

January 2024 Calendar		
Mon	1	<i>New Year's Day Observed</i>
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	<i>Constitution Day</i>
Mon	8	<i>Constitution Day Observed</i>
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	

Sun	28	
Mon	29	
Tue	30	
Wed	31	

February 2024 Calendar		
Thu	1	
Fri	2	
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	MM 212: Excellence in Service Marketing (Feb 12 –16)
Tue	13	
Wed	14	MIS 106: Microsoft Excel for Decision Making (Feb 14 - 16) MM 102: Front Desk Management (Feb 14 –16) GM 206: Professional Business Writing Skills (Feb 14 – 16)
Thu	15	
Fri	16	
Sat	17	
Sun	18	

Mon	19	MM 302: Conducting Market Research (Feb 19–23) MIS 101: MIS (Compact) (Feb 19– Mar 01)
Tue	20	
Wed	21	IE 102: Attitudinal Change for Improved Productivity (Feb 21 –23) MM 301: Effective Sales Force Management (Feb 21–23)
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	IE 208: Health, Safety & Environment (HSE) at the workplace (Feb 26 - Mar 08) IE 203: Maintenance of Facilities and Office Buildings (Feb 26 - Mar 08) GM 101: Office Management and Administration (Feb 26 - Mar 01) FM 203: Warehousing & Inventory Management (Feb 26 – Mar 01)
Tue	27	
Wed	28	
Thu	28	

March 2024 Calendar

Fri	1	
Sat	2	
Sun	3	
Mon	4	GM 205: Emotional Intelligence & Effective Leadership (Mar 04 –07) IE 101: Productivity Improvement Techniques for Drivers (Mar 04 – 07) MM 310: Entrepreneurial Innovation and Leadership (Mar 04 – 07)
Tue	5	
Wed	6	<i>Independence Day</i>
Thu	7	
Fri	8	
Sat	9	

Sun	10	
Mon	11	FM 215: Budgeting and Budgetary Control (Mar 11 –15) IE 209: Project Management (Mar 11 –22) GM 301: Practice of Supervision (Mar 11 –15) IE 210: Cyber Security Awareness (Mar 11 –15)
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	MM 202: Generating Sales Lead for Profit (Mar 18 –22) FM 304: Risk-Based Internal Auditing (Mar 18 – 29) MM 311: Social Media Marketing (Mar 18 – 22)
Tue	19	
Wed	20	GM 314: Time & Stress Management (Mar 20 –22) GM 316: Training Needs Analysis and Evaluation (Mar 20 –22)
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	GM 311: Business Ethics and Professionalism (Mar 25 - 27) GM 315: Productivity & Salary & Wage Administration (Mar 25 - 27) MM 201: Communication Skills in a Digital Dispensation (Mar 25 –27)
Tue	26	
Wed	27	
Thu	28	
Fri	29	<i>Good Friday</i>
Sat	30	
Sun	31	

April 2024 Calendar

Mon	1	<i>Easter Monday</i>
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Tue	2	
Wed	3	MIS 104: Data Analysis Using SPSS (Apr 03 –05) GM 312: Pre-Retirement and Pension Planning (Apr 03 –05) GM 313: Job Evaluation: Principles and Practice (Apr 03 –05)
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	MM 207: Hospitality Management Skills (Apr 08 –12) MM 303: Winning and Maintaining Customers (Apr 08–12) MM 304: Brand and Corporate Image Management (Apr 08 –12) FM 204: Accounting for Non-Accountants (Apr 08 –12) FM 206: International Financial Reporting Standards (Apr 08 –19) GM 203: Managing Interpersonal Relations (Apr 08 –12)
Tue	9	
Wed	10	<i>Eid ul-Fitr</i>
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	MM 210: Delighting the Customer (Apr 15 –19) FM 213: Managing Credit Risk (Apr 15 –19) FM 202: Inventory & Stores Management (Apr 15 –19)
Tue	16	
Wed	17	GM 403: Senior Executive Development (Apr 17 –19)
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	FM 311: Financial Risk Management (Apr 22 –26) FM 209: Electronic Records Management (Apr 22 –May 03) IE 202: Workplace Improvement Planning for Increased Productivity (Apr 22 –26) MM 206: Personal Branding (Apr 22 –24) GM 207: Human Capital Management (Apr 22-26)

Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	IE 102: Attitudinal Change for Improved Productivity (Apr 29 – May 02) FM 315: Taxation and Auditing in the oil & Gas Sector (Apr 29 – May 03) MM 312: Tourism and Hospitality Management (Apr 29-May 03)
Tue	30	

May 2024 Calendar

Wed	1	<i>May Day</i>
Thu	2	
Fri	3	
Sat	4	
Sun	5	
Mon	6	MM 203: Effective Marketing Communication (May 06 –10) FM 211: Procurement Principles and Practice (May 06 - 17) GM 202: Administrative Management Skills (May 06 - 17) FM 309: Assets Management (May 06 –10)
Tue	7	
Wed	8	MM 205: Stakeholder Engagement (Navigating External Relationships) (May 08 –10)
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	MM 209: Crafting a Winning Business Plan (May 13 –17) GM 303: Managerial Leadership Skills Development (May 13 –17) IE 302: Monitoring, Evaluation and Learning Systems (May 13 –17)

		IE 212: Preparing Asset Register & Maintenance Management (May 13 –17) FM 308: Research Methods for Managers (May 13 –17) FM 316: Taxation in E-Commerce Treaty Negotiations (May 13 – 17)
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	FM 307: Forensic and Investigative Audit (May 20 –24) IE 213: Attitudinal Change, Work Ethics & Productivity Improvement (May 20 –24) IE 109: Production Planning & Control for Productivity Improvement (May 20 - 24) FM 201: Finance for Non-Finance Managers (May 20 –24) GM 208: Reward & Compensation Management (May 20-24)
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	GM 204: Report Writing and Presentation Skills (May 27 – 31) IE 206: Implementing Total Quality Management (TQM) (May 27 – Jun 07) FM 216: Risk-Based Internal Auditing (May 27 –31) FM 205: Internal Auditing (May 27 – 31) FM 306 : Records Management (May 27 – Jun 07)
Tue	28	
Wed	29	
Thu	30	
Fri	31	

June 2024 Calendar

Sat	1	
Sun	2	
Mon	3	GM 201: Executive Assistant / Secretary Programme (Jun 03 –07) MM 212: Excellence in Service Marketing (Jun 03 –07) MM 308: Global Marketing Strategies (Jun 03 – 07) IE 201: Effective Transport Management (Jun 03 –14) GM 209: Labour Dispute & their Settlement Procedure (Jun 03-07)
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	MM 305: Elevating Customer Experiences and Service Management (Jun 10 –12) MM 211: Strategic Marketing Plan & Management (Jun 10 –14) IE 303: Fraud Investigation and Security Management (Jun 10 –21) GM 206: Professional Business Writing Skills (Jun 10-12)
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	<i>Eid al-Adha (Feast of Sacrifice) Holiday</i>
Tue	18	GM 310 : Church Leadership and Administration (Jun 17 –21) FM 210: Financial Management (Jun 17 –28) IE 304: Professional Approach to the Conduct of Research Studies (Jun 17 –28)
Wed	19	
Thu	20	
Fri	21	

Sat	22	
Sun	23	
Mon	24	GM 304: Human Resource Management (Jun 24 –Jul 05) FM 310: Management Accounting (Jun 24 –Jul 05) FM 212: Effective Delinquency Management (Jun 24 –28) MM 309: Marketing for Startups (Jun 24 – 28)
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	

July 2024 Calendar

Mon	1	MM 301: Effective Sales Force Management (Jul 01 –03) FM 215: Budgeting and Budgetary Control (Jul 01 –05) GM 301: Practice of Supervision (Jul 01 –05)
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	GM 101: Office Management and Administration (Jul 08 - 12) IE 204: Maintenance Management (Jul 08 –19) MIS 108: Data Management Using Computer Application (Jul 08 – 12) IE 211: Logistics and Supply Chain Management and Administration (Jul 08 –19) FM 304: Risk-Based Internal Auditing (Jul 08 – 19)
Tue	9	
Wed	10	
Thu	11	

Fri	12	
Sat	13	
Sun	14	
Mon	15	MM 306: Customer Relationship Management (Jul 15 –19) GM 309: Change Management & Organisational Development (Jul 15 –19)
Tue	16	
Wed	17	MIS 102: Data Management Using Microsoft Excel and Access (Jul 17 - 19) MM 102: Front Desk Management (Jul 17 –19)
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	MM 204: Digital Marketing Management (Jul 22 –26) MM 307: Entrepreneurship Skills Development (Jul 22 –26) FM 322: Financial Modelling Using Advanced Computer Application (Jul 22– Aug 02) GM 302: Managerial Skills for Professionals (Jul 22 –26) GM 402: Talent Management (Jul 22 –26)
Tue	23	
Wed	24	MIS 109 : Stores & Inventory Management Using Microsoft Excel (Jul 24 –26)
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	GM 314 : Time & Stress Management (Jul 29 – 31) GM 315 : Productivity & Salary & Wage Administration (Jul 29 – 31) GM 305: Effective Performance Management (Jul 29 – 31) FM 314: Transfer Pricing & Taxation (Jul 29 – 31)
Tue	30	
Wed	31	FM 301:Risk Management and Corporate Governance (Jul 31 – Aug 02) GM 205:Emotional Intelligence and Effective Leadership (Jul 31 – Aug 02)

August 2024 Calendar:

Thu	1	
Fri	2	
Sat	3	
Sun	4	<i>Founders' Day</i>
Mon	5	<i>Founders' Day Observed</i>
Tue	6	MM 302:Conducting Market Research (Aug 05 –09) GM 308:Training Methodology (Training the Trainer) (Aug 05 –16) GM 202:Administrative Management Skills (Aug 05 –16) FM 302:Fraud & Corporate Governance (Aug 05 –09) FM 303:Fraud & Corporate Governance (Aug 05 –16)
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	MM 304: Brand and Corporate Image Management (Aug 12 –16) IE 205: Production Planning & Control for Productivity Improvement (Aug 12 –16) GM 303: Managerial Leadership Skills Development (Aug 12 –16) IE 208: Health, Safety & Environment (HSE) at the Workplace (Aug 12 –23) FM 318: Enterprise Risk Management (Aug 12 –16) SP 101: Debt Recovery and Credit Management (August 12 –16)
Tue	13	
Wed	14	MIS 112: Payroll Using Controller Income Tax Bracket (Aug 14 - 16)
Thu	15	
Fri	16	
Sat	17	
Sun	18	
Mon	19	FM 214: Effective Budgeting and Operational cost control (Aug 19 – 23)
Tue	20	

Wed	21	GM 401: Mastering the Art of Corporate Governance (Aug 21 –23) GM 306: Building and Managing Diversity in Teams (Aug 21 –23) MIS 111: Employee Data Management System (Aug 21 –23) MM 206: The Power of Personal Branding (Aug 21 –23)
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	GM 203:Managing Interpersonal Relations (Aug 26 - 30) GM 204:Report Writing and Presentation Skills (Aug 26 - 30) MM 101:Effective Public Speaking & Communication Strategy (Aug 26 – 28) FM 211: Procurement Principles and Practice (Aug 26 – Sep 06) MM 208: Successful Negotiation (Essential Strategies and Skills) (Aug 26 - 30)
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	31	

September 2024 Calendar:

Sun	1	
Mon	2	FM 207: Financial Control –Public & Corporate (Sept 02 –06) MM 211:Strategic Marketing Plan & Management (Sept 02 –06) IE 209: Project Management (Sept 02 - 13) FM 205: Internal Auditing (Sept 02 - 06)
Tue	3	
Wed	4	MIS 110: Microsoft Excel For Secretaries & HR Officers (Sept 04 - 06)
Thu	5	
Fri	6	
Sat	7	

Sun	8	
Mon	9	FM 307: Forensic and Investigative Audit (Sept 09 –13) IE 207: Replacement of Asset Value to Audit Maintenance (Sept 09 –13) MM 210: Customer Delight (Sept 09 –13) MIS 101: MIS (Compact) (Sept 09 –13) FM 208 : Financial Accounting (Sept 09 –13)
Tue	10	
Wed	11	GM 403: Senior Executive Development (Sept 11 –13)
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	FM 305 : Final Accounts (Sept 16 –20)
Tue	17	
Wed	18	IE 301: Executive Maintenance Management (Sept 18 - 20) MIS 103: Microsoft PowerPoint (Sept 18 –20)
Thu	19	
Fri	20	
Sat	21	<i>Kwame Nkrumah Memorial Day</i>
Sun	22	
Mon	23	<i>Kwame Nkrumah Memorial Day Observed</i>
Tue	24	IE 203: Maintenance of Facilities & Office Buildings (Sept 23 –Oct 04) FM 206: International Financial Reporting Standards (Sept 23 –Oct 04) FM 216: Risk-Based Internal Auditing (Sept 23 –27) MM 202: Generating Sales Lead for Profit (Sept 23 –27) MM 105: Effective Marketing Communication (Sept 23 –27)
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	

Mon	30	<p>FM 209: Electronic Records Management (Sept 30 – Oct 11)</p> <p>FM 317: Enterprise Risk Management & Executive Development (Sept 30 – Oct 11)</p> <p>IE 212: Preparing Asset Register & Maintenance Management (Sept 30 – Oct 04)</p> <p>IE 213: Attitudinal Change, Work Ethics & Productivity Improvement (Sept 30 – Oct 04)</p>
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October 2024 Calendar

Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	<p>GM 201: Executive Assistant / Secretary Programme (Oct 07 –11)</p> <p>FM 310: Management Accounting (Oct 07 –18)</p> <p>GM 304: Human Resource Management (Oct 07 –18)</p> <p>IE 206: Implementing Total Quality Management (TQM) (Oct 07 - 18)</p> <p>MM 303: Winning and Maintaining Customers (Oct 07 –11)</p>
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	<p>IE 201: Effective Transport Management (Oct 14 –25)</p> <p>MM 305: Elevating Customer Experiences and Service Management (Oct 14 –16)</p> <p>IE 205: Production Planning & Control for Productivity Improvement (Oct 14 –18)</p> <p>FM 306 : Records Management (Oct 14 –25)</p>
Tue	15	
Wed	16	
Thu	17	

Fri	18	
Sat	19	
Sun	20	
Mon	21	IE 204: Maintenance Management (Oct 21 –Nov 01) MM 306: Customer Relationship Management (Oct 21 –25) IE 202: Workplace Improvement Planning for Increased Productivity (Oct 21- 25) FM 319 : Public Sector Financial Management (Oct 21 –25)
Tue	22	
Wed	23	IE 102: Attitudinal Change for Improved Productivity (Oct 23 –25)
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	GM 202:Administrative Management Skills (Oct 28 –Nov 08) IE 211: Logistics and Supply Chain Management and Administration (Oct 28 –Nov 08) GM 102: Office Management and Administration (Oct 28 –Nov 08) FM 320: Procurement Management (Oct 28 –Nov 01) FM 322: Financial Modelling Using Advanced Computer Application (Oct 28 - Nov 08)
Tue	29	
Wed	30	
Thu	31	

November 2024 Calendar

Fri	1	
Sat	2	
Sun	3	
Mon	4	FM 210: Financial Management (Nov 04 –15)
Tue	5	
Wed	6	

Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	GM 308: Training Methodology (Training the Trainer) (Nov 11 –22) MM 207: Hospitality Management Skills (Nov 11 –15) IE 303: Fraud Investigation and Security Management (Nov 11 –22) MM 209: Crafting a Winning Business Plan (Nov 11 –15)
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	GM 301: Practice of Supervision (Nov 18 - 22) GM 302: Managerial Skills for Professionals (Nov 18 –22)
Tue	19	
Wed	20	MIS 105: Microsoft Excel for Accounts and Finance Staff (Nov 20 - 22)
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	GM 307: Training Management and Administration (Nov 25 – 29) FM 309: Assets Management (Nov 25 – 29)
Tue	26	
Wed	27	MIS 107: Microsoft Outlook (Nov 27 –29) IE 101: Productivity Improvement Techniques for Drivers (Nov 27 – 29)
Thu	28	
Fri	29	
Sat	30	

December 2024 Calendar

Sun	1	
Mon	2	FM 302: Fraud & Corporate Governance (Dec 02 –04) GM 312: Pre-Retirement and Pension Planning (Dec 02 - 04) GM 401: Mastering the Art of Corporate Governance (Dec 02 –04)
Tue	3	
Wed	4	
Thu	5	
Fri	6	<i>Farmers' Day</i>
Sat	7	
Sun	8	
Mon	9	FM 313: Tax Compliance (Dec 09 –13) FM 312: Taxation (Dec 09 –13) FM 321: Forensic Audit and Cyber Security (Dec 09 –13) GM 309: Change Management & Organizational Development (Dec 09 –13)
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	<i>Christmas Eve</i>

Wed	25	Christmas Day
Thu	26	Boxing Day
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	New Year's Eve