

TRAINING CALENDAR

2020

*Business
Management &
Finance Courses*



Makintouch Consulting's key services include seminars, customised training programmes and business consultancy services designed to equip professionals with essential tools of the trade. By putting theoretical knowledge into practice for our training programmes, MDC has since become a reputable company recognised for developing the next wave of dynamic corporate and business professionals, both locally and globally.

We listen to our clients carefully and are able to support them to achieve real behavioral change in a business world that is constantly evolving. When industries and the business world demand new skills, Makintouch Consulting is there to provide the support.

General Information:

All costs are related to delivery of the course: this includes comprehensive course materials

- **Our In-house Training Facilities**
- **Off-Site Training**

Makintouch Information Technologies Limited conducts tailor made and personalised training to meet specific needs, at a time and place to suit you.

We design a course in a similar subject area, specifically for your organization/team and deliver at your convenience.—

Contact Details:

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Makintouch Training Overseas offers customised and cross-cultural training programmes for individuals and corporates. Our experienced, resourceful and dedicated team works closely with many organisations from a wide range of industries and agencies, both locally and internationally.

Makintouch Consulting conducts immersion programmes and corporate training for overseas participants from United States of America, Africa, UAE, and Russia.

Our learning programmes are led by accredited, highly experienced and engaging trainers, facilitators and coaches. Makintouch Consulting continues to develop and customise new well-designed programmes to keep up with market trends and organisations' training needs.



CONTRACT MANAGEMENT

At a time when contracts are becoming increasingly complex, effective management of contract creation and implementation can maximize operational and financial performance, and minimize risk.

These practical courses provide best practice and in-depth guidance in balancing costs against risks, actively managing supply chain relationships, and handling challenges that typically arise during the life of a contract. From pre-award to final closeout, you will learn tools and techniques for managing contract risk, effective performance management, change management, claims negotiation and dispute resolution.

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Contract Management Training													
Best Practices in Multishift Operations	4 Days					16 - 19		20 - 24		7 - 10			
Negotiating, Drafting & Understanding Contracts	4 Days		3 - 6		13 - 16			6 - 10			5 - 8		
Managing Contractual Liabilities	4 Days				6 - 9	25 - 28		27 - 30					7 - 10
The Essentials of Contracting & Contract Negotiation	4 Days			23 - 26			1 - 4			21 - 24		16 - 19	
Negotiating & Dispute Resolutions	4 Days		24 - 27			4 - 7		13 - 16			12 - 15		
Contract Excellence for Non-Legal Professionals	4 Days					11 - 14			10 - 13			2 - 5	
Contracts: Reading, Writing & Negotiating	4 Days			2 - 5			15 - 18			7 - 10			14 - 18
Contract Management Principles & Practices	4 Days		10 - 13			18 - 21		13 - 16			19 - 22		
Negotiating, Drafting & Understanding Contracts	4 Days				20 - 23			27 - 30		14 - 17			
PPP Project Preparation & Contract Management	4 Days		17 - 20				22 - 25				26 - 29		
Service Level Agreements	4 Days				27 - 30		15 - 18			21 - 24			
Public-Private Partnerships (PPP) Contract Management	4 Days			16 - 19			8 - 11				12 - 15		



LEADERSHIP & MANAGEMENT

Makintouch Portfolio of Management training courses and Leadership training courses will support you to develop your skills as an effective manager and inspiring leader as well as providing you with the opportunity to enhance specific capabilities. These include influencing and negotiation, high impact communications, time management, performance improvement, developing strategy, leading change, HR management and more. Delivered by world-leading experts in their fields, management courses and leadership courses feature the latest practices and techniques to help you, your team and your organization excel in today's challenging business environment.

Management and Leadership Training

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Performance Management Systems	3 Days		17 - 19		1 - 3		22 - 24			2 - 4			
Teamwork & People Development	3 Days	20 - 22		6 - 8		4 - 6		13 - 15		7 - 9		2 - 4	
Behavioral Management & Emotional Intelligence	3 Days			18 - 20				6 - 8			5 - 7		
Best Practices in Multishift Operations	3 Days		3 - 5		27 - 29			20 - 22		14 - 16		16 - 18	
Leadership Excellence in Handling Pressure & Stress	3 Days			2 - 4			1 - 3		10 - 12		26 - 28		
Leadership, Creativity & Peak Performance	3 Days					11 - 13				28 - 30			7 - 9
Communication, Coordination & Leadership	3 Days	6 - 8		16 - 18			15 - 17				19 - 21		
Business-Case Writing for New Products	3 Days				20 - 22			13 - 15				9 - 11	
Effective People Skills	3 Days					18 - 20		27 - 29			12 - 14		
Achieving Leadership Success Through People & Innovation	3 Days			9 - 11			8 - 10		24 - 26			23 - 25	
Workplace Innovation & Productivity Skills	3 Days	13 - 15	10 - 12			25 - 27				14 - 16			14 - 16
Performance Measurements, Continuous Improvement & Benchmarking	3 Days		24 - 26		6 - 8			6 - 8		7 - 9			
Managing Multiple Tasks, Priorities & Deadlines	3 Days	27 - 29		2 - 4			22 - 24		17 - 19		5 - 7		
High Impact Business Communication	3 Days		3 - 5		6 - 8			20 - 22		21 - 23			
Creating a Marketing Plan for Business-to-Business	3 Days			2 - 4			1 - 3		3 - 7		26 - 28		

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Teamwork & Cooperation Skills	3 Days	6 - 8			6 – 8					14 – 16			
Goal Setting, Planning & Decision Making	3 Days		17 – 19			11 – 13			3 – 5		5 – 7		
Negotiating & Dispute Resolutions	3 Days	20 - 22		9 – 11			8 – 10		17 – 19		19 – 21		
Strategic Planning, Management Control & Effective Budgeting	3 Days		10 – 12			18 – 20		1 – 3		24 – 26			
Strategy Excellence: From Strategic Vision to Tactical Execution	3 Days	13 - 15		18 – 20	6 – 8		22 – 24			7 - 9			
Effective Organizational Leadership	3 Days				20 – 22		1 – 3	27 – 29				2 – 4	
Achieving Administrative Excellence	3 Days		3 – 5			4 – 6		6 – 8			19 – 21		
Leading & Managing through Strategic Planning & Innovation	3 Days	27 - 29			27 – 29			13 – 15			26 – 28		
Managing Marketing Communications for Business-to-Business	3 Days			23 – 25			15 – 17		10 – 12			9 – 11	
Leadership for Administrative Professionals	3 Days	6 - 8	24 – 26		1 – 3			20 – 22			5 – 7		
3 Days Leadership: Achieving Strategy through Leadership & Innovation	3 Days			9 – 11		25 – 27		6 – 8		21 – 23		23 – 25	
Create Effective Virtual Teams	3 Days		17 – 19		20 – 22		15 – 17		24 – 26		19 – 21		
Improving Productivity through Quality Enhancement & Cost Reduction	3 Days			16 - 18			22 – 24			14 – 16			
Teamwork & People Development	3 Days	13 - 15			6 – 8			27 - 29		21 – 23		16 – 18	
Professional Skills for High Performance	3 Days		10 – 12				8 – 10			2 - 4		9 - 11	
Workplace Innovation & Productivity Skills	3 Days		24 - 26			11 - 13			5 - 7		12 - 14		

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Communication & Leadership	3 Days	6 - 8	3 – 5			18 – 20			17 – 19			9 – 11	
Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator	3 Days				6 – 8					7 – 9			
Effective Time, Task & Work Planning	3 Days		24 - 26		27 - 29						26 - 28		
Decisions, Dynamics & Leadership Styles	3 Days		10 - 12			4 - 6		27 - 29			19 - 21		
Goal Setting, Planning & Decision Making	3 Days	27 - 29			20 - 22			13 – 15		21 - 23		23 - 25	
Negotiating in Lean Times & Leadership Skills	3 Days				13 - 15			20 - 22		14 – 16			
Creating a Marketing Plan for Business-to Business	3 Days		17 - 19			11 - 13					5 - 7		
Strategy, Risks, Negotiation & Leadership	3 Days		24 – 26			18 – 20			10 - 12			16 - 18	
Measuring Performance, Improving Productivity & Employee Engagement	3 Days		10 - 12			25 - 27			24 – 30				
Advanced High-Performance Leadership	3 Days	20 - 22							17 - 19				
Strategic Planning, Management Control & Effective Budgeting	3 Days			4 - 8									
Effective Time, Task & Work Planning	3 Days			21 – 23			8 - 10		24 - 26				7 – 9
Leading & Managing through Strategic Planning & Innovation	3 Days			16 - 18		4 - 6		20 - 22		28 - 30			
Strategy Excellence: from Strategic Vision to Tactical Execution	3 Days			9 - 11									
Data Management, Manipulation and Analysis Using Excel®	3 Days		3 – 5			18 – 20			17 – 19			2 – 4	
Managing Multiple Tasks, Priorities & Deadlines	3 Days				27 – 29				10 – 12				2 – 4
Strategic Purchasing & Supply Management	3 Days		24 - 26								12 -14		



PROJECT MANAGEMENT

Optimise your Project Management effectiveness and accelerate your leadership style by attending our high-quality Project Management training which provides unique learning experiences that are practical and relevant to current technical and economic climates. Our training packages feature the latest theories, techniques, and best practices to help you become a more effective project manager or team member.

Gain the skills that bring all the disparate elements together and can help to draw the best from people, skills and processes. Our portfolio of training courses is delivered in such a way that delegates leave invigorated and focused on achieving their maximum potential, helping clients achieve their project deliverables. Register today and give yourself and your team a competitive advantage.

Project Management Training

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Project Appraisal & Analysis	3 Days					9 - 11		20 – 22		2 - 4			
Managing Contractual Liabilities	3 Days		3 - 5		6 - 8			6 – 8			5 - 7		
Managing Multiple Tasks, Priorities &	3 Days				1 - 3	25 - 27		27 - 29					7 - 9
Negotiating & Dispute Resolutions	3 Days				20 - 22			1 - 3			26 - 28		
Feasibility Studies: Preparation, Analysis & Evaluation	3 Days		24 - 26			4 – 6		13 – 15			2 – 4		
Building Task Leadership Skills	3 Days					11 – 13			10 - 12			23 - 25	
Project Management for Non-Managerial	3 Days	27 - 29		2 - 4			15 - 17			7 - 9			
Feasibility Studies: Preparation, Analysis & Evaluation	3 Days		3 - 5			25 – 27		13 - 15			26 – 28		
Bootcamp for Project Management Professionals	3 Days				6 - 8			27 - 29				2 – 4	
Project Appraisal & Analysis	3 Days		10 - 12				22 - 24					16 – 18	
Project Scheduling, Cost Planning & Value Engineering Skills	3 Days				20 - 22		15 - 17			14 – 16			
Project Management Essentials	3 Days			9 - 11			8 - 11				26 - 28		
Public-Private Partnerships (PPP) Project Preparation	3 Days					11 - 13		20 – 22		2 - 4			
PPP Project Preparation & Contract Management	3 Days		3 - 5		27 - 29			6 – 8			7 - 9		
Managing Multiple Tasks, Priorities & Deadlines	3 Days				13 - 15			27 - 29				9 - 11	

It's so important to be aware of how decisions made by the company influence employees' behaviour. It may also be your responsibility to offer counselling on how to minimise the negative impact of less popular decisions within the company you work for.

HRM students learn how to motivate and enhance employees' contribution in order to maximise the productivity of an organisation. Courses focus on organisational behaviour, and how it can be used to create a positive atmosphere within companies. An important skill in this field is managing people according to different workplace cultures. This involves flexibility and understanding in order to adapt to social and work environments, while also strengthening the company culture values.



HUMAN RESOURCE MANAGEMENT

Human Resource Management

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Training & Development in a Recession	3 Days		10 - 12		1 - 3		22 - 24			2 - 4			
Human Capital Management	3 Days			2 - 4		4 - 6		13 - 15		7 - 9		9 - 11	
Career Development & Succession Planning Strategies	3 Days			23 - 25				1 - 3			5 - 7		
Manpower Planning: Strategies Development, Execution & Assessment	3 Days		3 - 5		27 - 29		22 - 24		3 - 5		12 - 14		
Rewards Management: Compensation Packages & Salary Structures	3 Days			16 - 18			1 - 3		10 - 12		26 - 28		
Enhancing the Skills of Training Co-Ordinator & Administrator	3 Days				6 - 8	11 - 13				14 - 16			2 - 4
Formulating & Delivering Manpower Planning Strategies	3 Days	27 - 29		9 - 11			15 - 17				19 - 21		
The Effective Human Resources Administrators	3 Days		17 - 19		20 - 22			20 - 22	17 - 19			16 - 18	
Recruitment, Selection & Retention: Creating A Highly Competent Motive Workforce Strategies	3 Days					18 - 20		27 - 29			12 - 14		14 - 16
Workplace Diversity & Talent Management	3 Days			16 - 18			10 - 12		26 - 28			23 - 25	
Talent Retention Through Remuneration & Training: Managing Pay Scales, Promotions & Provisions of Training	3 Days		24 - 26			25 - 27				28 - 30			
Enhancing Job Performance: Skills for Achieving Personal & Organizational Goals	3 Days		10 - 13		27 - 29		1 - 3		10 - 12		19 - 21		
Enhancing the Skills of Training Co-Ordinator & Administrators	3 Days			23 - 25		4 - 6			17 - 18		5 - 7		
Advanced Human Resource Management	3 Days		3 - 5		6 - 8			13 - 15		7 - 9			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
HRM Skills for Today's Leaders & Professionals	3 Days		3 – 5			18 – 20			17 – 19			9 – 11		
The Effective Human Resources Administrator	3 Days				1 – 3				24 – 26					
Recruitment, Selection & Retention: Creating A Highly Competent Motivated Work Force	3 Days		24 - 26		27 - 29						26 - 28			
Professional Recruitment Analyst	3 Days		17 - 19			4 - 6		27 - 29		21 - 23				
Preparing & Developing Training Specialist & Coordinators	3 Days				20 - 22			1 – 3		7 - 9		23 - 25		
Manpower Organisation, Succession Planning & Trend Analysis	3 Days			9 - 11			15 - 17		3 – 5			2 - 4		
Linking Training to Organisational Goals	3 Days	27 - 29				11 - 13		13 – 15			5 - 7			
Employee Relations: Motivation, Grievances & Discipline	3 Days				13 – 15			6 - 8			12 - 14			
Basics of Human Resources Management	3 Days		17 - 19			25 - 27			24 – 26			2 - 4		
Performance Management: Setting Objectives & KPI's	3 Days			23 – 25			8 - 10			2 - 4			2 – 4	
Job Evaluation & Analysis	3 Days			16 - 18			4 - 6		13 - 15		14 - 16			
Preparing & Developing Training Specialist & Coordinators	3 Days		10 – 12			18 – 20			17 – 19			16 – 18		
Manpower Organisation, Succession Planning & Trend Analysis	3 Days				6 – 8				10 – 12			14 – 16		
The Art of Human Resources Management: Creating & Developing an Effective Personnel Function	3 Days		24 - 26		27 - 29						26 - 28			
Mastering Training Needs Analysis & Training Evaluation (Fast Track)	3 Days		3 - 5			25 - 27			3 - 5		5 - 7			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Enhancing Job Performance: Skills for Achieving Personal & Organisational Goals	3 Days		24 - 26		13 - 15		22 - 24	6 - 8			19 - 21		
HRM Skills for Today's Leaders & Professionals	3 Days		10 - 12		20 - 22			13 - 15		7 - 9			
Career Development & Succession Planning Strategies	3 Days			23 – 25			1 - 3		10 - 12		12 - 14		
Manpower Planning: Strategy Development Execution & Assessment	3 Days				1 – 7		24 - 28			2 - 6		11 - 13	
Rewards Management Compensation Packages & Salary Structures	3 Days		16 - 18			4 - 6		20 - 22				2 - 4	
Enhancing the Skills of Training Coordinators & Administrators	3 Days						8 - 10				5 - 7		
Formulating & Delivering Manpower Planning Strategies	3 Days				24 - 26				24 - 26				7 - 9
The Effect of Human Resources Administrator	3 Days		3 - 5					6 - 8			26 – 28		
Recruitment, Selection & Retention: Creating A Highly Competent Motivated Workforce	3 Days			23 – 25			15 - 17			14 - 16			
Talent Retention Through Remuneration & Training: Managing Pay Scales, Promotions & Provision of Training	3 Days		10 - 12			11 - 13			24 - 26				



SALES & MARKETING

To achieve your organisation's full potential you need a full toolbox of marketing techniques spanning traditional and social media. Keep your skills and knowledge in this fast-moving area up-to-date and effective with our exciting portfolio of field-leading courses

Our constantly updated range of Sales and Marketing training courses spans every aspect of modern Sales and Marketing management from detailed strategy planning, value creation, brand building, account management, increased sales, to customer relationships. Refresh, update and sharpen your company's ability to sell itself and its products by registering on a state-of-the art course right now.

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Sales & Marketing													
Brand & Product Management	3 Days			4 – 8			20 – 24			19 – 23			11 – 15
Brand Management - Developing the Brand Plan	3 Days					1 – 5					26 – 30		
Brand Management	3 Days		Feb 25 - March 1			27 - 31					Oct 28 - Nov 1		
Building an Effective Marketing Plan	3 Days			11 - 15			6 - 10	Jul 29 - Aug 2			21 - 25		
Effective Marketing & Communications	3 Days					22 - 26			1 – 5		23 - 27		
Effective Persuasion & Influencing Skills	3 Days				11 - 15			17 - 21		5 – 9			
Effective Speech Writing & Minute Taking	3 Days	28 - 30		18 - 22			13 - 17		15 – 19			7 - 11	
Introduction to Marketing	3 Days	Jan 28 – Feb 1			15 – 19			8 - 12			14 - 18		
Key Account & Client Management	3 Days			18 - 22			27 - 31			26 – 30			
Marketing Business to Business	3 Days												
Product Management for Non-Product	3 Days			4 - 8									
Public Relations & Crisis Management	3 Days				25 – 29			10 - 14			2 - 6		
Public Relations & Press Management	3 Days				18 - 22		6 - 10		22 - 26		9 - 13		

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Marketing Programmes Workshop	3 Days					11 - 13		20 – 22		2 - 4			
Effective Management Skills Workshop	3 Days		3 - 5		6 - 8			1 – 3			5 - 7		
Sales Development Programmes For Sales & Marketing Executives	3 Days				13 - 15			27 - 29					
Marketing & Sales Trainers Workshop	3 Days						8 - 10						
Strategies Selling Skill	3 Days			23 - 25			1 - 3			7 - 9		16 – 18	
Executing Sustainable Strategy in A Competitive Market	3 Days		24 - 26			4 – 6		8 – 10			12 – 14		
Creating Customer Delight	3 Days					25 – 27			10 - 12			2 - 4	
Customer Service Orientation	3 Days	20 - 22		2 - 4			22 - 24			28 - 30			
Strategies Decision Making in Depressed Economy	3 Days		3 - 5			18 – 20		13 - 15			19 – 21		
Sales Management Workshop	3 Days				6 - 8			27 - 29					
Effective Management of Curriculum Planning	3 Days			9 - 11			15 – 17						
Public Relations & Press Management	3 Days		10 - 12			18 - 20							
Marketing Programmes Workshop	3 Days						8 – 10						
Sales Development Programmes For Sales & Marketing Executives	3 Days				27 - 29		15 - 17			21 – 23			
Marketing & Sales Trainers Workshop	3 Days			16 - 18							26 - 28		

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Sales & Management Workshop	3 Days		24 - 26		13 - 15			6 - 8			19 - 21		
Complete Selling Skills	3 Days		10 - 12		20 - 22			13 - 15		7 - 9			
Negotiations Skills	3 Days			23 - 25			1 - 3		10 - 12		26 - 28		
Customer Service Orientation	3 Days				1 - 3		15 - 17			2 - 4		9 - 11	
Field Sales Management Course	3 Days		17 - 19			4 - 6		1 - 3				4 - 6	
Developing Negotiation Skills For Middle Management	3 Days						8 - 10				12 - 14		
Strategies Selling Skill	3 Days	20 - 22			20 - 22	25 - 27			24 - 26				
Executing Sustainable Strategy in A Competitive Market	3 Days		3 - 5					6 - 8			26 - 28		
Creating Customer Delight	3 Days			16 - 18			15 - 17			14 - 16			
Customer Service Orientation	3 Days		10 - 12			11 - 13			3 - 5				1 - 3
Strategies Decision Making in Depressed Economy	3 Days				13 - 15			27 - 29		21 - 23			
Sales Management Workshop	3 Days		24 - 26			18 - 20			24 - 26		26 - 28		
Effective Management of Curriculum Planning	3 Days		3 - 5				22 - 24			28 - 30			
Public Relations & Press Management	3 Days		24 - 26		13 - 15			6 - 8			19 - 21		



FINANCE & ACCOUNTING

We offer a wide range of Finance and Accounting courses tailored to meet your specific needs, from cost planning & control to effective budgeting, financial awareness & analysis. Makintouch courses includes the preparation of financial statements in line with international regulations, to the analysis and evaluation of financial performance to improve profitability and financial decision making. In addition, we offer a range of Management Accounting courses designed to improve cash flow, budget preparation, management and control as well as Financial Risk Management courses.

Delivered by world-leading experts in their fields, our exciting range of Quality Assurance courses feature innovative, world-class, leading-edge techniques to help you, your team and your organisation excel in today's challenging business environment

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Finance & Accounting													
Accounting for Non-Accountants	3 Days					11 - 13		20 – 22		7 - 9			
Asset Liability Management: Tools & Techniques	3 Days		3 - 5		6 - 8			1 – 3			5 - 7		
Auditing & Accounting in A Computer Environment	3 Days				1 - 3	25 - 31		27 - 29					
Auditing the Procurement Process	3 Days						8 - 10						
Auditing the Treasury Department	3 Days			23 - 25			15 - 17			21 - 23		16 – 13	
Auditor in Charge Tools & Techniques	3 Days	20 - 22	24 - 26			6 – 8		13 – 15			12 – 14		
Business Financial Forecasting & Modelling	3 Days					4 – 6			13 - 15			9 - 11	
Cost Optimization: A Strategic Emphasis	3 Days			2 - 4			15 - 17			7 - 9			7 - 9
Credit Management & Collection of Receivables	3 Days		10 - 12			18 – 20		13 - 15			26 – 28		
Effective Budgeting & Financial Management	3 Days				6 - 8			6 - 8					
Finance for Non-Finance Managers	3 Days			9 - 11			22 – 24						
Financial Crime & Money Laundering	3 Days		17 - 19			18 - 20	22 - 24						
Financial Planning for Executive Managers	3 Days						1 – 3						

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Forensic Auditing & Accounting	3 Days		3 – 5			18 – 20			17 – 19			9 – 11	
Fraud & Corruption	3 Days				1 – 3				24 – 26				14 – 16
Risk Management	3 Days		24 - 26		27 - 29						26 - 28		
Due Diligence: Appraisal & Management of Potential Investors and Partners	3 Days		10 - 12			4 - 6		27 - 29		21 - 23			
International Financial Reporting Standard	3 Days				20 - 22			1 – 3		7 - 9		23 - 25	
Budgeting & Investing Management	3 Days			9 - 11			15 - 17		3 – 5			16 - 18	
Asset Liability Management: Tools & Techniques	3 Days		17 - 19			11 - 13		13 – 15			5 - 7		
Auditing & Accounting in A Computer Environment	3 Days	20 – 22			13 – 15			6 - 8			12 - 14		
Auditing the Procurement Process	3 Days		24 - 26			25 - 27			24 – 26			2 - 4	
Auditing the Treasury Department	3 Days			2 – 4			8 - 10			21 - 23			7 – 9
Auditor in Charge Tools & Techniques	3 Days			18 - 20		4 - 6		20 - 22		7 - 9		16 - 18	
Business Financial Forecasting & Modelling	3 Days		3 – 5			18 – 20			10 – 12			9 – 11	
Cost Optimization: A Strategic Emphasis	3 Days				1 – 3				24 – 26				
Management & Collection of Receivables	3 Days		25 - 1		27 - 29						19 - 21		
Management Accounting Fundamentals	3 Days					11 - 13		27 - 29		28 - 30			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
International Public-Sector Accounting Standards	3 Days		24 - 26		13 – 15	4 - 6		6 - 8		9 - 11		16 - 18	
Interpreting & Using Financial Reporting for Non-Finance	4 Days			16 - 19			8 - 11		10 - 13		5 - 8		
Understanding Finance to Influence Strategic Decisions	4 Days		17 - 20		6 – 9			13 - 16		7 - 10		9 - 12	
Financial Analysis Planning & Control	4 Days			23 - 26			10 - 14		17 - 20		19 - 22		
Oil & Gas Accounting & Performance Measurement	4 Days				20 – 23					14 - 17			
Budgeting, Forecasting & The Planning Process	4 Days	20 - 23		2 - 5			15 - 18						
Budget Preparation Skills	4 Days		10 - 13		27 – 30			20 - 23		Sept 28 – Oct 2			
Fundamentals of Finance & Accounting	4 Days					25 - 28		27 - 30			12 - 15		7 - 10
Financial Risk Root Cause & Problem Solving	4 Days			16 - 19			22 - 25		10 - 13			23 - 26	
Advanced Cash Flow & Working Capital Management	4 Days		3 - 6			18 - 21				21 - 24		9 - 12	
Advanced Budgeting & Cost Management: Estimating, Budgeting & Cost Control	4 Days		24 - 27		13 – 16			13 - 16		7 - 10		16 - 19	
Modernizing the Internal Control	4 Days			9 - 12		11 - 14			24 - 27		5 - 8		
Understanding Finance to Influence Strategic Decisions Workshop	4 Days		17 - 20		6 – 9			6 - 9				2 - 5	
Project Finance Management	4 Days			23 - 26			8 - 11		17 - 20		26 - 29		
Public Finance Management	4 Days				27 – 30					28 - Oct1			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Financial Analysis Modeling & Forecasting	5 Days		24 - 28				22 - 26	6 - 10			19 - 21		
Treasury Management Tools & Techniques	5 Days		10 - 14		20 - 24			13 - 17		7 - 11			
Management Accounting Fundamentals	5 Days			23 - 27			1 - 5		10 - 14		26 - 30		
International Public-Sector Accounting Standards	5 Days				6 - 10		22 - 26			7 - 11		9 - 13	
Interpreting & Using Financial Reporting for Non-Finance	5 Days		17 - 21			4 - 8		27 - 31				2 - 6	
Understanding Finance to Influence Strategic Decisions	5 Days						8 - 12				5 - 9		
Public Financial Management: Reporting & Auditing	5 Days				22 - May 1				3 - 7				7 - 11
Financial Management & Expenditure Control Workshop	5 Days		3 - 7					20 - 24			26 - 30		
Accounting Systems Design & Implementation Workshop	5 Days			16 - 20			15 - 19			21 - 25			
Public Sector Accounting Workshop	5 Days		10 - 14			11 - 15			24 - 28				
Public Sector Management Policies & Strategies Workshop	5 Days				13 - 17					14 - 18			
Capital Budgeting Strategies & Techniques Workshop	5 Days		24 - 28			18 - 22			17 - 21		12 - 16		
Budgeting Management for Government Policies & Programmes Framework	5 Days		3 - 7				22 - 26						
Accounting Skills Improvement Workshop	5 Days		17 - 21		20 - 24			6 - 10			19 - 21		
Strategies Finance Management Workshop	5 Days			9 - 13				13 - 17		21 - 25			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Investment Management	3 Days			2 – 4			22 – 24			14 – 16			7 – 9
Financial Analysis & Investment Management	3 Days					11 – 13				21 – 23			
Financial Accounting & Reporting	3 Days		24 - 26			25 - 27					26 - 28		
Financial Strategy & Accounting Skills	3 Days			16 - 18			15 - 17		24 - 26		19 - 21		
Corporate Financial Planning, Budgeting & Control	3 Days					4 - 6			3 – 5		26 - 28		
Finance & Accounting for Office Administrator & Secretaries	3 Days				20 - 22			13 - 15		7 – 9			
Essentials of Corporate Finance	3 Days			23 - 25			8 - 10		17 – 19			9 - 11	
Public Financial Management: Reporting & Auditing	3 Days	27 – 29			13 – 15			6 - 8			5 - 7		
Financial Management & Expenditure Control Workshop	3 Days			9 - 11			1 - 3			28 – 30			
Accounting Systems & Implementation Workshop	3 Days												
Public Sector Accounting & Budgeting	3 Days			18 - 20									
Public Sector Management Policies & Strategies Workshop	3 Days				6 – 8			20 - 22			12 - 14		
Capital Budgeting Strategies & Techniques Workshop	3 Days				27 - 29		15 - 17		10 - 12		19 - 21		
Budgeting Management for Government Policies & Programmes Framework	3 Days			23 - 25									
Accounting Skills Improvement Workshop	3 Days			9 – 11			8 – 10			21 – 23			

COURSE NAME	DURATION	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategies Finance Management Workshop	3 Days	13 - 17					15 - 19				19 - 23		
Effective Budgeting & Investment Management	3 Days		10 - 14		20 - 24			20 - 24		21 - 25			

General Information:

All costs are related to delivery of the course: this includes comprehensive course materials

- Our In-house Training Facilities
- Off-Site Training

Makintouch Information Technologies Limited conducts tailor made and personalised training to meet specific needs, at a time and place to suit you. We design a course in a similar subject area, specifically for your organization/team and deliver at your convenience.

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