

2022

Executive Education Training Calendar



ONLINE



ARTHUR LOK JACK
GLOBAL SCHOOL OF BUSINESS
INNOVATUS ARS DUCENDI
Executive Education

Training with Care

September



	Cost (TTD)
Minute Taking & Memo Writing	\$2,000.00
Fundamentals of Value Added Tax	\$2,000.00
Mastering Productivity in a Hybrid Environment:	
Time Management Essentials	\$2,500.00
Financial Modelling	\$3,000.00
Leading & Communicating with Emotional Intelligence	\$3,500.00
A Practical Approach to Demand Planning	\$4,000.00
Business Process Engineering for Digital Transformation	\$4,000.00
Procurement & Contract Management for the Public Sector	\$4,500.00
Coaching Skills for Leaders	\$4,500.00
Understanding & Managing the Tender Process	\$4,500.00
Manufacturing 4.0	\$10,000.00
Professional Certificate in Risk Management	\$14,500.00

October



	Cost (TTD)
SCM Contract Law - Guyana	\$2,856.00
Inventory Management	\$3,000.00
Achieving Customer Service Excellence	\$3,500.00
Advanced Taxation	\$3,800.00
Transition to Manager	\$4,000.00
Leading & Sustaining A Culture of Innovation	\$4,000.00
Governance & Ethics for Small Business	\$4,000.00
Professional Certificate in Effective Sales Management	\$10,000.00
Professional Certificate in Events Management	\$10,200.00
Professional Certificate in Public Sector Management	\$12,000.00
Professional Certificate in Logistics Procurement & Supply Chain	\$13,000.00

November



	Cost (TTD)
Virtual Records and Information Management	\$1,200.00
Public Relations Strategy - Level 2	\$2,000.00
Maximising Microsoft Office Productivity	\$2,000.00
Withholding Tax - Guyana	\$2,720.00
Effective Business Writing	\$2,800.00
Train the Trainer Masterclass - Guyana	\$2,856.00
Mastering Strategic Thinking	\$3,000.00
Introduction to Facilities Management	\$3,500.00
Effective Negotiation Strategies	\$3,500.00
Advanced MS Excel	\$3,800.00
Managing People in a Healthcare Setting	\$4,000.00
HR Audit	\$4,000.00
Professional Certificate in Not for Profit Management	\$10,000.00
Professional Certificate in Anti-Money Laundering	\$10,200.00

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December



	Cost (TTD)
Taxation 101 - Guyana	\$1,700.00
Developing Organisational Training Plans	\$1,800.00
Managing in Tough Economic Conditions	\$1,800.00
Managing Cross Generational Teams	\$2,500.00
Investigative Interviewing & Report Writing	\$2,500.00
Warehousing & Stores Management - GUYANA, SCM Series	\$2,856.00
Managing the Return to Work Process	\$3,000.00
Crafting Powerful Proposals	\$3,500.00

January



	Cost (TTD)
Fundamentals of Public Relations Strategy	\$2,000.00
Mastering Supervisory Skills - Guyana	\$2,856.00
Policy Writing for HR Professionals	\$3,000.00
Succession Planning	\$3,500.00
Strategic Fleet Management	\$3,800.00
Advanced Taxation - Guyana	\$3,800.00
Leading with Impact	\$4,000.00
Data Analysis & Management Reporting with MS Excel	\$4,200.00
Train the Trainer	\$5,500.00
Professional Certificate in Personal & Organisational Leadership	\$7,500.00

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February



	Cost (TTD)
Taxation 101 (TT)	\$1,800.00
HR Policy Design	\$2,000.00
Operations Strategy & Process Management	\$2,000.00
A Guide to Workplace Risk Assessment - Guyana	\$2,856.00
Leading & Communicating With Emotional Intelligence	\$3,500.00
Leading Organisational Change	\$3,500.00
Mastering Supervisory Skills	\$4,000.00
Oil & Gas Accounting	\$4,000.00
HR Labour Law	\$4,500.00

Professional Certificate in Sustainable Community Development	\$10,000.00
Professional Certificate in Market Development & Brand Strategy	\$12,000.00
Professional Certificate in Facilities Management	\$12,500.00
Professional Certificate in Leadership for Health Care	\$16,000.00



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