FM 215	Budgeting and Budgetary Control	Mar 09 – 13
IE 209	Project Management	Mar 09 – 20
FM 203	Warehousing & Inventory Management	Mar 09 – 20
MM 202	Generating Sales Lead for Profit	Mar 16– 20
MM 311	Social Media Marketing	Mar 16 – 20
FM 304	Risk-Based Internal Auditing	Mar 16 – 27
GM 315	Time & Stress Management	Mar 18 – 20

GM 317	Training Needs Analysis & Evaluation	Mar 18 – 20
GM 312	Business Ethics & Professionalism	Mar 23 – 25
GM 202	Mindset and Attitudinal Change for improved productivity	Mar 23 – 27
GM 316	Productivity & Salary & Wage Administration	Mar 25 – 27
MM 201	Communication Skills in a Digital Dispensation	Mar 25 – 27
GM 313	Pre-Retirement and Pension Planning	Mar 30 – Apr 01
GM 314	Job Evaluation: Principles & Practice	Mar 30 – Apr 01

APRIL

GM 204	Managing Interpersonal Relations	Apr 06 – 10
MIS 104	Data Analysis Using SPSS	Apr 08 – 10
MM 207	Hospitality Management	Apr 13 – 17
MM 210	Customer Delight	Apr 13 – 17
MM 303	Winning and Maintaining Customers	Apr 13 – 17
FM 202	Inventory & Stores Management	Apr 13 – 17
FM 204	Accounting for Non – Accountants	Apr 13 – 17
FM 213	Managing Credit Risk	Apr 13 – 17
FM 206	International Financial Reporting Standards	Apr 13 – 24
FM 209	Electronic Records Management	Apr 13 – 24
GM 403	Senior Executive Development	Apr 15 – 17
MM 304	Brand & Corporate Image Management	Apr 20 – 24
MM 206	Personal Branding	Apr 22 – 24
IE 102	Attitudinal Change for Improved Productivity	Apr 27 – 29

MAY

GM 203	Administrative Management Skills	May 04 – 08
MM 203	Effective Marketing Communication	May 04 – 08
MM 312	Tourism and Hospitality Management	May 04 – 08

FM 309	Assets Management	May 04 – 08
FM 211	Procurement Principles and Practice	May 04 – 15
MM 205	Stakeholder Engagement: Navigating External Relationships	May 06 – 08
GM 304	Managerial Leadership Skills Development	May 11 – 15
GM 202	Mindset and Attitudinal Change for improved productivity	May 11– 15
MM 209	Crafting a Winning Business Plan	May 11 – 15
IE 212	Preparing Asset Register & Maintenance Management	May 11 – 15
IE 302	Monitoring, Evaluation and Learning Systems	May 11 – 15
IE 206	Implementing Total Quality Management (TQM)	May 11 – 22
FM 308	Research Methods for Managers	May 11 – 15
FM 316	Taxation in E-commerce Treaty Negotiations	May 11 – 15
FM 306	Records Management	May 11 – 22
GM 208	Human Capital Management	May 18 – 22
GM 209	Reward & Compensation Management	May 18 – 22
IE 213	Mindset, Attitudinal Change, and Work Ethics for Productivity Improvement	May 18 – 22
FM 201	Finance for Non-Finance Managers	May 18 – 22
FM 205	Internal Auditing	May 18 – 22
FM 216	Risk-Based Internal Auditing	May 18 – 22
FM 307	Forensic and Investigative Audit	May 18 –22
GM 205	Report Writing & Presentation Skills	May 25 – 29

June

MM 212	Excellence in Service Marketing	Jun 01 – 05
MM 308	Global Marketing Strategies	Jun 01 – 05
IE 202	Workplace Improvement Planning for Increased Productivity	Jun 01 – 05
GM 207	Professional Business Writing Skills	Jun 08 – 10
GM 405	HR Analytics	Jun 08 – 10
GM 301	Labour Dispute & Their Settlement Procedure	Jun 08 – 12

MM 103	Mindset and Attitudinal Change for improved productivity	Jun 08 - 12
MM 211	Strategic Marketing Plan & Management	Jun 08 – 12
IE 303	Fraud Investigation and Security Management	Jun 08 – 19
FM 311	Financial Risk Management	Jun 08 – 12
FM 315	Taxation and Auditing in the Oil & Gas Sector	Jun 08 – 12
MM 305	Elevating Customer Experience in Service Management	Jun 10 – 12
GM 311	Church Leadership and Administration	Jun 15 – 19
IE 304	Professional Approach to the Conduct of Research Studies	Jun 15 – 26
FM 210	Financial Management	Jun 15 – 26
FM 310	Management Accounting	Jun 15 – 26
GM 302	Practice of Supervision	Jun 22 – 26
GM 305	Human Resource Management	Jun 22 – 26
MM 309	Marketing for Startups	Jun 22 – 26
FM 212	Effective Delinquency Management	Jun 22 – 26
FM 215	Budgeting and Budgetary Control	Jun 22 – 26

JULY

MM 301	Effective Sales Force Management	Jul 01 – 03
GM 101	Office Management & Administration	Jul 06 – 10
GM 204	Managing Interpersonal Relations	July 06 – 10
IE 204	Maintenance Management	Jul 06 – 17
IE 211	Logistics and Supply Chain Management & Administration	Jul 06 – 17
FM 304	Risk-Based Internal Auditing	Jul 06 – 17
FM 316	Taxation in E-commerce Treaty Negotiations	Jul 06 – 17
MIS 108	Data Management Using Computer Application	Jul 06 – 10
GM 310	Change Management & Organizational Development	Jul 13 - 17
MM 306	Customer Relationship Management (CRM)	Jul 13 – 17
MM 102	Front Desk Management	Jul 15 – 17

MIS 102	Data Management Using Microsoft Excel & Access	Jul 15 – 17
GM 206	Emotional Intelligence & Effective Leadership	July 20 – 22
GM 303	Managerial Skills for Professionals	Jul 20 – 24
GM 402	Talent Management	Jul 20 – 24
MM 204	Digital Marketing	Jul 20 – 24
MM 307	Entrepreneurship Skills Development	July 20 – 24
FM 322	Financial Modelling Using Advanced Computer Application	Jul 20 – 31
MIS 109	Stores/Inventory Management Using Microsoft Excel	Jul 22 – 24
GM 306	Effective Performance Management	Jul 27 – 29
GM 316	Productivity & Salary & Wage Administration	Jul 27 – 29
FM 302	Fraud & Corporate Governance	Jul 27 – 31
FM 301	Risk Management & Corporate Governance	July 29 – 31
GM 315	Time & Stress Management	Jul 29 – 31
FM 314	Transfer Pricing & Taxation	Jul 29 – 31

AUGUST

GM 309	Training Methodology (Training the Trainer)	Aug 03 - 14
FM 303	Fraud & Corporate Governance	Aug 03 – 14
GM 304	Managerial Leadership Skills Development	Aug 10 – 14
GM 203	Administrative Management Skills	Aug 10 – 14
MM 302	Conducting Market Research	Aug 10 – 14
MM 304	Brand & Corporate Image Management	Aug 10 – 14
IE 205	Production Planning & Control for Productivity Improvement	Aug 10 – 14
IE 208	Health, Safety & Environment (HSE) at the Workplace	Aug 10 – 21
FM 318	Enterprise Risk Management	Aug 10 – 14
MIS 112	Payroll Using GRA Income Tax Bracket	Aug 12 – 14
MM 103	Mindset and Attitudinal Change for improved productivity	Aug. 17 - 21
FM 214	Effective Budgeting and Operational Cost Control	Aug 17 – 21

FM 323	Mindset and Attitudinal Change for improved productivity	Aug 17 – 21
FM 315	Taxation and Auditing in the Oil & Gas Sector	Aug 17 – 28
FM 211	Procurement Principles and Practice	Aug 17 – 28
GM 307	Building and Managing Diversity in Teams	Aug 19 – 21
GM 401	Mastering the Art of Corporate Governance	Aug 19 – 21
MM 206	Personal Branding	Aug 19 – 21
MIS 111	Employee Data Management System	Aug 19 – 21
MM 208	Successful Negotiation: Essential Strategies and Skills	Aug 24–28
GM 205	Report Writing & Presentation Skills	Aug 24 – 28
MM 101	The Art of Influence: Dynamic Public Speaking and Communication Strategy	Aug 26– 28

SEPTEMBER

MIS 110	Microsoft Excel For Secretaries & HR Officers	Sept 02 – 04
MM 210	Customer Delight	Sept 07 – 11
MM 211	Strategic Marketing Plan & Management	Sept 07 – 11
FM 205	Internal Auditing	Sept 07 – 11
FM 207	Financial Control – Public & Corporate	Sept 07 – 11
FM 208	Financial Accounting	Sept 07 – 11
FM 307	Forensic and Investigative Audit	Sept 07 – 11
FM 206	International Financial Reporting Standards	Sept 07 – 18
IE 203	Maintenance of Facilities and Office Buildings	Sept 07 – 18
FM 317	Enterprise Risk Management & Executive Development	Sept 07 – 18
MIS 101	MIS (Compact): Microsoft Excel, Microsoft Access, SPSS Microsoft PowerPoint	Sept 07 – 18
GM 404	Sustainable Leadership and Governance	Sept 09 – 11
IE 212	Preparing Asset Register & Maintenance Management	Sept 14 – 18
IE 213	Mindset, Attitudinal Change, and Work Ethics for Productivity Improvement	Sept 14 – 18
FM 305	Final Accounts	Sept 14 – 18
FM 216	Risk-Based Internal Auditing	Sept 14 – 18

MIS 103	Microsoft PowerPoint	Sept 16 – 18
IE 301	Strategic Maintenance Management	Sept 16 – 18

OCTOBER

GM 201	Executive Assistant/ Secretary Programme	Oct 05 – 09
GM 305	Human Resource Management	Oct 05 – 09
MM 303	Winning and Maintaining Customers	Oct 05 – 09
IE 206	Implementing Total Quality Management (TQM)	Oct 05 – 16
FM 209	Electronic Records Management	Oct 05 – 16
FM 310	Management Accounting	Oct 05 – 16
GM 405	HR Analytics	Oct. 12 – 16
IE 205	Production Planning & Control for Productivity Improvement	Oct 12 – 16
FM 306	Records Management	Oct 12 – 23
MM 305	Elevating Customer Experience in Service Management	Oct 14 – 16
MM 306	Customer Relationship Management (CRM)	Oct 19 – 23
IE 202	Workplace Improvement Planning for Increased Productivity	Oct 19 – 23
IE 204	Maintenance Management	Oct 19 – 30
IE 211	Logistics and Supply Chain Management & Administration	Oct 19– 30
FM 319	Public Sector Financial Management	Oct 19 – 23
FM 322	Financial Modelling Using Advanced Computer Application	Oct 19 – 30
IE 102	Attitudinal Change for Improved Productivity	Oct 21 – 23
FM 320	Procurement Management	Oct 26 – 30
GM 203	Administrative Management Skills	Oct 26 – 30

NOVEMBER

MM 207	Hospitality Management Skills	Nov 09 – 13
GM 309	Training Methodology (Training the Trainer)	Nov 09 - 20
IE 303	Fraud Investigation and Security Management	Nov 09 – 20

GM 302	Practice of Supervision	Nov 16 – 20
MIS 105	Microsoft Excel for Accounts & Finance Staff	Nov 18 – 20
GM 303	Managerial Skills for Professionals	Nov 16 – 20
GM 309	Training Management & Administration	Nov 23 – 27
FM 309	Assets Management	Nov 23 – 27
IE 101	Productivity Improvement Techniques for Drivers	Nov 25 – 27
IE 201	Effective Transport Management	Nov 25 – 27
MIS 107	Microsoft Outlook	Nov 25 – 27

DECEMBER

GM 313	Pre-Retirement and Pension Planning	Dec 02 – 04
GM 401	Mastering the Art of Corporate Governance	Dec 02 – 04
GM 310	Change Management & Organizational Development	Dec 07 – 11
FM 302	Fraud & Corporate Governance	Dec 07 – 11
FM 312	Taxation	Dec 07 – 11
FM 313	Tax Compliance	Dec 07 – 11
FM 321	Forensic Audit and Cyber Security	Dec 07 – 11