

# 2026 HUMAN RESOURCES MANAGEMENT TRAINING

## CALENDER

Click on the course title to view the full course details



All Courses Available – In-house | In-class | Online

Lagos | Ghana | Kenya | Rwanda

### Human Resources Management Programs

S/N	Course Title	Date	Date	Date	Lagos Fee (#)	Int'l Venue	Int'l Fee (\$)
1	Compensation, Benefits, and Reward Management Strategies	13th–16th Jan	28th Apr – 1st May	1st–4th Sep	300,000	Accra	4,000
2	Manpower Organization Succession Planning and Trend Analysis	13th–16th Jan	28th Apr – 1st May	1st–4th Sep	300,000	Accra	4,000
3	Advanced Human Resources Management Master Class	13th–16th Jan	5th–8th May	1st–4th Sep	300,000	Rwanda	6,000
4	Mastering Effective Report Writing for HR and Admin Managers	13th–16th Jan	5th–8th May	1st–4th Sep	300,000	Rwanda	6,000
5	Effective Stress Management in the Workplace: Strategies for Managing Pressure	13th–16th Jan	5th–8th May	1st–4th Sep	300,000	Nairobi	5,500
6	The Role of AI in Performance Management and Employee Engagement	20th–23rd Jan	12th–15th May	8th–11th Sep	330,000	Nairobi	5,500
7	Strategic Management of Compensation, Benefits, and Rewards	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Nairobi	5,500
8	Strategies for Maximizing Time, Enhancing Workflow, and Boosting Productivity	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Rwanda	6,000
9	Developing Essential Management Skills for Administrative Officers: A Comprehensive Training Program	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Rwanda	6,000
10	Performance Management and Employee Development	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Nairobi	5,500
11	Managing Difficult Staff Situations in Organizations: Best Practices	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Nairobi	5,500
12	Comprehensive Course on Human Resources Policies and Procedures	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Accra	6,000
13	Navigating Life After Retirement: Pre-Retirement Planning	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Accra	6,000
14	Best Practices and Techniques in Administration and Office Management	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Nairobi	5,500
15	Ethical AI in HR: Navigating Challenges in Automation and Bias	27th–30th Jan	19th–22nd May	15th–18th Sep	330,000	Rwanda	6,000
16	HR Skills for Non-HR Professionals	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Rwanda	6,000
17	Industrial Relations (IR), Employee Relations (ER) and Trade Union Harmony	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Rwanda	6,000
18	Retirement And Employee Investment Planning	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Nairobi	5,500
19	Maximizing Efficiency: Strategies for Workflow, Process, and Productivity Optimization	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Accra	4,000
20	Improving Operation Performance and Productivity	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Accra	4,000
21	The Essentials of Human Resources Laws	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Accra	4,000
22	Competence Development for Office Managers, Administrators and Secretaries	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Nairobi	5,500
23	Upskilling HR Professionals for an AI-Powered Workplace	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	330,000	Nairobi	5,500
24	Advanced Skills for Effective Supervision and Office Management	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Rwanda	6,000
25	Strategic Succession Planning and Talent Development	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Rwanda	6,000



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26	Enhancing Performance and Reward Management Workshop	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
27	Competency Based Performance Management for Administrators	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
28	Digital Transformation in HR	17th–20th Feb	9th–12th Jun	6th–9th Oct	330,000	Accra	4,000
29	Essential HR Management: Strategies for Effective Leadership	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
30	Efficient Electronic Documentation Management: Filing, Archiving, and Retrieval	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Nairobi	5,500
31	Navigating Future Changes in Human Resources: HR Masterclass	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Nairobi	5,500
32	Advanced Administrative Support Management: Enhancing Skills for Effective Leadership	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Nairobi	5,500
33	Strategic Management of Employee Compensation and Benefits	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Rwanda	6,000
34	Automating Modern Office Practice	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Rwanda	6,000
35	Sustainable Results through Human Resource Management	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Nairobi	5,500
36	Advanced Administrative Skills Development Program	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Nairobi	5,500
37	Mastering Negotiation, Influence, Communication, and Conflict Resolution	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Accra	4,000
38	Strategic Human Resource Development and Personnel Management	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Accra	4,000
39	Essential Skills for Aspiring Human Resource Professionals	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Accra	4,000
40	Advanced Administrative and Supervisory Development	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Nairobi	5,500
41	Understanding Employment Laws and Industrial Relations Practice in Nigeria	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Nairobi	5,500
42	Effective Information Communication and Records Management	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Accra	4,000
43	Enhancing HR Management through Public Relations and Corporate Communications Skills	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Accra	4,000
44	Strategic Human Resources Management	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Rwanda	6,000
45	Train The Trainer	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Rwanda	6,000
46	Enhancing Communication and Interpersonal Skills	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Nairobi	5,500
47	The Effective Human Resources Administrator	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Nairobi	5,500
48	HR Analytics Course	16th–19th Mar	7th–10th Jul	3rd–6th Nov	330,000	Rwanda	6,000
49	Enhancing Employee Relations and Engagement: Strategies for Motivation, Grievance Management, Conflict Resolution, and Discipline	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Rwanda	6,000
50	Advanced Selection, Interviewing and Recruitment Skills	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Accra	4,000



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51	Mastering Effective Office Management and Administration Skills	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
52	Designing and Developing Competency-Based Salary Structures	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
53	Managing Human Resources in the Digital World	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
54	Essentials of Human Resources Management	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
55	Human Resources Development and Personnel Management	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Nairobi	5,500
56	HR Analytics and Data-Driven Decision Making	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	330,000	Nairobi	5,500
57	Leveraging Artificial Intelligence for Workforce Analytics and Planning	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	330,000	Nairobi	5,500
58	Employee Engagement and Experience Management	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Rwanda	6,000
59	Diversity, Equity, and Inclusion (DEI) in the Workplace	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Rwanda	6,000
60	Agile HR: Embracing Flexible HR Practices	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Nairobi	5,500
61	Workplace Discipline and Disciplinary Procedures	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Nairobi	5,500
62	Ensuring Workplace Health and Safety: A Comprehensive Training Program	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Accra	4,000
63	Enhancing Professional Image for Administration Managers	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Accra	4,000
64	Effective Performance Management: Establishing Objectives and Conducting Appraisals	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Accra	4,000
65	Optimizing Human Resources Department Growth through Monitoring and Evaluation	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Nairobi	5,500
66	Advanced Data Analysis Techniques, Modeling, and Strategies for Human Resource Managers	14th–17th Apr	4th–7th Aug	1st–4th Dec	330,000	Nairobi	5,500
67	Transformational Leadership Skills for Human Resources and Administrative Personnel	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Accra	4,000
68	Advanced ICT Application for Office Management	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Accra	4,000
69	Strategic Manpower Planning, Resourcing, and Talent Retention	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Rwanda	6,000
70	Advanced Strategies for Human Resource Department Management in Organizations	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Rwanda	6,000
71	Compensation and Benefits Masterclass	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Nairobi	5,500
72	HR Business Partnering and Strategic Leadership	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Nairobi	5,500
73	Advanced Skills for Training and Development Manager	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Rwanda	6,000
74	Strategic Talent Acquisition and Workforce Planning	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Rwanda	6,000
75	Advanced Conflict Resolution and Employee Relations	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Accra	4,000
76	Managing Employee Performance, Behaviour and Attitudes	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Accra	Accra
77	Strategic Innovations in Workforce Planning and Organizational Development	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Accra	Accra
78	Advanced Workshop on Human Resource Management Strategies	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Rwanda	Rwanda
79	Optimizing Organizational Performance through Best Practices in Performance Management Systems	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Rwanda	Rwanda
80	Optimizing Organizational Growth through Balanced Scorecard: Enhancing Performance Management	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Nairobi	Nairobi



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**GUARANTY  
PARTNERS**

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S/N	Course Title	Date	Date	Date	Lagos Fee (#)	Int'l Venue	Fee (\$)
81	AI-Driven Talent Acquisition: Revolutionizing Recruitment Strategies	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	330,000	Accra	Accra

