

## CBM Consult 2026 Quarterly Training Programmes

### First (1st) Quarter Training Programmes

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

### Second (2<sup>nd</sup>) Quarter Training Programmes

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

### Third (3<sup>rd</sup>) Quarter Training Programmes

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

### Fourth (4<sup>th</sup>) Quarter Training Programmes

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

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