

# **CITAM**

**CONSULTING • STAFFING**  
**PROCUREMENT**

— SHRM —  
SHRM-CP | SHRM-SCP  
**RECERTIFICATION  
PROVIDER**

 **percipio**<sup>™</sup>  
Powered by Skillsoft.  
*DIGITAL LEARNING EXPERIENCE*



**ANNUAL  
TRAINING  
CALENDAR**

DTD, Ofewaah House, Ground Floor  
16 Kanfla Close, Asylum Down - Accra.

**+233-20-422-4826 | +233-20-605-9616**

**www.citamgh.com | info@citamgh.com**

# 2023 CITAM TRAINING CALENDAR

## SHORT COURSES (12-18 PDCs)

DATE	TOPIC	FEES	DURATION
JAN 11-12 JAN 25-26	Business Process Reengineering The HR Business Partner	GHS 1,295 GHS 1,295	2-Days 2-Days
FEB 7-9 FEB 22-23	Compensation & Benefits Bootcamp Planning for a Happy Retirement	GHS 1,595 GHS 1,295	3-Days 2-Days
MAR 7-9 MAR 21-23	HR Strategy & Analytics Bootcamp Finance for Non-Finance Managers	GHS 1,595 GHS 1,595	3-Days 3-Days
APR 11-13 APR 26-27	Workforce Management Essentials of Office Administration	GHS 1,595 GHS 1,295	3-Days 2-Days
MAY 10-11 MAY 24-25	Performance Management System Management and Supervision Skills	GHS 1,295 GHS 1,295	2-Days 2-Days
JUN 7-8 JUN 20-21	Effective Training & Development HR for Non-HR Managers	GHS 1,595 GHS 1,295	3-Days 2-Days
JUL 12-13 JUL 26-27	The HR Business Partner Business Process Reengineering	GHS 1,295 GHS 1,295	2-Days 2-Days
AUG 8-10 AUG 23-24	Compensation & Benefits Bootcamp Planning for a Happy Retirement	GHS 1,595 GHS 1,295	3-Days 2-Days
SEP 5-7 SEP 19-21	HR Strategy & Analytics Bootcamp Finance for Non-Finance Managers	GHS 1,595 GHS 1,595	3-Days 3-Days
OCT 10-12 OCT 25-26	Workforce Management Essentials of Office Administration	GHS 1,595 GHS 1,295	3-Days 2-Days
NOV 8-9 NOV 22-23	Performance Management System Management and Supervision Skills	GHS 1,295 GHS 1,295	2-Days 2-Days
DEC 5-7 DEC 13-14	Effective Training & Development HR for Non-HR Managers	GHS 1,595 GHS 1,295	3-Days 2-Days

*Citam, Aligning Strategy & Performance!*

# SPECIALISED/CERTIFICATION COURSES

Courses	Sessions	Duration
<b>SHRM-CP® &amp; SHRM-SCP®</b>	FEB & SEP	72-Hours
<b>PMI-PMP® &amp; PMP-CAPM®</b>	JAN, APR, JUL & OCT	40-Hours
<b>Oil &amp; Gas Specialized Courses</b>	FEB, MAY, AUG & NOV	40-Hours
<b>Microsoft Office Specialist®</b>	MONTHLY	3-DAYS

## CITAM FLAGSHIP COURSES

### 1 Leadership Development

- Crafting and Executing Your Business Strategy
- Corporate Governance & Strategic Leadership
- Strategy, Brainstorming, & Teambuilding Retreat
- The Balanced Scorecard - using winning KPIs
- Evaluating Organizational Performance
- Leadership & Organizational Change

### 2 Management Skills

- Effective Management and Supervision
- Finance for Non-Finance Managers
- HR for non-HR Managers
- Fundamentals of Project Management
- Management Information Systems
- Business Process Reengineering
- Effective Salesmanship

### 3 Essential Skills

- Planning for a Happy Retirement
- Essentials of Office Administration
- Customer Service (Frontline and Managers)
- Helpdesk/Call Center Administration
- Delivering Presentations with Ease and Confidence
- Communication, Assertiveness & Time Management
- Negotiations, Decision Making & Problem Solving
- Building High Performance Teams

### 4 Human Resource Management

- HR Strategy, Metrics & Analytics
- Conditions of Service, HR Policy & Employee Handbook
- Competency Framework & Succession Planning
- Motivation, Training & Development
- Performance Management System
- Compensation, Benefits & Incentives
- HR Reporting & End of Year Processes
- Human Resource Information System

### 5 Oil & Gas

- Upstream Petroleum Valuation
- Cash Calls in Oil & Gas Joint Ventures
- Assets Reliability & Integrity Management
- Integrated Reservoir Management

## CONSULTING SERVICES

- Strategic Planning / Business Planning
- Workforce Management
- Performance Management System
- Conditions of Service & HR Policies
- Organizational Restructuring & Design
- Competency Management
- Compensation & Benefits System
- Human Resource Audit

*Citam, Aligning Strategy & Performance!*