

CBM Consult 2026 Quarterly Training Programmes

First (1st) Quarter Training Programmes

Course	Date	Open House Fee (GH¢)	Venue
	February 2026		
Defensive Driving for Improved Productivity	12 th –13 th February	2,200.00	Dr.Frempong Conference Room,STEPRI
Professional Telephone and Reception Skills-How to enhance the face of your Company	19 th –20 th February	2,500.00	Dr.Frempong Conference Room,STEPRI
Records Management-Organizing and Maintaining Company Records and Filing System Effectively	23 rd –25 th February	4,100.00	Miklin Hotel
Work Ethics and the Professional Driver	27 th February	1,100.00	Dr. Frempong Conference Room,STEPRI
	March 2026		
Effective Organization, Planning and Time Management	4 th –5 th March	2,500.00	Dr. Frempong Conference Room,STEPRI
The Driver and the Management of Stress and Fatigue	9 th –10 th March	2,200.00	Dr. Frempong Conference Room,STEPRI
Leadership and Innovative Management Skills for Women Leaders	11 th –13 th March	4,100.00	Coconut Grove Hotel
Effective Report Writing and Presentation Skills for Supervisors and Managers	17 th –19 th March	4,100.00	Central Hotel
The Administrative Professional and Managing Office Supplies Inventory	24 th –25 th March	2,500.00	Miklin Hotel
Effective Management Skills for Supervisors and Newly Appointed Managers	24th–27th March	5,040.00	Central Hotel
The Professional Driver and Driving Safely in Different Driving Environments and Weather Conditions	30th–31st March	2,200.00	Dr.Frempong Conference Room,STEPRI

Second (2nd) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
Successful Negotiation, Lobbying and Influencing Skills	April 2026 7 th –9 th April	4,100.00	Central Hotel
Work Ethics and the Professional Driver	10 th April	1,100.00	Dr.Frempong Conference Room,STEPRI
Inspirational Leadership and Team Building Skills	13 th –15 th April	4,100.00	Central Hotel
Advanced Defensive Driving Course	15 th –17 th April	3,300.00	Dr. Frempong Conference Room, STEPRI
The Modern Administrative Professional-Professionalism, Productivity and Excellence	20 th –22 nd April	4,100.00	Miklin Hotel
Effective Procurement and Supply Chain Management	22 nd –24 th April	4,100.00	Miklin Hotel
Ethical Leadership and People Management Skills for Managers	27 th –30 th April	5,040.00	AH Hotel
	May 2026		
Facilities Management	4 th –6 th May	4,100.00	Miklin Hotel
Team Building Skills for Managers and Supervisors	6 th –8 th May	4,100.00	Coconut Grove Hotel
The Driver and the Management of Stress and Fatigue	11 th –13 th May	2,200.00	Dr. Frempong Conference Room, STEPRI
Effective Warehouse Management-Design, Techniques and Operations	13 th –15 th May	3,850.00	Dr. Frempong Conference Room, STEPRI
Advanced Management Skills for Modern Managers	19 th –22 nd May	5,040.00	AH Hotel
Defensive Driving for Improved Productivity	25 th –26 th May	2,200.00	Dr. Frempong Conference Room, STEPRI
	June 2026		
Manpower Succession and Planning -The Challenges of Leadership Transition	1 st –3 rd June	4,100.00	M.J Grand Hotel
Effective Customer Experience Management (CXM)	3 rd –5 th June	4,100.00	Coconut Grove Hotel
Professionally Driving Corporate Executives and VIPs	5 th –6 th June	2,200.00	Dr.Frempong Conference Room,STEPRI
Advanced Defensive Driving Course	8 th –10 th June	3,300.00	Dr.Frempong Conference Room,STEPRI
Effective Supervisory Skills for Newly Appointed Managers	10 th –12 th June	4,100.00	Central Hotel
Inventory Management Best Practices	15 th –17 th June	4,100.00	Miklin Hotel
Office Management Excellence: Ethics, Excellence and Teamwork	17 th –19 th June	4,100.00	Central Hotel
Work Ethics and the Professional Driver	26 th June	1,100.00	Dr.Frempong Conference Room,STEPRI
Effective Management Skills for Supervisors and Newly Appointed Managers	29 th June 2 nd July	5,040.00	Central Hotel

* 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

Third (3rd) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
	July 2026		
Leveraging Artificial Intelligence (AI) in Leadership, Decision-Making and Policy Formulation	7 th – 10 th July	5,400.00	AH Hotel
Providing World Class Customer Service	13 th – 15 th July	4,100.00	Miklin Hotel
Multitasking, Prioritizing and Dealing with Procrastination to Achieve More with your Time	15 th – 17 th July	4,100.00	Coconut Grove Hotel
Ethical Leadership and People Management Skills	20 th – 23 rd July	5,040.00	AH Hotel
Championing a Culture of Mental Health and Employee Wellness at the Workplace-The Role of the 21 st Century Leader	27 th – 29 th July	4,100.00	Central Hotel
The Administrative Professional and Managing Office Supplies Inventory	30 th – 31 st July	2,500.00	Miklin Hotel
	August 2026		
Inspirational Leadership and Team Building Skills	5 th – 7 th August	4,100.00	Coconut Grove Hotel
Records Management - Organizing and Maintaining Company Records and Filing System Effectively	10 th – 12 th August	4,100.00	Miklin Hotel
Professional Telephone and Reception Skills - How to enhance the face of your Company	14 th – 15 th August	2,400.00	Miklin Hotel
Effective Report Writing and Presentation Skills for Supervisors and Managers	17 th – 19 th August	4,100.00	Central Hotel
Facilities Management	18 th – 20 th August	4,100.00	Miklin Hotel
The Modern Administrative Professional-Professionalism, Productivity and Excellence	19 th – 21 st August	4,100.00	Central Hotel
Effective Warehouse Management-Design, Techniques and Operations	24 th – 26 th August	3,850.00	Dr. Frempong Conference Room,STEPRI
Leadership and Innovative Management Skills for Women Leaders	26 th – 28 th August	4,100.00	AH Hotel
	September 2026		
Advanced Management Skills for Modern Managers	1 st – 4 th September	5,040.00	AH Hotel
Defensive Driving for Improved Productivity	7 th – 8 th September	2,200.00	Dr. Frempong Conference Room,STEPRI
Inventory Management Best Practices	9 th – 11 th September	4,100.00	Miklin Hotel
Effective Customer Experience Management (CXM)	14 th – 16 th September	4,100.00	Coconut Grove Hotel
The Driver and the Management of Stress and Fatigue	17 th – 18 th September	2,200.00	Dr. Frempong Conference Room,STEPRI
The Professional Driver and Driving Safely in Different Driving Environments and Weather Conditions	22 nd – 23 rd September	2,200.00	Dr. Frempong Conference Room,STEPRI
Championing a Culture of Mental Health and Well-being at the Workplace-The Role of the 21 st Century Leader	23 rd – 25 th September	4,100.00	Central Hotel
Ethical Leadership and People Management Skills	28 th Sept– 1 st Oct	5,040.00	AH Hotel

Fourth (4th) Quarter Training Programmes

Course	Date	Fee (GH¢)	Venue
Fourth (4th) Quarter Training Programmes Course	October 2026		
Multitasking, Prioritizing and Dealing with Procrastination to Achieve More with your Time	5 th – 7 th October	4,100.00	Central Hotel
Successful Negotiation, Lobbying and Influencing Skills	7 th – 9 th October	4,100.00	Central Hotel
Leveraging Artificial Intelligence (AI) in Leadership, Decision-Making and Policy Formulation	13 th – 16 th October	5,400.00	AH Hotel
Professionally Driving Corporate Executives and VIPs	19 th – 20 th October	2,200.00	Dr. Frempong Conference Room,STEPRI
Team Building Skills for Managers and Supervisors	21 st – 23 rd October	4,100.00	Coconut Grove Hotel
	November 2026		
Providing World Class Customer Service	2 nd – 4 th November	4,100.00	Dr. Frempong Conference Room,STEPRI
Work Ethics and the Professional Driver	6 th November	1,100.00	Dr. Frempong Conference Room,STEPRI
Effective Report Writing and Presentation Skills for Supervisors and Managers	9 th – 11 th November	4,100.00	Central Hotel
The Driver and the Management of Stress and Fatigue	12 th – 13 th November	2,200.00	Dr. Frempong Conference Room,STEPRI
Leadership and Innovative Management Skills for Women Leaders	16 th – 18 th November	4,100.00	AH Hotel
Advanced Defensive Driving Course	25 th – 27 th November	3,300.00	Dr. Frempong Conference Room,STEPRI
	December 2026		
Effective Management Skills for Supervisors and Newly Appointed Managers	8 th – 11 th December	5,040.00	Central Hotel
Inspirational Leadership and Team Building Skills	14 th – 16 th December	4,100.00	Coconut Grove Hotel

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