



# TRAINING CALENDAR FOR THE SECOND HALF OF THE YEAR 2026



DATES PROGRAM COST (N)

|           |                                                                              |                                                  |         |
|-----------|------------------------------------------------------------------------------|--------------------------------------------------|---------|
| AUGUST    | 4 <sup>TH</sup> - 6 <sup>TH</sup>                                            | MANAGING RISKS IN HUMAN RESOURCE FUNCTION        | 400,000 |
|           | 11 <sup>TH</sup> - 12 <sup>TH</sup>                                          | MANAGEMENT SKILLS DEVELOPMENT FOR NEW MANAGERS   | 320,000 |
|           | 18 <sup>TH</sup> - 20 <sup>TH</sup>                                          | MANAGING CORPORATE TRANSFORMATION                | 480,000 |
| SEPTEMBER | 7 <sup>TH</sup> - 9 <sup>TH</sup>                                            | DOCUMENTS CONTROL AND RECORD MANAGEMENT WORKSHOP | 480,000 |
|           | 15 <sup>TH</sup> - 17 <sup>TH</sup>                                          | STRATEGIC CHANGE MANAGEMENT                      | 420,000 |
|           | 22 <sup>ND</sup> - 24 <sup>TH</sup>                                          | DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES  | 590,000 |
| OCTOBER   | 14 <sup>TH</sup> - 15 <sup>TH</sup>                                          | EMOTIONAL INTELLIGENCE IN THE WORKPLACE          | 195,000 |
|           | 19 <sup>TH</sup> - 23 <sup>RD</sup>                                          | ADVANCED MICROSOFT EXCEL                         | 400,000 |
|           | PERFORMANCE IMPROVEMENT COURSE FOR DRIVERS                                   |                                                  |         |
|           | 7 <sup>TH</sup> - 8 <sup>TH</sup>                                            | BASIC COURSE                                     | 98,500  |
|           | 13 <sup>TH</sup> - 14 <sup>TH</sup>                                          | INTERMEDIATE COURSE                              | 107,500 |
| NOVEMBER  | 19 <sup>TH</sup> - 20 <sup>TH</sup> ,<br>22 <sup>ND</sup> - 23 <sup>RD</sup> | ADVANCED COURSE                                  | 121,500 |
|           | 3 <sup>RD</sup> - 5 <sup>TH</sup>                                            | PERFORMANCE MANAGEMENT FOR RESULTS               | 320,000 |
|           | 17 <sup>TH</sup> - 19 <sup>TH</sup>                                          | EFFECTIVE PROJECT MANAGEMENT SKILLS              | 320,000 |
|           | 24 <sup>TH</sup> - 26 <sup>TH</sup>                                          | GLOBAL HR MANAGEMENT                             | 320,000 |
| DECEMBER  | 7 <sup>TH</sup> - 9 <sup>TH</sup>                                            | BIDDING AND TENDERING WORKSHOP                   | 320,000 |



# PROFESSIONAL CERTIFICATION PREPARATION PROGRAMMES

This training calendar features a selection of internationally accredited certification preparation courses across key disciplines, including Human Resources, Compliance & Ethics, Project Management, Quality Management, Leadership, and Business Excellence. Featured certifications include HRCI®, CCEP-I®, and other globally respected professional credentials that support both individual career growth and organisational capability development.

| DATES                                                                                       | PROGRAM                                                                                    | COST (\$) |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------|
|  AUGUST     | PROJECT MANAGEMENT PROFESSIONAL (PMP)*                                                     | \$2,000   |
|  SEPTEMBER  | SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR)*                                             | \$2,591   |
|                                                                                             | SHRM CONFERENCES ON-DEMAND                                                                 | \$774     |
|                                                                                             | SENIOR PROFESSIONAL IN HUMAN RESOURCES (PHR)*                                              | \$2,312   |
|                                                                                             | HCRI PRO: PEOPLE ANALYTICS                                                                 | \$710     |
|                                                                                             | HCRI PRO: EMPLOYMENT LAW                                                                   | \$710     |
|  OCTOBER  | 6 <sup>TH</sup> -7 <sup>TH</sup> CCB'S CREATING EFFECTIVE COMPLIANCE TRAINING WORKSHOP     | \$1,570   |
|                                                                                             | HRCI PRO: ETHICS                                                                           | \$710     |
|                                                                                             | HRCI PRO: COMPENSATION                                                                     | \$710     |
|  NOVEMBER | 4 <sup>TH</sup> -5 <sup>TH</sup> CCB'S AUDITING AND MONITORING WORKSHOP                    | \$1, 570  |
|                                                                                             | HRCI PRO: HR STRATEGY                                                                      | \$710     |
|                                                                                             | 16 <sup>TH</sup> - 19 <sup>TH</sup> CCB's COMPLIANCE & ETHICS ESSENTIAL WORKSHOP           | \$2,608   |
|                                                                                             | HRCI's ACCELERATING PERFORMANCE                                                            | \$270     |
|  DECEMBER | 2 <sup>ND</sup> - 3 <sup>RD</sup> CCB's FUNDAMENTALS OF COMPLIANCE INVESTIGATIONS WORKSHOP | \$1,385   |



### PLEASE NOTE:

- The fees for all courses marked are inclusive of application and examination fees.
- All courses tagged as CCB's, HRCI's, and SHRM's are courses that are targeted toward accumulating units for certification and recertification by the accrediting bodies.

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