CCIFG - LUCAS COLLEGE - UPCOMING TRAINING COURSES

COURSE TITLE	COURSE SHORT DESCRIPTION	DURATION		DATES		HOURS	FEES in GHC	
		HOURS	DAYS	FROM	TO		CCI MEMBER	OTHER
MANAGING DATA & SPREADSHEETS (Excel)	Using Excel to create & manage professional spreadsheets & databases	16	2	18-May	19-May	9 AM - 5 PM	600	660
POWERFUL PRESENTATIONS (Powerpoint)	Using Powerpoint and other tools for a professional and covincing communication	16	2	25-May	26-May	9 AM - 5 PM	600	660
SALES TECHNIQUES	A practical and interactive course covering the sales process from prospection to after sales & customer service (cases, role-plays, discussions)	16	2	01-Jun	02-Jun	9 AM - 5 PM	800	880
HUMAN RESOURCE MANAGEMENT	Planning, Recruitment, Teamwork, Training, Labour relations, Compensation, Health and safety	16	2	08-Jun	09-Jun	9 AM - 5 PM	800	880
LEADERSHIP SKILLS	From professional skills to vision, going through coaching, team-leading, motivating, inspiring and many others, this training works practically on those skills that will help develop leadership potentials	16	2	15-Jun	16-Jun	9 AM - 5 PM	800	880
CREATING PROFESSIONAL ELECTRONIC DOCUMENTS (Word, …)	Using Word, Excel, images to create & manage professional documents & reports	16	2	22-Jun	23-Jun	9 AM - 5 PM	600	660
ADMINISTRATION ASSISTANCE SKILLS	A course about developing the right approaches and methodologies leading to a professional contribution to the team's success	16	2	29-Jun	30-Jun	9 AM - 5 PM	800	880
ACCOUNTING for Business Professionals	Accounting principles, Bookkeeping & Financial reporting (exercises, cases)	16	2	06-Jul	07-Jul	9 AM - 5 PM	800	880
TIME & PRIORITIES MANAGEMENT	All the tools and approaches to make good of time and to perform up to the expected and beyond	8	1	13-Jul		9 AM - 5 PM	440	480
MEETINGS MANAGEMENT	From their preparation to their minutes and follow-up, all the do's and don'ts of meetings (cases, role-plays, discussions)	8	1	14-Jul		9 AM - 5 PM	440	480
PROJECT MANGEMENT	Project cycle of initiating, planning, executing, controlling, and closing projects (based on practical projects and software)	16	2	20-Jul	21-Jul	9 AM - 5 PM	800	880