

# SHORT COURSES 2024

UGBS Executive Development (UGBS-ED) is pleased to announce its short courses for 2024. The courses are designed to help participants grow their knowledge base, acquire new skills, and increase efficiency on the job whilst interacting with other business professionals. Investing in staff training will lead to improved business performance, profit, and staff morale.



## FIRST QUARTER

NO.	COURSE TITLE	DATE	FEE (GHC)
1.	Warehouse and Inventory Management	6 <sup>th</sup> - 8 <sup>th</sup> February 2024	1820
2.	Effective Leadership in Management and Administration	6 <sup>th</sup> - 8 <sup>th</sup> February 2024	1820
3.	Tourism and Hospitality Management	13 <sup>th</sup> - 16 <sup>th</sup> February 2024	2080
4.	Accounting for Non - Accountants	13 <sup>th</sup> - 15 <sup>th</sup> February 2024	1820
5.	Project Management	19 <sup>th</sup> - 23 <sup>rd</sup> February 2024	2210
6.	Supply Chain Management	20 <sup>th</sup> - 23 <sup>rd</sup> February 2024	2080
7.	Effective Executive Personal Assistants	20 <sup>th</sup> - 22 <sup>nd</sup> February 2024	1820
8.	Effective Office Management and Administration	27 <sup>th</sup> - 29 <sup>th</sup> February 2024	1820
9.	Effective Communication Skills and Report Writing	27 <sup>th</sup> - 29 <sup>th</sup> February 2024	1820
10.	Procurement Management	12 <sup>th</sup> - 15 <sup>th</sup> March 2024	2080
11.	Monitoring and Evaluation	12 <sup>th</sup> - 15 <sup>th</sup> March 2024	2080
12.	Logistics and Transport Management	19 <sup>th</sup> - 21 <sup>st</sup> March 2024	1820
13.	Budgeting and Financial Planning Management	19 <sup>th</sup> - 22 <sup>nd</sup> March 2024	2080
14.	Front Desk Competency Skills	20 <sup>th</sup> - 21 <sup>st</sup> March 2024	1465
15.	Effective Human Resource Management	26 <sup>th</sup> - 28 <sup>th</sup> March 2024	1820
16.	Effective Communication Skills	26 <sup>th</sup> - 28 <sup>th</sup> March 2024	1820

## SECOND QUARTER

NO.	COURSE TITLE	DATE	FEE (GHC)
1.	Customer Relationship Management	2 <sup>nd</sup> - 4 <sup>th</sup> April 2024	1820
2.	Financial Modelling Using Microsoft Excel	2 <sup>nd</sup> - 5 <sup>th</sup> April 2024	2080
3.	Internal Audit and Compliance	2 <sup>nd</sup> - 4 <sup>th</sup> April 2024	1820
4.	Effective Leadership in Management and Administration	2 <sup>nd</sup> - 4 <sup>th</sup> April 2024	1820
5.	Procurement Management	16 <sup>th</sup> - 19 <sup>th</sup> April 2024	2080
6.	Organizational Health and Safety Practices	16 <sup>th</sup> - 18 <sup>th</sup> April 2024	1820
7.	Supply Chain Management	16 <sup>th</sup> - 19 <sup>th</sup> April 2024	2080
8.	Project Management	15 <sup>th</sup> - 19 <sup>th</sup> April 2024	2210
9.	Tourism and Hospitality Management	23 <sup>rd</sup> - 26 <sup>th</sup> April 2024	2080
10.	Front Desk Competency Skills	23 <sup>rd</sup> - 24 <sup>th</sup> April 2024	1465
11.	Effective Executive Personal Assistants	7 <sup>th</sup> - 9 <sup>th</sup> May 2024	1820
12.	Effective Communication Skills and Report Writing	7 <sup>th</sup> - 9 <sup>th</sup> May 2024	1820
13.	Warehouse and Inventory Management	14 <sup>th</sup> - 16 <sup>th</sup> May 2024	1820
14.	Budgeting and Financial Planning Management	14 <sup>th</sup> - 17 <sup>th</sup> May 2024	2080
15.	Logistics and Transport Management	14 <sup>th</sup> - 16 <sup>th</sup> May 2024	1820
16.	Effective Office Management and Administration	21 <sup>st</sup> - 23 <sup>rd</sup> May 2024	1820
17.	Social Media Marketing	21 <sup>st</sup> - 23 <sup>rd</sup> May 2024	1820
18.	Effective Leadership in Management and Administration	21 <sup>st</sup> - 23 <sup>rd</sup> May 2024	1820
19.	Front Desk Competency Skills	28 <sup>th</sup> - 29 <sup>th</sup> May 2024	1465
20.	Negotiation Skills	4 <sup>th</sup> - 6 <sup>th</sup> June 2024	1820
21.	Monitoring and Evaluation	4 <sup>th</sup> - 7 <sup>th</sup> June 2024	2080
22.	Effective Supervision	11 <sup>th</sup> - 13 <sup>th</sup> June 2024	1820
23.	Effective Human Resource Management	11 <sup>th</sup> - 13 <sup>th</sup> June 2024	1820
24.	Entrepreneurial Innovation and Leadership	18 <sup>th</sup> - 20 <sup>th</sup> June 2024	1820
25.	Accounting for Non-Accountants	18 <sup>th</sup> - 20 <sup>th</sup> June 2024	1820

## THIRD QUARTER

NO.	COURSE TITLE	DATE	FEE (GHC)
1.	Logistics and Transport Management	25 <sup>th</sup> - 27 <sup>th</sup> June 2024	1820
2.	Financial Modeling using Microsoft Excel	25 <sup>th</sup> - 28 <sup>th</sup> June 2024	2080
3.	Customer Relationship Management	2 <sup>nd</sup> - 4 <sup>th</sup> July 2024	1820
4.	Accounting for Non - Accountants	2 <sup>nd</sup> - 4 <sup>th</sup> July 2024	1820
5.	Negotiation Skills	9 <sup>th</sup> - 11 <sup>th</sup> July 2024	1820
6.	Supply Chain Management	16 <sup>th</sup> - 19 <sup>th</sup> July 2024	2080
7.	Effective Leadership in Management and Administration	16 <sup>th</sup> - 18 <sup>th</sup> July 2024	1820
8.	Effective Executive Personal Assistants	16 <sup>th</sup> - 18 <sup>th</sup> July 2024	1820
9.	Front Desk Competency Skills	16 <sup>th</sup> - 17 <sup>th</sup> July 2024	1465
10.	Tourism and Hospitality Management	23 <sup>rd</sup> - 26 <sup>th</sup> July 2024	2080
11.	Procurement Management	23 <sup>rd</sup> - 26 <sup>th</sup> July 2024	2080
12.	Internal Audit and Compliance	29 <sup>th</sup> - 31 <sup>st</sup> July 2024	1820
13.	Effective Supervision	6 <sup>th</sup> - 8 <sup>th</sup> August 2024	1820
14.	Effective Communication Skills and Report Writing	6 <sup>th</sup> - 8 <sup>th</sup> August 2024	1820
15.	Warehouse and Inventory Management	13 <sup>th</sup> - 15 <sup>th</sup> August 2024	1820
16.	Effective Human Resource Management	13 <sup>th</sup> - 15 <sup>th</sup> August 2024	1820
17.	Effective Office Management and Administration	20 <sup>th</sup> - 22 <sup>nd</sup> August 2024	1820
18.	Organizational Health and Safety Practices	20 <sup>th</sup> - 22 <sup>nd</sup> August 2024	1820
19.	Team Building and Conflict Management	27 <sup>th</sup> - 29 <sup>th</sup> August 2024	1820
20.	Social Media Marketing	27 <sup>th</sup> - 29 <sup>th</sup> August 2024	1820
21.	Monitoring and Evaluation	3 <sup>rd</sup> - 6 <sup>th</sup> September 2024	2080
22.	Accounting for Non -Accountants	3 <sup>rd</sup> - 5 <sup>th</sup> September 2024	1820
23.	Customer Relationship Management	10 <sup>th</sup> - 12 <sup>th</sup> September 2024	1820
24.	Internal Audit and Compliance	10 <sup>th</sup> - 12 <sup>th</sup> September 2024	1820
25.	Logistics and Transport Management	17 <sup>th</sup> - 19 <sup>th</sup> September 2024	1820
26.	Project Management	16 <sup>th</sup> - 20 <sup>th</sup> September 2024	2210
27.	Entrepreneurial Innovation and Leadership	24 <sup>th</sup> - 26 <sup>th</sup> September 2024	1820
28.	Budgeting and Financial Planning	24 <sup>th</sup> - 27 <sup>th</sup> September 2024	2080
29.	Negotiation Skills	1 <sup>st</sup> - 3 <sup>rd</sup> October 2024	1820
30.	Effective Leadership in Management and Administration	1 <sup>st</sup> - 3 <sup>rd</sup> October 2024	1820

## FOURTH QUARTER

NO.	COURSE TITLE	DATE	FEE (GHC)
1.	Tourism and Hospitality Management	8 <sup>th</sup> - 11 <sup>th</sup> October 2024	2080
2.	Effective Supervision	8 <sup>th</sup> - 10 <sup>th</sup> October 2024	1820
3.	Financial Modeling using Microsoft Excel	8 <sup>th</sup> - 11 <sup>th</sup> October 2024	2080
4.	Supply Chain Management	15 <sup>th</sup> - 18 <sup>th</sup> October 2024	2080
5.	Effective Human Resource Management	15 <sup>th</sup> - 17 <sup>th</sup> October 2024	1820
6.	Customer Relationship Management	15 <sup>th</sup> - 17 <sup>th</sup> October 2024	1820
7.	Monitoring and Evaluation	22 <sup>nd</sup> - 25 <sup>th</sup> October 2024	2080
8.	Entrepreneurial Innovation and Leadership	22 <sup>nd</sup> - 24 <sup>th</sup> October 2024	1820
9.	Internal Audit and Compliance	22 <sup>nd</sup> - 24 <sup>th</sup> October 2024	1820
10.	Social Media Marketing	29 <sup>th</sup> - 31 <sup>st</sup> October 2024	1820
11.	Effective Communication Skills and Report Writing	5 <sup>th</sup> - 7 <sup>th</sup> November 2024	1820
12.	Warehouse and Inventory Management	5 <sup>th</sup> - 7 <sup>th</sup> November 2024	1820
13.	Effective Leadership in Management and Administration	5 <sup>th</sup> - 7 <sup>th</sup> November 2024	1820
14.	Accounting for Non -Accountants	12 <sup>th</sup> - 14 <sup>th</sup> November 2024	1820
15.	Procurement Management	12 <sup>th</sup> - 15 <sup>th</sup> November 2024	2080
16.	Negotiation Skills	12 <sup>th</sup> - 14 <sup>th</sup> November 2024	1820
17.	Front Desk Competency Skills	19 <sup>th</sup> - 20 <sup>th</sup> November 2024	1465
18.	Logistics and Transport Management	19 <sup>th</sup> - 21 <sup>st</sup> November 2024	1820
19.	Budgeting and Financial Planning Management	26 <sup>th</sup> - 29 <sup>th</sup> November 2024	2080
20.	Organizational Health and Safety Practices	26 <sup>th</sup> - 28 <sup>th</sup> November 2024	1820
21.	Effective Office Management And Administration	3 <sup>rd</sup> - 5 <sup>th</sup> December 2024	1820
22.	Project Management	9 <sup>th</sup> - 13 <sup>th</sup> December 2024	2210
23.	Internal Audit and Compliance	10 <sup>th</sup> - 12 <sup>th</sup> December 2024	1820
24.	Effective Leadership in Management and Administration	10 <sup>th</sup> - 12 <sup>th</sup> December 2024	1820

# APPLY NOW

## REGISTRATION IN PROGRESS

Training can be delivered in-house.

Course fees cover Facilitation, Training Materials, Certificates and Lunch.

We offer Research and Consultancy Services to private and public institutions.

### TIME:

9:00am – 2:30pm Daily

### VENUE:

University of Ghana Business School, Graduate Building, PRESEC Junction Opposite Goil Filling Station.

(Non-residential, but can assist with accommodation arrangements upon request)

### PAYMENT:

Payment by cash or cheque written to University of Ghana Business School. All fees are payable at the cash office of the UGBS.

### CONTACT DETAILS:

Tel: +233 503394283,+233 244722393,+233 303964334.

### EMAIL:

ugbs-ed@ug.edu.gh

**N.B** Kindly call or send an email to register before the scheduled course date.

International participants should kindly contact us for applicable fees.

Courses will run when the occupancy numbers are met