

## TRAINING CALENDAR 2024 – Q1

MONTH	TRAINING WORKSHOP TITLE	DURATION	TARGET AUDIENCE	COST \$
JANUARY 30 <sup>TH</sup>	The Professional Makeover - Strategies for Work and Life Effectiveness	1 Day	Suitable for individuals at all levels of experience and expertise, seeking to enhance their productivity, and practical strategies to manage time, tasks, and priorities, resulting in improved efficiency and control over work and personal life.	\$1600.00 plus VAT
FEBRUARY 27 <sup>TH</sup>	Introduction to Accounting and Finance for Non-Financial Professionals	1 Day	Professionals whose core competencies maybe outside of the area of Finance and Accounting and require knowledge with respective terns, jargons and accounting principles.	\$2000.00 plus VAT
MARCH 7 <sup>TH</sup>	International Women’s Day Webinar	1 hour	Women - professionals and leaders	FREE
MARCH 27 <sup>TH</sup> & 28 <sup>TH</sup>	Debt Recovery and Delinquency Management	2 Day	Credit and collection officers/agents, loan administrator, recoveries officers delinquency management supervisors.	\$2500.00 plus VAT

**Contact us for further information or to customize any of these topics for your team**



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## TRAINING CALENDAR 2024 – Q2

MONTH	TRAINING WORKSHOP TITLE	DURATION	TARGET AUDIENCE	COST \$
APRIL 17 <sup>TH</sup>	Improving Effectiveness through Self-management - Administrative Professional Training	Half Day	Administrative professionals	\$900.00 plus VAT
APRIL 25 <sup>TH</sup> & 26 <sup>TH</sup>	Effective Written Business Communication	2 Day In person	Individuals who wish to refresh and refine their business writing skills.	\$2650.00 plus VAT
MAY 14 <sup>TH</sup> & 15 <sup>TH</sup>	Women in Leadership	2 Day In person	Professionals and leaders.	\$5000.00 plus VAT
JUNE 21 <sup>ST</sup>	Project Management: Key Skills for a Professional's Toolkit	1 Day In person	Professionals involved in developing and managing projects.	\$2000.00 plus VAT

# TRAINING CALENDAR 2024 – Q3- Q4

MONTH	TRAINING WORKSHOP TITLE	DURATION	TARGET AUDIENCE	COST \$
JULY 10 <sup>TH</sup>	Anti-Money Laundering CFT - Half-Day Training for Non-Profit Organizations	Half-Day (Online)	Compliance officers, risk management officers, finance professionals, accountants, legal and corporate secretaries of non-profit organisations.	\$850.00 Plus VAT
JULY 16 <sup>TH</sup> & 17 <sup>TH</sup>	A - Z in Mortgage Financing	2 Day (In person)	Loan supervisors; lending officers, personal and private banking officers; mortgage origination specialists and real estate agents.	\$3200.00 Plus VAT
JULY 18 <sup>TH</sup>	ESG What's Next?	1 Hour (Online)	Professionals at all levels with a vested interest in Environmental Social and Governance.	FREE
SEPTEMBER 17 <sup>TH</sup> & 18 <sup>TH</sup>	Credit Assessment and Proposal Writing	2 Day (In person)	Credit sales and account officers	\$2500.00 Plus VAT
OCTOBER 16 <sup>TH</sup> & 17 <sup>TH</sup>	Environmental Social and Governance (ESG) Updates	(2) Half-Days (In person)	Executives at all levels of: <ul style="list-style-type: none"> <li>- ESG reporting</li> <li>- Sustainability</li> <li>- Corporate social responsibility</li> <li>Investor relations</li> <li>- Corporate affairs</li> <li>- Finance</li> <li>- Marketing</li> <li>- Product stewardship</li> </ul>	\$1800.00 Plus VAT
OCTOBER	AML/CFT Trends and Developments for 2024 - 2025	Half Day Online	Compliance officers, risk management officers, finance professionals, accountants, legal and corporate secretaries.	\$900.00 plus VAT

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