

CBM Consult 2025 Quarterly Training Programmes

First (1st) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
	February 2025		
Defensive Driving for Improved Productivity	13 th – 14 th February	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block.
Professional Telephone and Reception Skills - How to enhance the face of your Company	17 th – 18 th February	1,700.00	Dr. Frempong Conference Room, STEPRI
Records Management – Organizing and Maintaining Company Records and Filing System Effectively	19 th – 21 st February	2,700.00	Dr. Frempong Conference Room, STEPRI
Work Ethics and the Professional Driver	28 th February	850.00	CSIR Headoffice Conference Hall, AgSSIP Block.
	March 2025		
Effective Organization, Planning and Time Management	3 rd – 4 th March	1,700.00	Dr. Frempong Conference Room, STEPRI
Leadership and Innovative Management Skills for Women Leaders	10 th – 12 th March	3,650.00	Coconut Groove Hotel
The Driver and the Management of Stress and Fatigue	13 th – 14 th March	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block.
Effective Communication and Report Writing Skills for Supervisors and Managers	17 th – 19 th March	2,950.00	Dr. Frempong Conference Room, STEPRI
Managing Office Supplies Inventory	20 th – 21 st March	1,800.00	Dr. Frempong Conference Room, STEPRI
Effective Management Skills for Supervisors and Newly Appointed Managers	24 th – 27 th March	3,800.00	Dr. Frempong Conference Room, STEPRI
Effective Procurement and Supply Chain Management	26 th – 28 th March	3,650.00	Miklin Hotel

Second (2nd) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
	April 2025		
Successful Negotiation, Lobbying and Influencing Skills	1 st – 3 rd April	3,650.00	Central Hotel
Work Ethics and the Professional Driver	4 th April	850.00	CSIR Headoffice Conference Hall, AgSSIP Block
Inspirational Leadership and Team Building Skills	7 th – 9 th April	3,650.00	Central Hotel
Defensive Driving for Improved Productivity	10 th – 11 th April	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
Office Management and Effective Administration Skills for Administration Professionals	14 th – 16 th April	2,700.00	Dr. Frempong Conference Room, STEPRI
The Professional Driver and Driving Safely in Different Driving Environments and Weather Conditions	24 th – 25 th April	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
	May 2025		
Effective Leadership and People Management Skills	5 th – 8 th May	4,500.00	Coconut Groove Hotel
Facilities Management	7 th – 9 th May	2,850.00	Dr. Frempong Conference Room, STEPRI
Team Building Skills for Managers and Supervisors	12 th – 14 th May	3,650.00	Coconut Groove Hotel
The Driver and the Management of Stress and Fatigue	14 th – 15 th May	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
Effective Warehouse Management- Design, Techniques and Operations	14 th – 16 th May	2,850.00	Dr. Frempong Conference Room, STEPRI
Advanced Management Skills for Modern Managers	20 th – 23 rd May	4,500.00	Central Hotel
Effective Customer Experience Management (CXM)	26 th – 28 th May	3,650.00	Coconut Groove Hotel
Defensive Driving for Improved Productivity	29 th – 30 th May	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
	June 2025		
Manpower Succession and Planning - The Challenges of Leadership Transition	2 nd – 4 th June	3,650.00	MJ Grand Hotel
Professionally Driving Corporate Executives and VIPs	5 th – 6 th June	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
Proactive Defensive Driving Course	12 th – 13 th June	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block
Effective Supervisory Skills	16 th – 18 th June	3,650.00	Central Hotel
Inventory Management Best Practices	18 th – 20 th June	2,850.00	Dr. Frempong Conference Room, STEPRI
Office Skills Development for Executive Assistants, Administration Assistants and Personal Assistants	23 rd – 25 th June	2,650.00	Dr. Frempong Conference Room, STEPRI
Work Ethics and the Professional Driver	26 th June	850.00	CSIR Headoffice Conference Hall, AgSSIP Block

* Fee covers meals, tuition, all written materials and certificates. It excludes NHIL and other levies. Details of the programmes can be found at www.cbmconsultltd.com

* Tentative Venues

CBM Consult 2025 Quarterly Training Programmes

Third (3rd) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
<i>July 2025</i>			
Leveraging Artificial Intelligence (AI) in Leadership, Decision-Making and Policy Formulation	2 nd – 5 th July	17,950.00	Peduase Valley Resort
Providing World Class Customer Service	9 th – 11 th July	2,750.00	Dr. Frempong's Conference Room,STEPRI
Multitasking, Prioritizing and Dealing with Procrastination to Achieve More with your Time	14 th – 16 th July	2,850.00	Dr. Frempong's Conference Room,STEPRI
Effective Leadership and People Management Skills	16 th – 18 th July	4,500.00	Coconut Groove Hotel
Championing a Culture of Mental Health and Well-being at the Workplace-The Role of the 21 st Century Leader	23 rd – 25 th July	3,650.00	Central Hotel
Managing Office Supplies Inventory	28 th – 29 th July	1,800.00	Dr. Frempong Conference Room,STEPRI
<i>August 2025</i>			
Team Building Skills for Managers and Supervisors	6 th – 8 th August	3,650.00	Coconut Groove Hotel
Records Management - Organizing and Maintaining Company Records and Filing System Effectively	11 th – 13 th August	2,950.00	Dr. Frempong Conference Room,STEPRI
Effective Communication and Report Writing Skills for Supervisors and Managers	13 th – 15 th August	2,950.00	Dr. Frempong Conference Room,STEPRI
Effective Leadership and Managerial Skills	18 th – 21 st August	4,500.00	Coconut Groove Hotel
Facilities Management	20 th – 22 nd August	2,850.00	Dr. Frempong Conference Room,STEPRI
Effective Warehouse Management-Design, Techniques and Operations	25 th – 27 th August	2,850.00	Dr. Frempong Conference Room,STEPRI
<i>September 2025</i>			
Advanced Management Skills for Modern Managers	2 nd – 5 th September	4,500.00	Central Hotel
Defensive Driving for Improved Productivity	8 th – 9 th September	1,700.00	CSIR Headoffice Conference room
Inventory Management Best Practices	10 th – 12 th September	2,850.00	Dr. Frempong Conference Room,STEPRI
Effective Customer Experience Management (CXM)	15 th – 17 th September	3,650.00	Coconut Groove Hotel
Championing a Culture of Mental Health and Well-being at the Workplace-The Role of the 21 st Century Leader	24 th – 26 th September	3,650.00	Central Hotel

Fourth (4th) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
<i>October 2025</i>			
Multitasking, Prioritizing and Dealing with Procrastination to Achieve More with your Time	6 th – 8 th October	2,850.00	Dr. Frempong Conference Room,STEPRI
Successful Negotiation, Lobbying and Influencing Skills	8 th – 10 th October	3,650.00	Central Hotel
Leveraging Artificial Intelligence (AI) in Leadership, Decision-Making and Policy Formulation	15 th – 18 th October	17,950.00	Peduase Valley Resort
The Driver and the Management of Stress and Fatigue	23 rd – 24 th October	1,700.00	CSIR Headoffice Conference Hall, AgSSIP Block.
<i>November 2025</i>			
Providing World Class Customer Service	3 rd – 5 th November	2,750.00	Dr. Frempong Conference Room,STEPRI
Work Ethics and the Professional Driver	7 th November	850.00	CSIR Headoffice Conference Hall, AgSSIP Block.
Effective Communication and Report Writing Skills for Supervisors and Managers	12 th – 14 th November	2,950.00	Dr. Frempong Conference Room,STEPRI
Leadership and Innovative Management Skills for Women Leaders	19 th – 21 st November	3,650.00	Coconut Groove Hotel

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