

## CBM Consult 2024 Quarterly Training Programmes

First (1 <sup>st</sup> ) Quarter Training Programmes				Third (3 <sup>rd</sup> ) Quarter Training Programmes			
Course	Date	Open House Fee (GH¢)	Venue	Course	July 2024	Fee (GH¢)	Venue
Office Management and Effective Administration Skills for Administration Professionals	12 <sup>th</sup> – 14 <sup>th</sup> February	3,150.00	Miklin Hotel	Effective Communication and Interpersonal Skills for Managers and Supervisors	1 <sup>st</sup> – 3 <sup>rd</sup> July	3,150.00	MJ Grand Hotel
Professional Telephone and Reception Skills - How to enhance the face of your Company	15 <sup>th</sup> - 16 <sup>th</sup> February	2,100.00	Miklin Hotel	Team Building Skills for Managers and Supervisors	3 <sup>rd</sup> – 5 <sup>th</sup> July	3,150.00	Tomreik Hotel
Effective Organization, Planning and Time Management	22 <sup>nd</sup> – 23 <sup>rd</sup> February	2,100.00	Miklin Hotel	Effective Supervisory Skills	22 <sup>nd</sup> – 24 <sup>th</sup> July	3,150.00	MJ Grand Hotel
Effective Appraisal Skills for Managers and Supervisors	26 <sup>th</sup> – 27 <sup>th</sup> February	21,00.00	MJ Grand Hotel	<b>August 2024</b>			
Defensive Driving and Attitudinal Change for Improved Productivity	28 <sup>th</sup> Feb. – 1 <sup>st</sup> March	2,850.00	Miklin Hotel	Advanced Management Skills for Modern Managers	13 <sup>th</sup> – 16 <sup>th</sup> August	3,450.00	MJ Grand Hotel
	<b>March 2024</b>			Effective Procurement and Supply Chain Management	19 <sup>th</sup> – 21 <sup>st</sup> August	3,150.00	MJ Grand Hotel
Records Management – Organizing and Maintaining Company Records and Filing System Effectively	11 <sup>th</sup> – 13 <sup>th</sup> March	3,150.00	Miklin Hotel	Delivering World Class Customer Service - How to Win and Keep Customers Forever	26 <sup>th</sup> – 28 <sup>th</sup> August	3,150.00	MJ Grand Hotel
Effective Communication and Report Writing Skills for Supervisors and Managers	13 <sup>th</sup> – 15 <sup>th</sup> March	3,150.00	MJ Grand Hotel	<b>September 2024</b>			
Effective Management Skills for Supervisors and Newly Appointed Managers	25 <sup>th</sup> – 28 <sup>th</sup> March	3,450.00	MJ Grand Hotel	Effective Stores and Inventory Management	2 <sup>nd</sup> – 4 <sup>th</sup> September	3,150.00	Miklin Hotel
<b>Second (2<sup>nd</sup>) Quarter Training Programmes</b>				Defensive Driving and Attitudinal Change for Improved Productivity	4 <sup>th</sup> – 6 <sup>th</sup> September	2,850.00	Miklin Hotel
Course	Date	Fee (GH¢)	Venue	Office Management and Effective Administration Skills for Administration Professionals	16 <sup>th</sup> – 18 <sup>th</sup> September	3,150.00	Miklin Hotel
	<b>April 2024</b>			Manpower Succession and Planning - The Challenges of Leadership Transition	25 <sup>th</sup> – 27 <sup>th</sup> September	3,150.00	MJ Grand Hotel
Successful Negotiation, Lobbying and Influencing Skills	3 <sup>rd</sup> – 5 <sup>th</sup> April	3,150.00	Central Hotel	<b>Fourth (4<sup>th</sup>) Quarter Training Programmes</b>			
Inspirational Leadership and Team Building Skills	8 <sup>th</sup> – 10 <sup>th</sup> April	3,150.00	MJ Grand Hotel	Course	October 2024	Fee (GH¢)	Venue
	<b>June 2024</b>			Effective Organization, Planning and Time Management	1 <sup>st</sup> – 2 <sup>nd</sup> October	2,100.00	Miklin Hotel
The Administrative Professional and Managing Senior Executives	10 <sup>th</sup> – 12 <sup>th</sup> June	3,150.00	Miklin Hotel	Effective Management Skills for Supervisors and Newly Appointed Managers	14 <sup>th</sup> – 17 <sup>th</sup> October	3,550.00	MJ Grand Hotel
Effective Leadership and Supervisory Skills	17 <sup>th</sup> – 20 <sup>th</sup> June	3,450.00	MJ Grand Hotel	Records Management - Organizing and Maintaining Company Records and Filing System Effectively	16 <sup>th</sup> – 18 <sup>th</sup> October	3,150.00	Miklin Hotel
					<b>November 2024</b>		
				Inspirational Leadership and Team Building Skills	4 <sup>th</sup> – 6 <sup>th</sup> November	3,150.00	MJ Grand Hotel
				Effective Communication and Report Writing Skills for Supervisors and Managers	11 <sup>th</sup> – 13 <sup>th</sup> November	3,150.00	MJ Grand Hotel
				Facilities Management	13 <sup>th</sup> – 15 <sup>th</sup> November	3,150.00	MJ Grand Hotel
				Leadership and Innovation Management Skills for Women Leaders	18 <sup>th</sup> – 20 <sup>th</sup> November	3,150.00	MJ Grand Hotel
				Office Skills Development for Executive Assistants, Administration Assistants and Personal Assistants	20 <sup>th</sup> – 22 <sup>nd</sup> November	3,150.00	Miklin Hotel

\* Fee covers meals, tuition, all written materials and certificates. It excludes NHIL

\* Tentative Venues