

Training Calender - 2024			
Month	Days	Programme	Course Duration
January	FIRST QUARTER		
	15th January	Chartered Institute of Logistics & Transport (CILT) Certificate, Diploma & Advance Diploma levels	6 months/1yr/1.5yrs
February/ March	5th February	Dip. In Electrical& Electronic Eng.(City & Guilds)	1 year
	18th - 21st March	Certificate in Sales and Customer Experience	4 Days
	18th March	Excel VBA	5 weeks(Saturdays) / 5 Days
	18th March	Certificate in Mobile Phones Assembling & Repairs	4 months
	18th - 20th March	Grant Proposal Writing	3 days
	23rd March	Media Engineering Certificate (Broadcast Technician Certificate)	3 months(Saturdays)
	SECOND QUARTER		

April	3rd - 5th April	Front Desk Competency	3 days
	6th April	Mastering Business Acumen in a Virtual Marketplace	1 Month (Saturdays)
	15th - 26th April	Quality of Service, Monitoring and Evaluation- Accra	10 days
	27th April	Certificate in Mobile Computing	2 months -(Saturdays)
	11th March	Certificate in Fraud Auditing and Forensic Accounting	5 weeks(Saturdays) / 5 Days
May	6th May	Chartered Institute of Logistics & Transport (CILT)	6 months/1yr/1.5yrs
	13th -16th May	Certificate in Facility Management	4 days
	13th -15th May	Certificate in Digital Transformation in HR	3 days
	25th th May	Certificate in Web Application Development	2 Months (Saturdays)
	25th th May	Certificate in Computer Networking	3 months
June	8th June	Project Management Professional (*PMP)	7 weeks(Saturdays)

	15th June	Certificate in Microwave Transmission	6 Months (Saturdays)
	10th -12th June	Strategic Project Management Bootcamp	3 days
	29th June	Certificate in Cyber Security	2 Months (Saturdays)
THIRD QUARTER			
July	8th -12th July	Business Analysis, Decision Making and Strategy Development	5 Days
	8th -12th July	Business Development and Team Leadership	5 Days
	13th July	Graphic Design Production	3 months
	13th July	Telecommunication Networks Specialist Training	6 months (Saturdays)
	13th July	Certificate in Electrical Installation and Maintanace	6 months (Saturdays)
August	10th August	Media Engineering Certificate (Advanced Broadcast Technician Certificate)	2 months
	10th August	Certificate in Computer Network Security	3 months

	19th - 23rd August	Certificate in SMART PLS -Structural Equation Modelling (SEM)	5 Days
	26th - 30th August	Certifiacte in Warehousing and Inventory Management	5 days
September	7th September	Advanced Certificate in Supply Chain Management- Takoradi	4 months -Blended Learning
	14th September	Investigative Accounting & Forensic Auditing	9 weeks(Saturdays) / 9 days
	30th September	Chartered Institute of Logistics & Transport (CILT)	6 months/1yr/1.5yrs
FOURTH QUARTER			
October	7th - 9th October	Records Management /Koforidua Campus	3 days
	12th October	Certificate in Cyber Security and Information Systems Auditing	7weeks(Saturdays)
	19th October	Certificate in Graphic Design Production	3 months
November	4th - 8th November	Certificate in Applied Project Planning and Management	5 days
	18th - 21st November	Strategic Planning and Management	4 Days
	25th - 29th November	Events Managements and Protocol	5 days

