



MDPI 2021

MANAGEMENT TRAINING PROGRAMMES

THIRD QUARTER

No.	Course Title	Period	Duration	Fee (GH¢)
1.	GM 104: Managing Interpersonal Relations	Aug 30-Sept 03	5 Days	1,260.00
	GM 105: Report Writing and Presentation Skills	Aug 30-Sept 03	5 Days	1,260.00
	MM101: Effective Public Speaking & Communication Strategy	Aug 30-Sept 03	5 Days	1,260.00
	FM 118: Procurement Principles and Practice	Aug 30-Sept 10	10 Days	1,800.00
	MM 109: Developing Effective Negotiation Skills	Aug 30-Sept 03	5 days	1,260.00
2.	FM 114: Financial Control	Sept 06 – 10	5 Days	1,260.00
	MM 114: Developing a Strategic Marketing Plan	Sept 06 – 10	5 Days	1,260.00
	IE 113: Project Management	Sept 06 – 17	10 Days	1,800.00
	FM 112: Internal Auditing	Sept 06 – 17	10 Days	1,800.00
3.	FM 125: Investigative and Forensic Audit	Sept 13 – 24	10 Days	1,800.00
	IE 111: Feasibility Studies	Sept 13 – 24	10 Days	1,800.00
	MM 111: Delighting the Customer	Sept 13 – 17	5 Days	1,260.00
	MIS 101: MIS (Compact)	Sept 13 – 17	5 Days	1,260.00
4.	IE 114: Executive Maintenance Management	Sept 22 – 24	3 Days	1,050.00
	GM 119: Strategic Plan Development	Sept 22 – 24	3 Days	1,050.00
	MIS 103: Microsoft PowerPoint	Sept 22 – 24	3 Days	1,050.00
	* IE Preparing Asset Register & Maintenance Plan	Sept 20 – 24	5 Days	1,260.00
5.	IE 107: Facilities Management	Sept 27-Oct 08	10 Days	1,800.00
	FM 113: International Financial Reporting Standards	Sept 27-Oct 08	10 Days	1,800.00
	FM 123: Risk-Based Internal Auditing	Sept 27-Oct 08	10 Days	1,800.00
	MM 104: Improving Corporate Sales Performance	Sept 27-Oct 01	5 Days	1,260.00
	MM 105: Effective Marketing Communication	Sept 27-Oct 01	5 Days	1,260.00
	GM 113: Training Methodology (Training the Trainer)	Sept 27- Oct 08	10 Days	1,800.00

FOURTH QUARTER

No.	Course Title	Period	Duration	Fee (GH¢)
1.	MM 116: Competitive-Edge Marketing	Oct 04 – 08	5 days	1,260.00
	FM 116: Records Management	Oct 04 – 15	10 Days	1,800.00
	* IE Attitudinal Change, Work Ethics & Productivity Improvement for Enhanced Performance	Oct 04 - 08	5 Days	1,260.00
2.	GM 102: Executive Assistant/Secretary Prog.	Oct 11 – 15	5 Days	1,260.00
	FM 128: Management Accounting	Oct 11 – 22	10 Days	1,800.00
	GM 110: Human Resource Management	Oct 11 – 22	10 Days	1,800.00
	IE 110: Total Quality Management (TQM)	Oct 11 – 22	10 Days	1,800.00
3.	IE 103: Transport Management	Oct 18 – 29	10 Days	1,800.00
	MM 118: Managing Customer Service	Oct 18 – 22	5 Days	1,260.00
	FM: 110: Stores Management	Oct 18 - 22	5 Days	1,260.00
4.	IE 108: Maintenance Management	Oct 25-Nov 05	10 Days	1,800.00
	MM 119: Customer Relationship Management	Oct 25 – 29	5 Days	1,260.00
	IE 106: Workplace Improvement Techniques for Increased Productivity	Oct 25 – 29	5 Days	1,260.00
	IE 102: Attitudinal Change for Improved Productivity	Oct 27 – 29	3 Days	1,050.00
5.	GM 103: Administrative Management Skills	Nov 01 – 12	10 Days	1,800.00

	IE 120: Logistics Management & Administration GM 101: Office Management & Administration FM 134: Financial Modelling Using Advanced Features of Excel	Nov 01 – 12 Nov 01 – 12 Nov 01 – 12	10 Days 10 Days 10 Days	1,800.00 1,800.00 1,800.00
6.	FM 117: Financial Management	Nov 08 – 19	10 days	1,800.00
7.	GM 113: Training Methodology (Training the Trainer) MM 108: Hotel & Hospitality Management IE 116: Fraud Investigation & Security Management MM 110: Developing a Winning Business Plan	Nov 15 – 26 Nov 15 – 19 Nov 15 – 26 Nov 15 – 19	10 Days 5 Days 10 Days 5 Days	1,800.00 1,260.00 1,800.00 1,260.00
8.	GM 107: Practice of Supervision GM 108: Managerial Skills for Professionals FM 105: Microsoft Excel for Accounts & Finance Staff	Nov 22–Dec 03 Nov 22 – 26 Nov 24 - 26	10 Days 5 Days 3 Days	1,800.00 1,260.00 1,050.00
9.	IE 104: Productivity Measurement & Improvement Techniques GM 112: Training Management & Administration FM 107: Microsoft Outlook IE 101: Productivity Improvement Techniques for Drivers FM: Development of Assets Register in Accordance with IFRS	Nov 29–Dec 03 Nov 29–Dec 03 Nov 29–Dec 01 Nov 29–Dec 01 Nov 29–Dec 03	5 Days 5 Days 3 Days 3 days 5 Days	1,260.00 1,260.00 1,050.00 1,050.00 1,260.00
10.	GM 117: Pre-Retirement & Pension Planning GM 118: Corporate Governance FM 130: Tax Compliance FM 131: Corporate Tax GM114: Training Within Industry (On-The-Job training)	Dec 06 – 08 Dec 06 – 08 Dec 06 – 17 Dec 06 – 10 Dec 08 – 10	3 Days 3 Days 5 Days 5 Days 3 days	1,050.00 1,050.00 1,800.00 1,260.00 1,050.00

***Discount on customised programmes is available.**

SPECIAL PROGRAMMES

No.	COURSE TITLE	PERIOD	Fee (GH¢)
1.	SP 101: Workshop for Women in Management	3 Days	1,050.00
	SUSTAINING COMPETITIVE & RESPONSIBLE ENTERPRISE (SCORE) SHORT COURSES		
2.	SP 102: Short Course Training	5 Days	1,260.00
3.	SP 103: Business Continuity Planning	5 Days	1,260.00
	HOSPITALITY TRAINING		
4.	SP 104: Module 1 Workplace Cooperation	5 Days	1,260.00
5.	SP 105: Module 2 Service Excellence	5 Days	1,260.00
6.	SP 106: Module 3 Good Environmental, Practice, Hygiene/ OSH & Digitalisation	5 Days	1,260.00

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

Virtual Training

All the programmes are also conducted virtually.

Location

Training would be held in our new ultra-modern office complex on **#54 Johnson Sirleaf Road, North Ridge.**

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.

For further details on the Institute's courses, kindly contact:

The Director, Training, MDPI, P. O. Box GP 297, Accra – Ghana

Or

You may call for further clarifications on:

TEL: +233 0302 252323 / +233-302 0500 446220 / +233 0548 635515

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GPS – GA – 015 - 7085

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