



**2019 REENEL ASSOCIATES INTERNATIONAL TRAINING PLANNER: COURSE LOCATION: \*ACCRA, \*DUBAI, \*UK, \*EDINBURGH \*NEW-YORK, \*HOUSTON.\***

(Training, consultancy, outsourcing, conferences, & Logistics.

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2019

MONTH JANUARY	COURSES	DATE (2019) DURATION (Days)	COST (₦) Excl. VAT			
					VENUE	Fees 5 Days (\$)
		5 Days	10 Days			
	<i>Performance Improvement</i>	7-11	7-18	<b>Accra</b>	\$3,500	\$5,500
	<i>Adaptive leadership: tools &amp; tactics</i>	7-11	7-18	<b>South Africa</b>	\$4,500	\$6,800
	<i>Managing HR in the Digital World</i>	7-11	7-18	<b>Dubai</b>	\$4,900	\$8,500
	<i>Empowering the workplace for greater impact</i>	7-11	7-18	<b>Accra</b>	\$3,500	\$5,500
	<i>Artificial Intelligence(A.I)Principles &amp; practices</i>	7-11	7-18	<b>Accra</b>	\$3,500	\$5,500
	<i>Customer Complaint System</i>	7-11	14-25	<b>U.S.A</b>	\$5,500	\$8,500
	<b><i>Resolving Contractual Claims and Disputes</i></b>	14-18	14-25	<b>Accra</b>	\$3,500	\$5,500
	<i>High Performance Teams</i>	14-18	14-25	<b>South</b>	\$4,500	\$6,800
	<i>Ethical Hacking</i>	14-18	14-25	<b>Dubai</b>	\$4,900	\$8,500
	<b><i>IT Infrastructure &amp; Disaster Recovery planning</i></b>	14-18	14-25	<b>Accra</b>	\$3,500	\$5,700
	<i>Adaptive Leadership: Tools &amp; Tactics</i>	14-18	14-25	<b>Accra</b>	\$3,500	\$5,700
	<i>The Power of Effective Female Leader</i>	14-18	14-25	<b>U.S.A</b>	\$5,500	\$8,500

<b>FEBRUARY</b>	<i>Financial Acumen: Roadmap to Business success</i>	24-28	4-15	<b>Accra</b>	\$3,500	\$5,700
	<i>The Master Trainer</i>	4-8	4-15	<b>South Africa</b>	\$4,500	\$6,800
	<b>Certified Administration &amp; Office management</b>	4-8	4-15	<b>Dubai</b>	\$4,900	\$7,500
	<b>Strategic Recruitment, Interviewing &amp; Selection</b>	4-8	4-15	<b>Accra</b>	\$3,500	\$5,000
	<b>Enterprise Risk Management</b>	24-28	4-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Big data &amp; Artificial Intelligence: Principles &amp; practices</b>	11-15	4-15	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Work Life Balance: Maximizing Productivity &amp; Quality of Life</b>	11-15	4-15	<b>Accra</b>	\$3,500	\$5,700
	<i>Corporate governance :Principles, policies &amp; best practices</i>	11-15	11-22	<b>South Africa</b>	\$4,500	\$6,800
	<i>Data governance ,protection &amp; compliance management</i>	11-15	11-22	<b>Dubai</b>	\$4,900	\$7,500
	<i>Leadership &amp; motivation in multicultural Environment</i>	11-15	11-22	<b>Accra</b>	\$3,500	\$5,700
		18-22	11-22	<b>Accra</b>	\$3,500	\$5,500
	<i>Crisis &amp; Media Management</i>	18-22	11-22	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Essential skills for contract professionals</b>	18-22	11-22	<b>Accra</b>	\$3,500	\$5,700
	<i>Managing conflict:: power through Influence</i>	18-22	11-22	<b>South Africa</b>	\$4,500	\$6,800



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<b>MARCH</b>	<b>Next Generation Excel: Advanced</b>	4-8	4-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Business &amp; Financial Report</b>					
	<b>Customer Relation Management</b>	4-8	4-15	<b>Accra</b>	\$3,500	\$5,700
	<b>(C.R.M) The Power of Information</b>					
	<b>Arbitration and Dispute Resolution</b>	4-8	4-15	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Essential Skills for Performance Excellence</b>	4-8	4-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Events and Conferences Management</b>	4-8	4-15	<b>South Africa</b>	\$4,500	\$6,800
	<b>Advanced Communication Skills</b>	11-15	11-22	<b>Dubai</b>	\$4,900	\$7,500
	<b>Strategy Report Writing Techniques</b>	11-15	11-22	<b>Accra</b>	\$3,300	\$5750
	<b>Introduction to Security Management</b>	11-15	11-22	<b>Accra</b>	\$3,500	\$5,700
	<b>Health, Safety &amp; Environment</b>	11-15	11-22	<b>U.S.A</b>	\$4,500	\$6,500
	<b>Advanced supervisory management</b>	11-15	11-22	<b>Accra</b>	\$3,500	\$5,700
	<b>Pension fund Management Skills: Implications for sound financial &amp; economic management</b>	18-22	18-29	<b>South Africa</b>	\$4,500	\$6,800
	<b>Train The Trainer: From Designed to Delivery</b>	18-22	18-29	<b>Dubai</b>	\$4,900	\$7,500
	<b>Organizational &amp; Departmental Communication</b>	18-22	18-29	<b>Accra</b>	\$3,500	\$5,700
	<b>Interpersonal Communication Skills</b>	18-22	18-29	<b>Accra</b>	\$3,500	\$5,700
	<b>Emotional Intelligence: Strategies for Success</b>	18-22	18-29	<b>U.S.A</b>	\$5,500	\$8,500

<b>APRIL</b>	<i>The Leadership Excellence Program</i>	1-5	1-12	<b>Accra</b>	\$3,500	\$5,700
	<i>Strategy Management in Public Sector</i>	1-5	1-12	<b>South Africa</b>	\$4,500	\$6,800
	<i>Career Development &amp; Succession Planning</i>	1-5	1-12	<b>Dubai</b>	\$4,900	\$7,500
	<b>Occupational Safety &amp; Health Administration Standards</b>	1-5	1-12	<b>Accra</b>	\$3,500	\$5,700
	<b>Cloud Management &amp; Security Principles</b>	15-19	1-12	<b>Accra</b>	\$3,500	\$5,700
	<b>&amp; Best Practices</b>					
	<b>Pension Governance(Best Global practices)</b>	15-19	1-12	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Public Relation and Media Skills</b>	15-19	15-26	<b>South Africa</b>	\$4,500	\$6,800
	<b>Fundamentals Of Purchasing</b>	15-19	15-26	<b>Dubai</b>	\$4,900	\$7,500
	<b>Impact of corporate governance on risk management</b>	22-26	15-26	<b>Accra</b>	\$3,500	\$5,700
	<i>Leading and Managing Change</i>	22-26	15-26	<b>Accra</b>	\$3,500	\$5,700
	<i>Middle Management Skills</i>	22-26	15-26	<b>U.S.A</b>	\$5,500	\$8,500
	<i>Professional Skills for Finance &amp; Accounting</i>	22-26	15-26	<b>South</b>	\$4,500	\$6,800
	<i>The Power of Effective Female Leader</i>	22-26	15-26	<b>Dubai</b>	\$4,900	\$7,500

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<b>MAY</b>						
	<i>Administration &amp; Office Management:</i>	6-10	6-17	<b>Accra</b>	\$3,500	\$5,700
	<i>Best Practices and Technologies</i>					
	<i>Tendering Procedures &amp; Bid Evaluation</i>	6-10	6-17	<b>Accra</b>	\$3,500	\$5,700
	<b>Contracts Administration: Understanding &amp; Implementing Contractually Obligation</b>	6-10	6-17	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Fundamental of Business Writing</b>	13-17	6-17	<b>Accra</b>	\$3,500	\$5,500
	<b>Measuring Performance in Public Sector</b>	13-17	6-17	<b>South Africa</b>	\$4,500	\$6,800
	<i>Product Launch and Management</i>	13-17	6-17	<b>Dubai</b>	\$4,900	\$7,500
	<i>Planning &amp; Strategic Management</i>	13-17	20-31	<b>Accra</b>	\$3,500	\$5,700
	<i>Business Intelligence: Data Analysis &amp; Reporting Techniques</i>	20-24	20-31	<b>Accra</b>	\$3,500	\$5,700
	Data governance ,protection & Compliance management					
	<b>Strategy &amp; Breakthrough Selling Workshop</b>	20-24	20-31	<b>U.S.A</b>	\$5,500	\$8,500
		20-24	20-31			
	Employee engagement :strategy & practices	20-24	20-31	<b>Accra</b>	\$3,500	\$5,700
	<b>Certified Accounting Assistant</b>	20-24	20-31	<b>South</b>	\$3,500	\$6,800
	Waste management :Modern & Sustainable approach	20-24	20-31	<b>Africa</b>	\$4,500	\$6,800
	<b>Efficient Administration Skills</b>	20-24	20-31	<b>Dubai</b>	\$4,900	\$7,500

<b>JUNE</b>	<b>Leading and Managing Change</b>	<b>June</b>	3-7	3-14	<b>Accra</b>	\$3,500	\$5,700
	<b>Advanced Budgeting</b>	<b>June</b>	3-7	3-14	<b>Accra</b>	\$3,500	\$5,700
	<b>Dimensions of effective accounting &amp; finance team</b>	<b>June</b>	3-7	3-14	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Corporate governance: Principles, policies &amp; best practices</b>	<b>June</b>	3-7	3-14	<b>Accra</b>	\$3,500	5,700
	<b>Excell skills for HR &amp; Admin personnel</b>	<b>June</b>	3-7	3-14	<b>South Africa</b>	\$4,500	\$6,800
	<b>The Highly Productive &amp; Effective Administrator</b>	<b>June</b>	3-7	3-14	<b>Dubai</b>	\$4,900	\$7,500
	<i>Sustaining a motivating workforce</i>	<b>June</b>	10-14	3-14	<b>Accra</b>	\$3,500	\$5,700
	<i>Negotiating Contracts Successfully</i>	<b>June</b>	10-14	3-14	<b>Accra</b>	\$3,500	\$5,700
	<i>High Performance Teams</i>	<b>June</b>	10-14	17-28	<b>U.S.A</b>	\$5,500	\$8,500
	<i>Developing an accountability mind sets</i>	<b>June</b>	10-14	17-28	<b>Accra</b>	\$3,500	\$5,700
	<i>Managing HR in The Digital World</i>	<b>June</b>	10-14	17-28	<b>South Africa</b>	\$4,500	\$6,800
	<b>Guerilla Marketing</b>	<b>June</b>	10-14	17-28	<b>Dubai</b>	\$4,900	\$7,500
	<b>Managing Conflict: Power Through Influence</b>	<b>June</b>	17-21	17-28	<b>Accra</b>	\$3,500	\$4,700
	<b>Customer Service Management</b>	<b>June</b>	17-21	17-28	<b>Accra</b>	\$3,500	\$4,700
	<b>Achieving performance excellence using emotional intelligence</b>	<b>June</b>	17-21	17-28	<b>U.S.A</b>	\$5,500	\$8500
	<b>Advanced Public Relations Strategies</b>	<b>June</b>	17-21	17-28	<b>Accra</b>	\$3,500	\$5,700
	<b>The Master Trainer</b>	<b>June</b>	17-21	17-28	<b>South Africa</b>	\$4,500	\$6,800





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<b>AUGUST</b>	<b><i>Creative Retail Selling &amp; Visual Management</i></b>	<b>August</b>	5-9	5-16	<b>South Africa</b>	\$3,500	\$6,800
	<b><i>Advanced Communication Skills</i></b>	<b>August</b>	5-9	5-16	<b>Dubai</b>	\$4,900	\$7,500
	<b><i>Leadership &amp; Motivation in a Multicultural Environment</i></b>	<b>August</b>	5-9	5-16	<b>Accra</b>	\$3,500	\$5,700
	<b><i>Time Management &amp; Stress Control</i></b>	<b>August</b>	5-9	5-16	<b>Accra</b>	\$3,500	\$5,700
	<b><i>Certified Accounting Assistant</i></b>	<b>August</b>	5-9	5-16	<b>U.S.A</b>	\$5,500	\$8,500
	<b><i>Big data &amp; Artificial intelligence: Principles &amp; practices</i></b>	<b>August</b>	5-9	5-16	<b>Accra</b>	\$3,500	\$5,700
	<b><i>Organizational &amp; Departmental Communication</i></b>	<b>August</b>	12-16	5-16	<b>South Africa</b>	\$4,500	\$6,800
	<b><i>Learning &amp; Development Framework: Practices &amp; Trends</i></b>	<b>August</b>	12-16	5-16	<b>Dubai</b>	\$4,900	\$7,500
	<b><i>Empowering the workplace for greater impact</i></b>	<b>August</b>	12-16	19-30	<b>Accra</b>	\$3,500	\$5,700
	<b><i>Public Relation and Media Skills</i></b>	<b>August</b>	12-16	19-30	<b>Accra</b>	\$3,500	\$5,700
	<b><i>Fundamentals Of Purchasing</i></b>	<b>August</b>	12-16	19-30	<b>U.S.A</b>	\$5,500	\$8,500
	<b><i>Mastering Business and Financial Reporting</i></b>	<b>August</b>	12-16	19-30	<b>Accra</b>	\$3,500	\$5,700
	<b><i>HR Planning and Budgeting</i></b>	<b>August</b>	19-23	19-30	<b>South Africa</b>	\$4,500	\$6,800
	<b><i>Employee engagement :Strategy &amp; practices</i></b>	<b>August</b>	19-23	19-30	<b>Dubai</b>	\$4,900	\$7,500
	<b><i>Adaptive leadership: tools &amp; tactics</i></b>	<b>August</b>	19-23	19-30	<b>Accra</b>	\$3,500	\$6,700
	<b><i>Impact of corporate governance on Risk management</i></b>	<b>August</b>	19-23	19-30	<b>Accra</b>	\$3,500	\$5,700





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<b>SEPTEMBER</b>	<b><i>Understanding &amp; Managing a Business</i></b>	<b><i>September</i></b>	<b><i>2-6</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Dubai</i></b>	<b><i>\$4,900</i></b>	<b><i>\$7,500</i></b>
	<b><i>Continuity Model</i></b>							
	<b><i>Advanced Budgeting</i></b>	<b><i>September</i></b>	<b><i>2-6</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>Efficient Administration Skills</i></b>	<b><i>September</i></b>	<b><i>2-6</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>Interpersonal Communication Skills</i></b>	<b><i>September</i></b>	<b><i>2-6</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>U.S.A</i></b>	<b><i>\$5,500</i></b>	<b><i>\$8,500</i></b>
	<b><i>How to Write Human Resources</i></b>	<b><i>September</i></b>	<b><i>2-6</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>Policies and Procedures</i></b>							
	<b><i>The Customer Complaints System</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>South</i></b>	<b><i>\$4,500</i></b>	<b><i>\$6,800</i></b>
						<b><i>Africa</i></b>		
	<b><i>Emotional Intelligence: Strategies for Success</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Dubai</i></b>	<b><i>\$4,900</i></b>	<b><i>\$7,500</i></b>
	<b><i>Ethical Hacking</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>2-13</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>Negotiating Contracts Successfully</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>16-27</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>The Highly Productive &amp; Effective Administrator</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>16-27</i></b>	<b><i>U.S.A</i></b>	<b><i>\$5,500</i></b>	<b><i>\$8,500</i></b>
	<b><i>Recruitment, Interviewing and Selection Skills</i></b>	<b><i>September</i></b>	<b><i>9-13</i></b>	<b><i>September</i></b>	<b><i>16-27</i></b>	<b><i>Accra</i></b>	<b><i>\$3,500</i></b>	<b><i>\$5,700</i></b>
	<b><i>Accounting For Non-Accounting</i></b>	<b><i>September</i></b>	<b><i>16-20</i></b>	<b><i>September</i></b>	<b><i>16-27</i></b>	<b><i>South</i></b>	<b><i>\$3,500</i></b>	<b><i>\$6,800</i></b>
						<b><i>Africa</i></b>		
	<b><i>Strategy Report Writing</i></b>	<b><i>September</i></b>	<b><i>16-20</i></b>	<b><i>September</i></b>	<b><i>16-27</i></b>	<b><i>Dubai</i></b>	<b><i>\$4,900</i></b>	<b><i>\$7,500</i></b>



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<b>OCTOBER</b>	<b>Next Generation Excel: Advanced</b>	<b>October</b>		<b>October</b>	2-15	<b>Dubai</b>	\$4,900	\$7,500
	<b>Business &amp; Financial Report</b>							
	<b>Administration &amp; Office</b>	<b>October</b>	2-8	<b>October</b>	2-15	<b>Accra</b>	\$3,500	\$5,700
	<b>management: Best Practices &amp;</b>							
	<b>Technologies</b>							
	<b>Tendering Procedures &amp; Bid</b>	<b>October</b>	2-8	<b>October</b>	2-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Evaluation</b>							
	<b>Managing HR in the Digital World</b>	<b>October</b>	2-8	<b>October</b>	2-15	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Strategic Human Resources</b>	<b>October</b>	2-8	<b>October</b>	2-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Management</b>							
	<b>High Performance Teams</b>	<b>October</b>	15-22	<b>October</b>	2-15	<b>South</b>	\$3,500	\$6,800
						<b>Africa</b>		
	<b>Feasibility Studies</b>	<b>October</b>	15-22	<b>October</b>	2-15	<b>Dubai</b>	\$4,900	\$7,500
	<b>Adaptive Leadership: Tools and</b>	<b>October</b>	15-22	<b>October</b>	16-29	<b>Accra</b>	\$3,500	\$5,700
	<b>Tactics</b>							
	<b>Middle Management Skills</b>	<b>October</b>	15-22	<b>October</b>	16-29	<b>Accra</b>	\$3,500	\$5,700
	<b>Certified Public Relation Professionals</b>	<b>October</b>	23-30	<b>October</b>	16-29	<b>Dubai</b>	\$4,900	\$7,500
	<b>Cloud Management &amp; Security</b>	<b>October</b>	23-30	<b>October</b>	16-29	<b>Accra</b>	\$3,500	\$5,700
	<b>Principles &amp; Best Practices</b>							



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<b>NOVEMBER</b>	<i>Advanced Budgeting</i>	<b>November</b>	4-8	<b>November</b>	4-15	<b>Accra</b>	\$3,500	\$5,700
	<i>Workshop on Anti-money Laundering</i>	<b>November</b>	4-8	<b>November</b>	4-15	<b>Accra</b>	\$3,500	\$5,700
	<i>Public Relations Campaigns: From</i>	<b>November</b>	4-8	<b>November</b>	4-15	<b>U.S.A</b>	\$5,500	\$8,500
	<i>Planning to Execution</i>							
	<i>Managing conflict</i>	<b>November</b>	4-8	<b>November</b>	4-15	<b>Accra</b>	\$3,500	\$5,700
	<i>Key Managerial Skills For New</i>	<b>November</b>	4-8	<b>November</b>	4-15	<b>South</b>	\$3,500	\$6,800
	<i>Managers &amp; Supervisors</i>					<b>Africa</b>		
	<b>The Power Of Leaders</b>	<b>November</b>	11-15	<b>November</b>	4-15	<b>Dubai</b>	\$4,900	\$7,500
	<b>Corporate Social Responsibility</b>	<b>November</b>	11-15	<b>November</b>	4-15	<b>Accra</b>	\$3,500	\$5,700
	<b>Marketing Communication &amp; Media Planning Workshop</b>	<b>November</b>	11-15	<b>November</b>	4-15	<b>Accra</b>	\$3,500	\$5700
	<b>Crisis &amp; Media Management workshop</b>	<b>November</b>	11-15	<b>November</b>	11-22	<b>U.S.A</b>	\$5,500	\$8,500
	<b>Time Management and Stress</b>	<b>November</b>	11-15	<b>November</b>	11-22	<b>Accra</b>	\$3,500	\$5,700
	<b>Control</b>							
	<b>Management Skills &amp; Techniques For Engineers</b>	<b>November</b>	18-22	<b>November</b>	11-22	<b>South Africa</b>	\$3,500	\$6800
	<b>Work Life Balanced: Maximizing</b>	<b>November</b>	18-22	<b>November</b>	11-22	<b>Dubai</b>	\$4,900	\$7,500
	<b>Productivity &amp; Quality of Life</b>							
	<i>Managerial Decision Making &amp; Solving Problems</i>	<b>November</b>	18-22	<b>November</b>	11-22	<b>Accra</b>	\$3,500	\$5,700
	<i>Arbitration and Disputeresolution</i>	<b>November</b>	18-22	<b>November</b>	11-22	<b>Accra</b>	\$3,500	\$5700
	<i>Business Intelligence: Data Analysis &amp; Reporting Techniques</i>	<b>November</b>	18-22	<b>November</b>	11-22	<b>U.S.A</b>	\$5,500	\$8,500
	<i>Evaluation Training</i>	<b>November</b>	18-22	<b>November</b>	11-22	<b>Dubai</b>	\$4,900	\$7,500



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<b>DECEMBER</b>	<i>Ethical Hacking</i>	<b>December</b>	2-6	2-13	<b>Accra</b>	\$3,500	\$5,700
	<i>New Product Launch Using Marketing</i>	<b>December</b>	2-6	2-13	<b>Accra</b>	\$3,500	\$5,700
	<i>Communication</i>						
	<i>Time Management &amp; Stress Control</i>	<b>December</b>	2-6	2-13	<b>U.S.A</b>	\$4,500	\$6,500
	<i>Internet and Web Marketing</i>	<b>December</b>	2-6	2-13	<b>Accra</b>	\$3,500	\$5,700
	<i>Talent Management</i>	<b>December</b>	2-6	2-13	<b>South Africa</b>	\$4,50	\$6,800
	<b>Developing &amp; Implementing the Business Plan</b>	<b>December</b>	2-6	2-13	<b>Dubai</b>	\$4,900	\$7,500
	<b>Contracts Administration: Understanding &amp; Implementing Contractually Obligation</b>	<b>December</b>	9-13	2-13	<b>Accra</b>	\$3,500	\$5,700
	<i>Product Launch and Management</i>	<b>December</b>	9-13	2-13	<b>Accra</b>	\$3,500	\$5,700
	<i>Efficient Administration Skills</i>	<b>December</b>	9-13	2-13	<b>U.S.A</b>	\$5,500	\$8,500
	<i>Market Research: Fundamental and Applications</i>	<b>December</b>	9-13	16-27	<b>Accra</b>	\$3,500	\$5,700
	<i>Fundamentals of Purchasing</i>	<b>December</b>	9-13	16-27	<b>South Africa</b>	\$3,500	\$6,800
	<b>Employee Relation: Roles &amp; Responsibilities</b>	<b>December</b>	9-13	16-27	<b>Dubai</b>	\$4,900	\$7,500
	<b>Accounting and Finance</b>	<b>December</b>	16-20	16-27	<b>Accra</b>	\$3,500	\$5,700
	<b>Presentation Design &amp; Delivery</b>	<b>December</b>	16-20	16-27	<b>Accra</b>	\$3,500	\$4,700
	<b>Essentials of Internal Audit</b>	<b>December</b>	16-20	16-27	<b>U.S.A</b>	\$5,500	\$6,500