

TRAINING CALENDAR FOR 2024



SKILLS HUB INTERNATIONAL LTD
School of Business Professionals

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SHI

Making your values Visible

COMPANY PROFILE

HISTORICAL BACKGROUND

Skills Hub International (SHI) Ltd is registered in Rwanda since 2013 to offer a wide range of world-class training, HR Consultancies and other employment related services to corporations, organisations as well as to individual clients. Our training services include; Executive, Professional, Refresher courses and in-house training services. The Hub also offers Leadership and entrepreneurship development services through its specialised centres. Skills Hub International Ltd is a part of a global consulting hub, "ONCG GLOBAL HOLDINGS LTD" specialised in training, employment related services such as recruitment services, headhunting and Job-connect Ltd.

To strengthen its international positioning, SHI has partnered with internationally reputed training providers. In this line, SHI is currently an ICDL (International Certificate of Digital Literacy) accredited test centre run by ICDL Africa for digital skills and PSI authorized test centre for Standardized English Language Test (SELT) Sfe and all other PSI exams.

MISSION

A training and employment service supplier of first choice through provision of innovative training and employment solutions to develop business acumen and technical expertise to address current and future skills gaps so as to ensure sustainable organisations.

VISION

At Skills Hub International (SHI) Ltd, we shall be global providers of training and related services in the bid to assist our clients in creating sustainable values

VALUES

Professionalism, Results focus, Continuity, Innovation, Creativity, Team work spirit

OUR SERVICE RANGES

TRAINING AND CAPACITY BUILDING SERVICES

Leadership Development Services

The prime goal of SHI's Leadership Development Program seeks to address the challenges facing today's leaders. Our world-class leadership development training program builds the skills and confidence that leaders of managers need to build commitment and translate strategy into effective action. Innovative businesses know that long-term success requires a pipeline of visionary leaders who can help build and secure a competitive edge.

The Program for Leadership Development (PLD) prepares emerging executives and professional staff to become more effective influencers who can contribute to the success and growth of sustainable organizations and business. The SHI's leadership development program improves your decision-making and cross-functional skills by expanding your understanding of business operations and the global marketplace. With broader business knowledge, global perspectives, and leadership insights, you will be ready to create an agile culture that embraces digital transformation and implement strategies that drive breakthrough innovation. Our program is focused on leadership, change, and innovation, the Program for Leadership Development curriculum is built around four highly integrated modules. Our program includes intensive, personalized assessments, innovative exercises, peer feedback, and one-on-one leadership coaching to help reinforce learning and transformation. You will engage in presentations, case studies, personal assessments, individual and group exercises, and special projects. Participants in our Leadership Development Program learn to:

- Bridge the gap between senior management and the front lines
- Accelerate team performance organizationally and globally
- Build a toolkit to develop resiliency and enhance impact, leveraging various roles and intersecting identities
- Build a network of support to continue personal and professional development for leaders
- Develop skills to elevate equity, activate diversity, and lead more inclusively

Professional Training Services

SHI's Professional training programmes are offered by SHI's School of Business Professionals. These are labour-market oriented and Competency-based programmes offered to professionals in different areas of business to help them meet the requirements of ever-changing competitive environment. Professional training programmes are job-relevant training programmes that build your employee's foundational technical, leadership and conceptual skills to enable them to provide right solutions to emerging business opportunities and threats. Participants work with and learn from experts and thought leaders from across the spectrum of business, with the emphasis on developing practical solutions to today's business issues.

In House Training Services

SKILLS HUB INTERNATIONAL further offers customised training services according to the capacity building needs of individual customer. We offer, as a by-product, skills audit services to determine training needs of customers. These personalised participative training services involves employees in workplace at all levels using our specialized methodology known as ADAPTAQ.

Executive Training Services

SHI's executive training programmes are offered by SHI's School of Business Executives. Participants work with and learn from experts and thought leaders from across the spectrum of business, with the emphasis on developing practical solutions to today's business issues. Our executive training programmes will equip you, your company executives, managers and directors with the tools, knowledge, unique insights, practical research and confidence to handle successfully the threats and opportunities created by the current economic climate and your competitive environment.

Proficiency Certificate Programmes

A Certificate of Proficiency is a comprehensive eight-week training program that equips the trainee with the knowledge, skills, and attitudes that will enable him/her to be more productive and marketable. This program covers basic and fundamental topics in different business areas such as, Accounting and Financial Reporting, taxation, Risk Management and many others.

The program also provides training in specialised industries such as insurance, banking, microfinance and management of Non-Profit Organisations. The program is conceived in such a way that it ensures that graduates will be able to successfully work in the formal or self-employment sector upon completion.

Entrepreneurship Development Services

At Skills Hub International Ltd we understand that beyond every successful business, there is a determined and committed entrepreneur. Our entrepreneurship program's prime goal is to assist and accompany you in nurturing and growing a sustainable business idea through a comprehensive entrepreneurship development program including coaching, training and business plan development. We use a holistic approach to develop your capabilities in decision making, business acumen, analytical capabilities and leadership to respond to ever changing business environment. We assist to you and your business to define and redefine business strategies to successfully manage your business, your growth and innovation. Our entrepreneurship will introduce you and help to leverage the world of technologies, finance and cultures and familiarize you with taking opportunities of diversity and globalization. We help you to turning problems into business opportunities.

HUMAN RESOURCE MANAGEMENT CONSULTANCIES

At Skills Hub International (SHI) Ltd we offer Human Resources (HR) consulting services of your choice. SHI Ltd has a team of HR experts with proven record to advise and support clients to design different HR solutions to realize the organizational mission and efficiently and effectively attain their goals and objectives and hence creating stakeholders' value.

SHI has demonstrated competence in human resource development and guarantees consistent human resource growth. By connecting human resource activities with your company's overall goals, we ensure that required and enough production capacity is available.

We bring value to activities and provide excellent talents to firms in many industries by conducting a thorough recruitment process in compliance with International Standard Recruitment Process. We endeavour to equip human resources with the essential tools and training to ensure your company's productivity runs smoothly. Among the HR Consulting services SHI offers, include:

- HR planning services
- Recruitment and selection services
- Head hunting of executives
- Performance management and HR audit
- Development of HR related policies

JOB-CONNECT SERVICES

Job connect service is a service offered by SHI to young graduates and job seeking communities. Those who subscribed to the service pay annual subscription fees which allow them access to the latest refresher information designed to help them maintain skills, knowledge and competencies required by potential employers.

ONLINE TRAINING FACILITIES

Besides physically attended training sessions, SHI has a well-developed online training facility. This Online training program is designed for those who do not have time to physically attend training sessions organised by SKILLS HUB INTERNATIONAL in different locations across Africa. These courses are available for registration and start anytime within the year. Different training approaches will be used, Training materials in PDF, Video presentation with PowerPoint Presentations. Courses assessment will be done at the end of each unit of the program..

2024 TRAINING TIME TABLE

1. ENTREPRENEURSHIP & BUSINESS DEVELOPMENT

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
EBD01	Business opportunity, startup and growth strategies	15th-19 January 2024	8th-12 July 2024
EBD02	Writing proposal and business plan course	5th-9th February 2024	19th-23rd August 2024
EBD03	Business continuity and cost control strategies	18th-22nd March 2024	16th-20th Sept 2024
EBD04	Investment appraisal and risk analysis	6th-10 May 2024	14th-18th Oct 2024
EBD05	Leadership, Management and Entrepreneurship in the 21st century	10th-14th June 2024	25th-29th Nov 2024

2. BANKING & FINANCIAL REGULATION

MODULE CODE	Module Title	TIMING	
		1st Batch	2 nd batch
BFR01	Effective Budgeting, performance management and cost control strategies in Banks	22nd-26th Jan 2024	22nd-26th July 2024
BFR02	Embracing digital banking innovation & transformation	19th-23rd Feb 2024	26th-30th August 2024
BFR03	Payments, digital currencies and cashless economies	11th-15th March 2024	9th-13th September 2024
BFR04	Financial crime & money laundering challenges in banks and financial institution	15th-19th April 2024	14th-18th October 2024
BFR05	Strategies for deposit drive and Marketing of financial services/Products for banks	13th-17th May 2024	18th-22nd Nov 2024

3.SALES MARKETING & COMMUNICATION

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
SMC01	Improving your marketing mix successfully	12 th -16 th February 2024	5 th -9 th August 2024
SMC02	Strategies and secrets of successful sales managers.	18 th -22 nd March	23 rd -27 th September 2024
SMC03	Financial aspects of the sales and marketing process.	22 nd -26 th April2024	14 th -18 th October 2024
SMC04	Customer service excellence: how to win and keep customers.	20 th -24 th May 20224	11 th 15 th November 2024
SMC05	Developing strategic market plans for your organization.	3 rd -7 th June 2024	9 th -13 th December 2024

4. HUMAN RESOURCE MANAGEMENT & LEADERSHIP

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
HRML01	Improving organisational performance through sustainable leadership.	15 th -19 th January	26 th -30 th August 2024
HRML02	Managing employee performance, behaviour and attitudes	12 th -16 th February 2024	16 th – 20 th September 2024
HRML03	Smart leadership: achieving strategy through leadership & innovation.	25 th -29 th March 2024	21 st -24 th October 2024
HRML04	Performance measurements, continuous improvement & benchmarking.	27 th -31 st May 2024	4 th -8 th November 2024
HRML05	Work ethics, attitudes and productivity enhancement course	24 th -28 th June 2024	16 th -20 th December.

5. FINANCIAL CORPORATE CONTROL & AUDITING

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
FCA01	Budgeting, forecasting and the planning process	15 th -19 th January 2024	8 th -12 th July 2024
FCA02	Managing financial crisis & supporting decision making	5 th -9 th February 2024	5 th -9 th August 2024
FCA03	Risk management: internal control & fraud prevention	4 th -8 th March 2024	9 th -13 th September 2024
FCA04	Developing, analyzing and managing payroll benchmarks and metrics	6 th - 10 th May 2024	7 th -11 th October 2024
FCA05	Advanced risk - based auditing	10 th -14 th June 2024	11 th -15 th November 2024

6. STORE & PROCUREMENT MANAGEMENT

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
SPM01	Prevention of stock deterioration and obsolescence in the stores and warehouse	23 rd -29 th February 2024	5 th -9 th August 2024
SPM02	Effective purchasing, tendering and supplier management	11 th -15 th March 2024	9 th -13 th September 2024
SPM03	E-purchasing management and administration for results	15 th -19 th April 2024	7 th -11 th October 2024
SPM04	Supplier performance: ratings, measurement and evaluation	13 th -17 th May 2024	11 th -15 th November 2024
SPM05	Effective purchasing and contract negotiation strategies	3 rd -7 th June 2024	9 th -13 th December 2024

7. PROJECT MANAGEMENT

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
PM01	Project Analysis: Tools & Techniques for Managing Risk & Uncertainty	23 rd -29 th February 2024	5 th -9 th August 2024
PM02	Project Appraisal: Identification, Policy Analysis & Selection	11 th -15 th March 2024	9 th -13 th September 2024
PM03	Project Scheduling, Budgeting & Cost Management	15 th -19 th April 024	7 th -11 th October 2024
PM05	Project Planning, Monitoring & Evaluation	13 th -17 th May 2024	18 th -22 th November 2024
PM06	Project cycle management	10 th -14 th June 2024	9 th -13 th December 2024

8. INFORMATION AND COMMUNICATION TECHNOLOGY

MODULE CODE	Module title	TIMING	
		1 st Batch	2 nd batch
ICT01	Microsoft Excel for dashboard design and reporting	12 th -16 th February 2024	19 th -23 th August 2024
ICT02	Qualitative data analysis & interpretation with atlas-ti software	11 th -15 th March 2024	9 th -13 th September 2024
ICT03	Data base system design tools and techniques	22 th -26 th April 2024	14 th -18 th October 2024
ICT04	Data management manipulation and analysis using excel	20 th -24 th May 2024	18 th -22 th November 2024
ICT05	Advanced pc configuration troubleshooting and data recover	10 th -14 th June2024	16 th -20 th December 2024