



SKILLS HUB INTERNATIONAL

SCHOOL OF BUSINESS PROFESSIONALS

PROFESSIONAL TRAINING PROGRAMS

Calendar For 2022

SHI, Your skills Development partner
Making Your Values Visible

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Dear Prospective customers

Human capital development plays a pivotal role in creating and sustaining organizational competitiveness. Readily available workforce with required skills and competencies continues to be challenges for organizations. The gap between academically provided skills and the labor market requirements is still widening. Universities are providing skills which do equip jobseekers and graduates with appropriate skills and capabilities to respond to ever changing labor market demand. Therefore, we are observing unsatisfied employers as well as unemployed people due to such skill gaps. The labor market is dynamic in terms of skill needs. These changes are generally driven by technological development, globalization and changes in lifestyles for customers and other stakeholders.

As the entire world is facing a global economic decline due to global pandemic of COVID 19, the recovery requires the strategic investment in people and technologies. Meeting ever changing needs of customers requires companies and other organizations to be secured with smart people who are well trained and endowed with appropriate skills and capabilities. At Skills Hub International we are here to close such skill gap by offering competitively affordable professional and executive trainings to meeting your training needs.

Through regular labor market research and structured evaluations which incorporate the internationally accepted criteria of relevance, effectiveness, impact, efficiency, and sustainability, we take a critical look at our curriculum and its impact. This approach allows us to continuously improve our courses and respond to the needs of our audience.

The schedule of courses is published on our website, Where any changes and additions are reflected quickly. I encourage you to visit the online version of our program at www.skillshubinternational.com and explore topic and course pages and other useful information. Also, I urge you to follow us on **FACEBOOK** at [skillshubinternational](https://www.facebook.com/skillshubinternational) and **TWITTER** @[skillshubinternational](https://twitter.com/skillshubinternational) for the latest information on the SHI's training activities and course registration process.

Let me take this opportunity to express our appreciation for trusting SKILLS HUB INTERNATIONAL LTD as your training and capacity development partner.

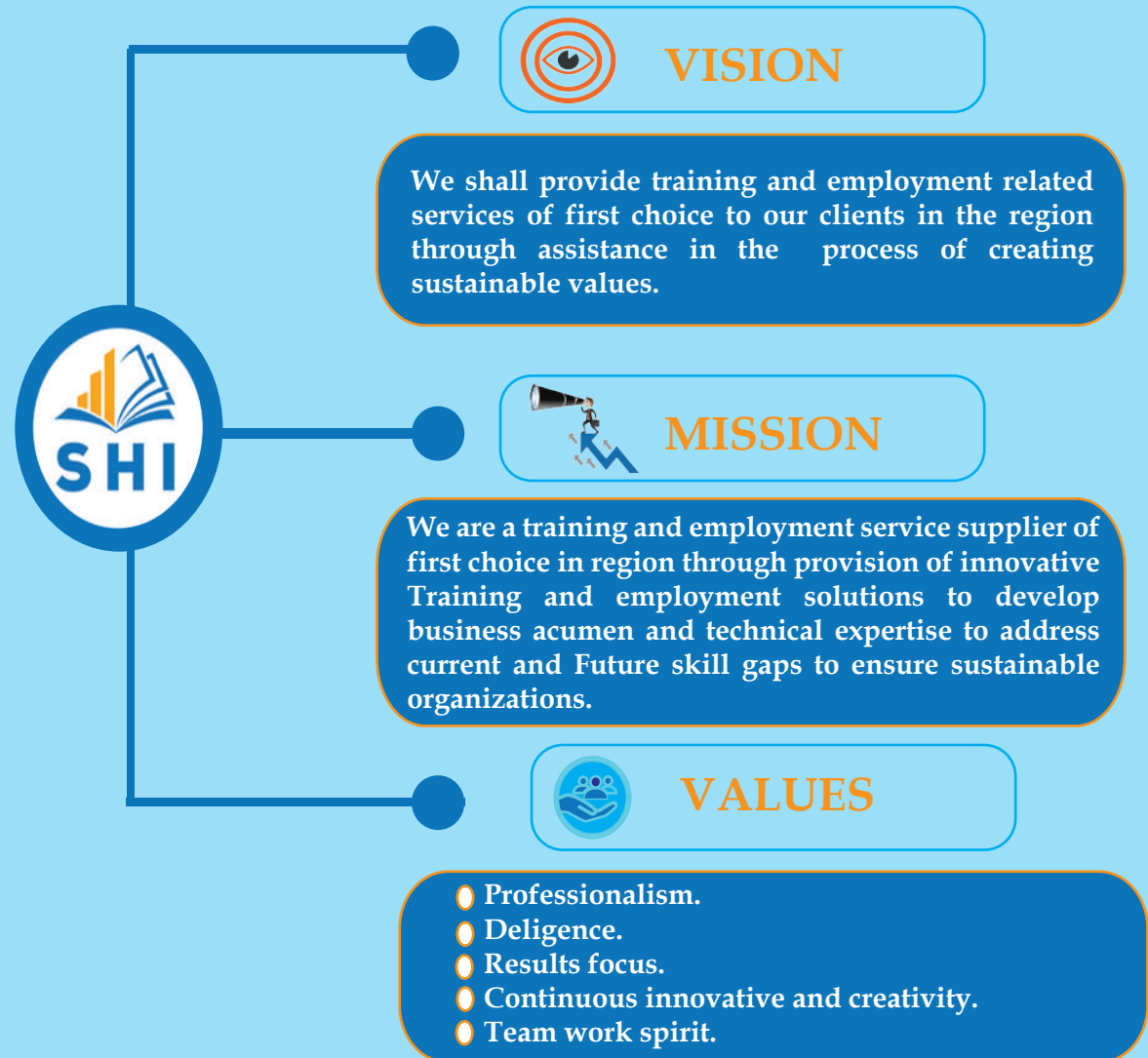
Olivier NTAWUYIRUSHINTEGE
Chief Executive Officer

SKILLS HUB INTERNATIONAL (SHI)

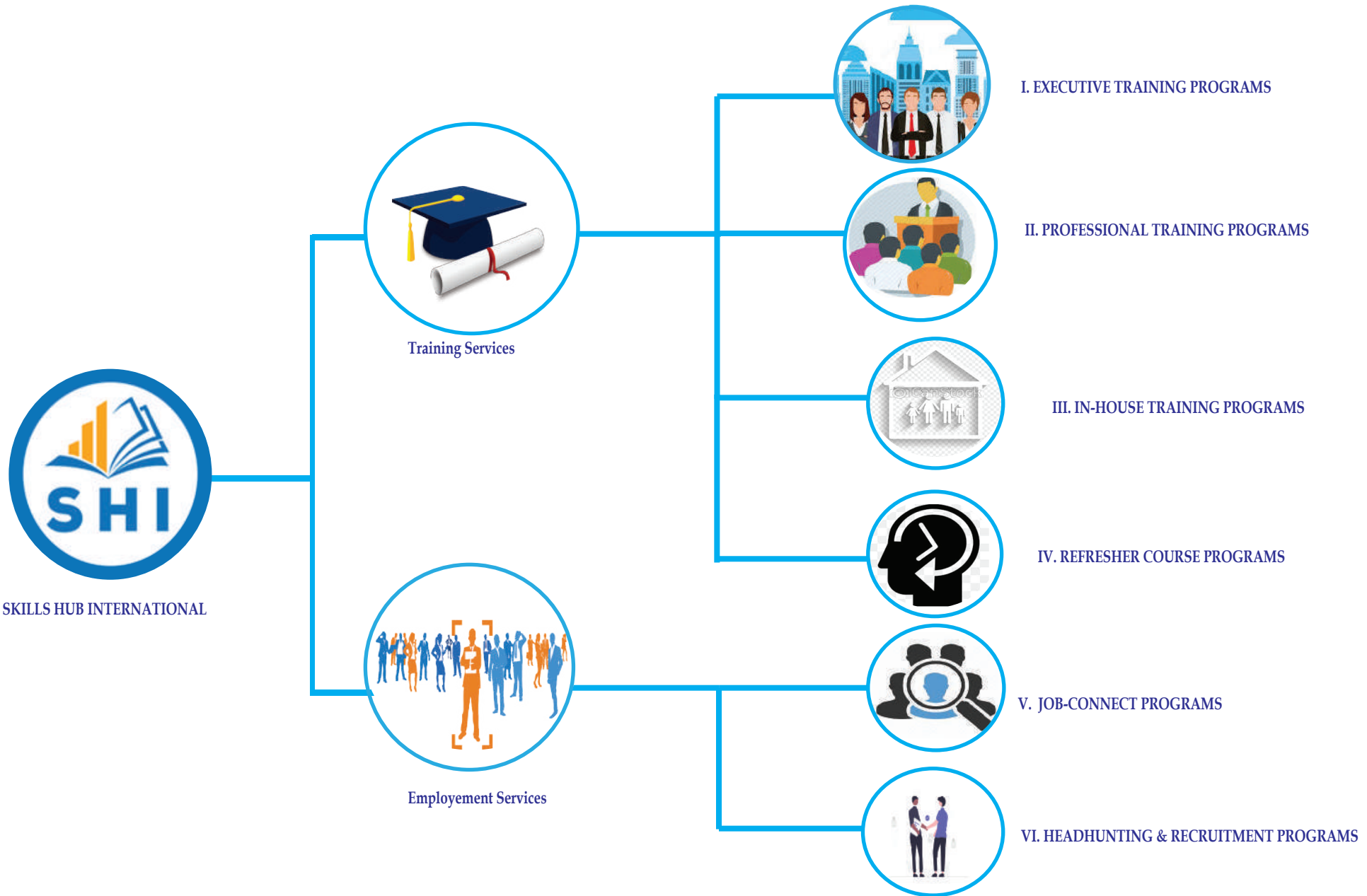
SKILLS HUB INTERNATIONAL (SHI) is subsidiary of ONCG Global Holdings Ltd. It is specializing in training and other employment consulting services. The company is registered in Rwanda since 2013 and offers a wide range of world-class training services, recruitment services and employment services to corporate and individual clients. It also offers cutting edge business and management customized training programs.

Training services are provided via two schools namely: School of Business professionals and School of business executives.

In addition, **SKILLS HUB INTERNATIONAL LTD** as Capacity building specialized supplier, offers Employment related services such as Recruitment services, headhunting, Job-connect and Refresher course services to both employers and job seekers.



OUR SERVICES



I. EXECUTIVE TRAINING PROGRAMS

SHI's executive training programs are offered by **SHI's** School of Business Executives. Participants work with and learn from experts and thoughtful leaders from across the spectrum of business, putting emphasis on developing practical solutions to today's business issues.

Our executive training programs will equip you, your company executives, managers and directors with the tools, knowledge, unique insights, practical research and confidence to successfully handle threats and opportunities created by the current economic climate and competitive environment.

The training session duration ranges from three to five days and it is either offered at **SHI's** Executive Training Centre or in one of Four and Five Star Hotel in Rwanda or any other Hosted Country.

II. PROFESSIONAL TRAINING PROGRAMS

SHI's Professional training programs are offered by SHI's School of Business Professionals. These are labor-market oriented and competency-based programs offered to professionals in different areas of business to help them meet the requirements of ever changing competitive environment.

Professional training programs are job-relevant training programs 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 thoughtful leaders from across the spectrum of business, with the emphasis on developing practical solutions to today's business issues.

A single program duration ranges from 40 to 60 hours and it is offered via SHI's Professional Training Center. SHI's Professional training programs covers a wide range of business specialisations including:



Internal Audit



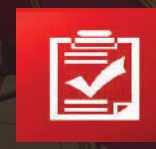
Enterprise Risk Management



International Financial Reporting



Business strategy & Business Modelling



Planning and Control



Insurance Specialities



Ngo specialities



Human Resources Management



Treasury and Investment



Marketing and Communication



Leadership and Business Management



Project Management



Hospitality Specialities



Banking Specialities

III. IN-HOUSE TRAINING PROGRAMS

SKILLS HUB INTERNATIONAL Ltd 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 are personalised participative training services that involve employees in workplace at all levels using our specialized methodology known as ADAPTA©.

IV. REFRESHER COURSE PROGRAMS

SHI 's refresher courses are designed for business professional and jobseekers to refresh their technical knowledge and skills. The service exposes the recipient to the latest developments within the area of their respective specializations. The course aims to provide the subscribers with a deeper knowledge and skills to help them to meet daily job-related performance targets.

By subscribing to the refresher course program, you start receiving latest update skills and refresher program documents which are developed based on latest labour-market researches and prospective.

Key areas of common functional areas in which we work are as follows:



Internal Audit and Risk Management



IT and Business Information



Customer care



Legal and Compliance



Human Resource Management



Office Administration



Finance and Accounting



Personal Assistant



Purchase and Procurement



Leadership Development



Operations and Project Management



Marketing and sales

JOB-CONNECT PROGRAMS

Job connect service is a service offered by **SHI** to young graduates and job seeking community.

Those who subscribe to the service pay annual subscription fees which allow them access to latest refresher information designed to help them have skills, knowledge and competencies required by potential employers.

In addition subscribers have access to the following services:

- They have right to monthly Skill Development Tests (SDT) organised by SHI by paying 50% of SDT fees.
- They will be connected to employers as the opportunity arises in accordance to employer preference and SDT accumulated score.

Key areas of common functional areas in which we work are as follows:



Internal Audit and Risk Management



IT and Business Information



Customer care



Legal and Compliance



Human Resource Management



Office Administration



Finance and Accounting



Personal Assistant



Purchase and Procurement



Leadership Development



Operations and Project Management



Marketing and sales

SKILLS HUB INTERNATIONAL TRAINING CALENDAR FOR YEAR 2022
I. PROFESSIONAL TRAINING

I.I. GENERAL PROFESSIONAL TRAINING PROGRAMMES						
Module 1. FINANCE & ACCOUNTING MANAGEMENT						
MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	FIAC001	Financial reporting using international financial reporting standards (IFRS)	Accounting Professionals, Financial Executives, Auditors, Financial Analysts, Bankers, Investment Bankers, any other professionals involved in the preparation, presentation, implementation or analysis of financial statements prepared in accordance with International Finance Reporting Standards (IFRS).	7-11 FEB 2022	SHI TRAINING CENTER	177,000.
	FIAC002	Account receivable and policy management	Accounts receivable department managers, credit managers, AR staff, AR and revenue accountants, credit officers, billing and collection clerks, AR specialists, and professionals in accounting, finance, operations and sales who interact with the accounts receivable and credit department.	21-25 FEB 2022	SHI TRAINING CENTER	177,000.
MARCH 2022	FIAC003	Effective finance and accounting operation best practice for accountant	Accountants, Auditors, Finance Officers, accountant officer, and others who perform finance and accounting functions.	07-11 MAR 2022	SHI TRAINING CENTER	177,000.
	FIAC004	Principle of cost accounting and cost reduction strategy	Directors, senior executives, human resources and finance professionals involved in business performance improvement and post-acquisition integration, senior managers to undertake significant change initiatives.	21-25 MAR 2022	SHI TRAINING CENTER	177,000.
APRIL 2022	FIAC005	Financial statement analysis and interpretation	Credit risk manager, investor, financial managers, relationship manager, auditors.	18-22 APR 2022	SHI TRAINING CENTER	177,000.
	FIAC006	Advanced budgeting, performance management and control	Finance Managers, Planning/Budget Controllers Cost Controllers, Middle Management officers in Planning/Budgeting, Financial and Product Control, Finance Business Partners, Management, Statutory and Regulatory Reporting, Auditors and Internal Control, Accountants and Consultants.	25-29 APR 2022	SHI TRAINING CENTER	177,000.
	FIAC007	Book keeping and basic accounting for non-accountant	Aspiring Entrepreneurs, Business Owners, Accounting Students, Accounting Professionals, Other Professionals And anyone who wants to Learn Accounting.	25-29 APR 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

MAY 2022	FIAC008	Cash follow management and forecasting.	Treasury staff, commercial managers, supply chain and procurement team members, receivables and payables team members, planning and budgeting managers, financial and management accountants, capital investment and project team members, entrepreneurs, managers of SMEs, accountants and consultants.	09-13 MAY 2022	SHI TRAINING CENTER	177,000.
	FIAC009	Budget preparation, allocation and cost control.	Budgetary system managers, financial managers, financial controllers, financial risk managers.	16-20 MAY 2022	SHI TRAINING CENTER	177,000.
	FIAC010	Asset and inventory management.	Financial managers, investors, Accounting Authorities, Facilities Managers, Contract Managers, Sourcing Managers, and Project Managers.	23-27 MAY 2022	SHI TRAINING CENTER	177,000.
JUNE 2022	FIAC011	Cost optimization for effective business planning.	Finance managers, budget holders, project managers, people providing direct support to the above and financial services specialists formulating the basis for managerial decision making.	06-10 JUNE 2022	SHI TRAINING CENTER	177,000.
	FIAC012	Better organizing, control, management of account payable	Finance professionals, accountants, accounts payable managers, accounts payable supervisors and accounts payable personnel.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000.
	FIAC013	Strategic planning, management control and effective budgeting.	Operations managers, middle and back officers, financial and product controllers, finance business partners, planning and budgeting officers, managers, statutory and regulatory reporters, auditors and internal controllers, risk and compliance regulators and accountants.	20-24 JUNE 2022	SHI TRAINING CENTER	177,000.
JULY 2022	FIAC014	Developing analyzing and managing payroll benchmark matrix	Payroll managers, accountants/ chief accountants/ managers, accountants, finance directors/ heads of finance, finance managers, financial controllers, accounting and administration managers, HR directors and managers, HR professionals.	11-18 JULY 2022	SHI TRAINING CENTER	177,000.
	FIAC015	Monthly and end year accounts reconciliation.	Financial risk managers, internal and external auditors, financial controllers, accountants, investors, business owners, compliance regulators.	25-29 JULY 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

AUGUST 2022	FIAC016	Investment fund operations and administration.	Operations supervisors or managers, auditors and supervisors, hedge fund administrators, software providers or consultants, compliance managers, risk managers, fund services relationship managers, fund administrators, custodians, investors and financial managers.	08-12 AUG 2022	SHI TRAINING CENTER	177,000.
	FIAC017	Tax planning, compliance and incentives.	Accountants, auditors, payroll administrators, human resource managers, tax administrators and others who perform related functions in public and private sectors.	22-26 AUG 2022	SHI TRAINING CENTER	177,000.
SEPTEMBER 2022	FIAC018	Financial modeling.	Investors, corporate managers, transaction advisors, business valuers, Portfolio managers.	05-09 SEP 2022	SHI TRAINING CENTER	177,000.
	FIAC019	Cash flow and treasury management.	Financial controllers, chief finance officers, cash controllers, cash flow managers, treasury managers, finance managers, accountants, budget managers, and financial analysts.	19-23 SEP 2022	SHI TRAINING CENTER	177,000.
OCTOBER 2022	FIAC020	Integrated budgeting forecasting and business planning.	Financial planners, cost analysts, professional advisers, account personnel and business consultants, line managers, project managers.	10-14 OCT 2022	SHI TRAINING CENTER	177,000.
	FIAC021	Advanced financial management.	Financial managers, financial analysts, financial controllers, accountants, treasurers, corporate planning and business development professionals, sales and marketing managers, project managers.	24-28 OCT 2022	SHI TRAINING CENTER	177,000.
DECEMBER 2022	FIAC022	Credit analysis management and debt collection.	Administrative staff of a company who are responsible for signing, controlling the credit accounts, making certain that debts are handled efficiently and promptly.	07-11 DEC 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

Module 2. BUSINESS PLANNING AND MODELLING STRATEGY

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	BPMS001	Store and inventory management.	Owners, operators and directors of organizations/ companies who have warehouse and stores operations, warehouse managers, distribution, logistics and supply chain professionals in the private, public and service sectors.	07-11 FEB 2022	SHI TRAINING CENTER	177,000.
	BPMS002	Procurement, logistics and supply chain management.	Contracts, purchasing and procurement personnel, project operations and maintenance personnel who are involved in the planning, execution of purchases and contracts, supply, buying, purchase, logistics, materials and supply chain professionals all involved in the acquisition of materials, equipment and services.	21-25 FEB 2022	SHI TRAINING CENTER	177,000.
MARCH 2022	BPMS003	Design and material requirement planning	Maintenance and production managers, material and supply chain professionals, inventory planners, master planners, production and maintenance first line planners and business plan designers.	14-18 MAR 2022	SHI TRAINING CENTER	177,000.
	BPMS004	Principles of cost accounting and cost reduction strategy.	Projects, Contracts and Purchasing Managers, Contract administration Operators, Maintenance and other company activities that expose them or their staffs to negotiations with contractors and suppliers who want to improve their competency in critical area of performance.	21-25 MAR 2022	SHI TRAINING CENTER	177,000.
APRIL 2022	BPMS005	Procurement principles and practices.	Project managers, suppliers, procurers, contracts, materials and supply chain professionals and those who wants to enhance their competencies in procurement.	04-11 APR 2022	SHI TRAINING CENTER	177,000
	BPMS006	Best practice in procurement process and management	Professionals in purchasing and procurement, procurement and supply management operations officers, all government purchasing and procurement managers, all NGOs staff in finance and procurement department and all those interested in the development and implementation of an e-procurement system.	19-25 APR 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

MAY 2022	BPMS007	Advanced forecasting and inventory management.	Inventory Managers, Inventory Controllers, Purchasing and Procurement Managers, Buyers, Managing Directors of Smaller Companies who want an understanding of inventory, Warehouse Managers, Logistic Managers, Supply Chain Managers.	09-13 MAY 2022	SHI TRAINING CENTER	177,000.
	BPMS008	Warehouse and distribution management.	Logistics managers and supervisors, Distribution managers and supervisors, Auditors and quality managers, warehouse managers, any other professional interested in knowing more about logistics and distribution management.	16-20 MAY 2022	SHI TRAINING CENTER	177,000.
JUNE 2022	BPMS009	Effective store administration and logistics management	Store keepers, Purchasing and Logistics Personnel in the Public and Private Sectors.	09-14 June 2022	SHI TRAINING CENTER	177,000.
	BPMS010	Main skills of stock taking in warehouse	Store Managers, first line store supervisors. Supply Chain and all Logistics, Materials, Inventory, Stock, Warehouse and Distribution Professionals.	23-27 June 2022	SHI TRAINING CENTER	177,000.
JULY 2022	BPMS011	Purchasing techniques negotiation and cost reduction	Procurement and Supply Chain Managers, Contract Managers, Supplier Relationship Managers, Buyers (Junior to Senior), Team Leaders, Commercial Specialists, Sourcing Managers.	18-22 JULY 2022	SHI TRAINING CENTER	177,000.
AUGUST 2022	BPMS012	Detection and prevention of corruption in procurement	Project Managers, Accountants/Chief Accountants/Management, Accountants, Finance Directors/Heads of Finance, Finance Managers, Financial Controllers, Accounting and Administration Managers, HR Directors and Managers, HR professionals. Internal and external auditors.	08-12 Aug 2022	SHI TRAINING CENTER	177,000.
	BPMS013	Best practice in inventory planning and stock control	Inventory Managers, Inventory Controllers, Purchasing, Procurement Managers, Buyers, Managing Directors of Smaller Companies who want an understanding of inventory, Warehouse Managers, Logistic Managers, Supply Chain Managers.	22-26 Aug 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

SEPTEMBER 2022	BPMS014	Storekeeping and warehouse management	Store controllers, store supervisors, risk managers, Operations managers, Compliance managers.	12-16 SEPT 2022	SHI TRAINING CENTER	177,000.
OCTOBER 2022	BPMS015	Integrating procurement, logistics, and inventory with suppliers.	Logistic officers, suppliers, Supply Chain Managers, Distribution managers and supervisors.	10-14 OCT 2022	SHI TRAINING CENTER	177,000.
	BPMS016	Procurement planning and inventory management	Business professionals who work in purchasing, procurement, stock control, warehousing and materials management, Supply Chain and all Logistics, Materials, Inventory, Stock, Warehouse and Distribution Professionals.	24-28 OCT 2022	SHI TRAINING CENTER	177,000.
NOVEMBER 2022	BPMS017	Warehouse management strategy implementation and control.	Warehouse and distribution professionals, Procurement, buying and purchasing professionals, Production and manufacturing professionals, Logistics professionals, Supply chain generalists.	07-11 NOV 2022	SHI TRAINING CENTER	177,000.
	BPMS018	Store procedures regulation and practices.	Stores, Purchasing and Logistics Personnel in the Public and Private Sectors.	21-25 NOV 2022	SHI TRAINING CENTER	177,000.
DECEMBER 2022	BPMS019	Business development	Project managers, business owners, operation managers, financial managers, business professionals.	05-09 DEC 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

Module 3: RISK MANAGEMENT AND AUDITING

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
MAY 2022	RMAU001	Integrated financial management information system (IFMS): implementation, use and control	Accountants, finance officers, IT specialists, officers with appreciation for integrated financial management system, internal and external auditors.	09-13 MAY 2022	SHI TRAINING CENTER	177,000.
	RMAU002	Internal control documentation, evaluation and review for internal auditors	Accountants, Internal and external auditors, Financial directors, Financial auditors, managers and tellers.	16-20 MAY 2022	SHI TRAINING CENTER	177,000.
JUNE 2022	RMAU003	Internal fraud investigation	Internal and external Auditors, newly appointed fraud specialists, Members of fraud teams who need to learn more about targeting internal fraud Managers.	06-11 JUNE 2022	SHI TRAINING CENTER	177,000.
	RMAU004	Information technology auditing for banks.	Internal and external auditors (both IT and financial), Compliance officers, Finance professionals, Information security professionals, Risk management professionals, IT professionals & management.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000.
	RMAU005	Substantive testing and audit of financial statement.	Internal and external auditors, SMEs owners, financial directors, shareholders, financial statement analysts, account managers.	20-24 JUNE 2022	SHI TRAINING CENTER	177,000.
JULY 2022	RMAU006	Fraud risk management techniques for internal auditors.	Internal and external auditors, CPA holders, investigators, national state and law enforcement officers, prosecutors, security professionals, risk and loss management professionals, executives and managers of SMEs.	18-22 JULY 2022	SHI TRAINING CENTER	177,000.
	RMAU007	Fraud analysis and techniques in the contract and procurement process	Contractors, lenders, Purchasing & Procurement departmental heads, Project Personnel, Contract Administrators, Operational and Maintenance Personnel, Risk, Claims, Financial and Audit Personnel, Project Management Professionals and all others who are involved in the planning, evaluation, preparation and management of tenders.	25-29 JULY 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

AUGUST 2022	RMAU008	Internal audit practices in financial institutions	Accountants, controllers and corporate managers, forensic and management accountants, risk management and compliance officers, internal and external auditors.	8-13 AUG 2022	SHI TRAINING CENTER	177,000.
	RMAU009	Audit report writing for impact and result	Internal and external auditors, financial managers, accountants, risk and compliance managers, operation managers.	22-26 AUG 2022	SHI TRAINING CENTER	177,000.
SEPTEMBER 2022	RMAU010	Financial statement fraud detection for internal auditors	Internal auditors, fraud examiners, financial managers, accountants, risk compliance managers, Financial statement analysts.	05-09 SEPT 2022	SHI TRAINING CENTER	177,000.
	RMAU011	Managing internal audit function	Internal and external auditors, financial managers, accountants, risk and compliance managers, operation managers.	19-23 SEPT 2022	SHI TRAINING CENTER	177,000.
OCTOBER 2022	RMAU012	Internal audit practice in financial institution	Internal, External and Credit Auditors, Audit Directors and Managers, CAEs, Risk Managers, Risk and compliance managers.	10-14 OCT 2022	SHI TRAINING CENTER	177,000.
	RMAU013	Information system auditing	Internal and external auditors (both IT and financial), Compliance officers, Finance/ CPA professionals, Information security professionals, Risk management professionals, IT professionals & management.	24-28 OCT 2022	SHI TRAINING CENTER	177,000.
NOVEMBER 2022	RMAU014	Advanced fraud examination	Managers of SMEs, Accountants, controllers and corporate managers, forensic and management accountants, risk management and compliance officers, internal and external auditors, certified fraud examiners.	07-11 NOV 2022	SHI TRAINING CENTER	177,000.
	RMAU015	Prevention, detection and analysis of corporate fraud	Monitoring and Evaluation officers, Statisticians, Program and Project managers, Project officers, Managing Directors, General Managers, Sales & Marketing analysts, Financial Analysts, IT Executives.	21-25 NOV 2022	SHI TRAINING CENTER	177,000.
DECEMBER 2022	RMAU016	Economic crime and forensic auditing	Anti-Financial Crime, Compliance, Legal Governance, Risk managers, Internal and external auditors, Law enforcement and Regulators, Professional advisers.	05-09 DEC 2022	SHI TRAINING CENTER	177,000.
	RMAU017	Information security management system for auditors.	Internal and external auditors (both IT and financial), Compliance officers, Finance/CPA professionals, Information security professionals, Risk management professionals and IT management professionals.	12-16 DEC 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

Module 4: PROJECT MANAGEMENT

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	PRMA001	Monitoring and evaluation	Researchers, project staff, development practitioners, managers and decision makers who are responsible for project, program or organization-level M&E.	07-11 FEB 2022	SHI TRAINING CENTER	177,000.
MARCH 2022	PRMA002	Result based monitoring and evaluation of a project	Project managers, Project coordinators, Senior project Analysts, Senior Project Officers, Economists, Policy Planners, Donor Coordination officers, Development Consultants and Officers, Development Project Officers in public and private sectors.	14-19 MAR 2022	SHI TRAINING CENTER	177,000.
MAY 2022	PRMA003	Project monitoring and reporting	Project Risk Officers, Operational Risk Officers, Vendor Management Officers, Compliance Officers, project managers.	09-13 MAY 2022	SHI TRAINING CENTER	177,000.
JUNE 2022	PRMA004	Planning organizing and control of a project	projects Directors, Project Professionals, Project Administrators, Supervisors and Support Staff, Project Owners, Project Clients, Personnel working for a Project, Contractors and Suppliers, security officers, and Heads of Risk.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000.
JULY 2022	PRMA005	Advanced project management	Project managers, Project Directors, Project team members wishing to move into project management roles, Senior line managers of project staff, Technical and engineering staff wishing to develop skills in managing projects, Procurement and contract management personnel.	11-15 JULY 2022	SHI TRAINING CENTER	177,000.
AUGUST 2022	PRMA006	Project planning and implementation	Projects Directors, Project Professionals, Project Administrators, Supervisors and Support Staff, Project Owners and Project Clients, Personnel working for Project and Contractors.	22-26 AUG 2022	SHI TRAINING CENTER	177,000.
SEPTEMBER 2022	PRMA007	Contract and project risk management and compliance	Project controllers, risk and compliance managers, project supervisors, contract managers and anyone who manages and controls a project.	12-16 SEPT 2022	SHI TRAINING CENTER	177,000.
OCTOBER 2022	PRMA008	Policy planning monitoring and evaluation	Contract Administrators, Operational managers, Risk managers, Financial managers and anyone who is responsible for managing a project.	17-21 OCT 2022	SHI TRAINING CENTER	177,000.
NOVEMBER 2022	PRMA009	Project cycle management	Contracts and Project Personnel, Contract Administrators, Operational managers, Risk managers, Financial managers and anyone who is responsible for managing a project.	21-25 NOV 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

MODULE 5: MARKETING AND COMMUNICATION

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	MCOM001	Sales profession.	Corporate Sales Trainers, Sales Territory Account Representatives, Sales and Marketing Managers, Field Service Representatives, Business Development Managers, Sales and Marketing support Team Members.	7-11 FEB 2022	SHI TRAINING CENTER	177,000
	MCOM002	Sales territory planning and management	Territory managers, sales representatives, accounts managers, sales managers, Marketing and sales managers.	14-19 FEB 2022	SHI TRAINING CENTER	177,000
	MCOM003	Exceptional customer services	Customer Service Staff, Customer Service Agents, Reception Staff, Administrators, Call Handlers, Tele marketers, Consultants, Supervisors, Team Leaders & Managers.	21-25 FEB 2022	SHI TRAINING CENTER	177,000
MARCH 2022	MCOM004	Customer relation management	Sales and marketing directors, Executives, practitioners and staff, Senior and middle Bank managers and financial institutions.	02-07 MAR 2022	SHI TRAINING CENTER	177,000
	MCOM005	Customer care and service management	Customer relations managers, receptionists, sales and market managers and employees who are responsible for handling consumers complaints.	14-18 MAR 2022	SHI TRAINING CENTER	177,000
	MCOM006	Clients management strategies for retention and growth	Marketing and sales managers, brand promoters, production managers, financial managers, human resources managers, operation managers.	21-25 MAR 2022	SHI TRAINING CENTER	177,000
APRIL 2022	MCOM007	Effective complaints handling	Customer Service Staff, Customer Service Agents, Reception Staff, Administrators, Call Handlers, Telemarketers, Consultants, Supervisors, Team Leaders & Managers.	25-29 APRIL 2022	SHI TRAINING CENTER	177,000
MAY 2022	MCOM008	Dealing with challenging people	Marketing and sales managers, receptionists, human resource managers, supervisors, team leaders, telemarketers, operation managers.	09-13 MAY 2022	SHI TRAINING CENTER	177,000
JUNE 2022	MCOM009	Excellence in customer services	Sales and marketing managers, customer relations managers, business analysts, internal business communication managers, brand advertisers and promoters.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000
JULY 2022	MCOM010	Front desk security course for receptionists and other front desk professionals.	Receptionists, customer relations managers, sales and marketing managers, complaints handlers, Customer Service Agents, Corporate communication officers.	18-22 July 2022	SHI TRAINING CENTER	177,000

Note that the weekends and holidays are excluded.

AUGUST 2022	MCOM011	Customer satisfaction and loyalty: strategies and measurement	Sales and marketing managers, customer relations managers, business analysts, internal business communication managers, brand advertisers and promoters.	22-26 AUG 2022	SHI TRAINING CENTER	177,000
SEPTEMBER 2022	MCOM012	Fundamental of marketing	Media Relations, Community Relations VIP Relations & Protocol, Digital Marketing Advertisers, Event Managers, Investor Relations and Financial officers, Employees Internal Communications, Corporate and Government Affairs officers, Brand Managers and Corporate Communications officers.	19-23 SEP 2022	SHI TRAINING CENTER	177,000
OCTOBER 2022	MCOM013	Strategic marketing and management	Marketing professionals, Public relations officers, Marketing managers, sales managers, Brand, Managers and Business owners.	03-07 OCT 2022	SHI TRAINING CENTER	177,000
	MCOM014	Media and public relations management	Sales and marketing managers, public relations staff and those who work with media.	24-28 OCT 2022	SHI TRAINING CENTER	177,000
NOVEMBER 2022	MCOM015	Public speaking and presentation skills	Business Analysts, Accounts Managers, Client Relationship Professionals, Middle and Senior Managers, Human Resource Professionals, Sales representatives.	07-11 NOV 2022	SHI TRAINING CENTER	177,000
	MCOM015	Understanding sales management	Sales and marketing managers, customer relations managers and anyone whose responsibility is sales management.	21-25 NOV 2022	SHI TRAINING CENTER	177,000
DECEMBER 2022	MCOM016	Marketing strategy and planning	Marketing Professionals, Public Relations Practitioners, Marketing Managers, Sales Managers, Brand Managers, Business Owners.	13-17 DEC 2022	SHI TRAINING CENTER	177,000

Note that the weekends and holidays are excluded.

MODULE 6. INFORMATION AND COMMUNICATION TECHNOLOGY

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	ICTE001	QuickBooks software	Business Owners, Financial managers, Accountants, Bookkeepers, Entrepreneurs, Self-employed individuals and those who are looking forward to improve their practical skills to be competitive in job market.	14-18 FEB 2022	SHI TRAINING CENTER	177,000 excluding VAT
	ICTE002	Computer disaster management and contingency planning	Economic planners, disaster management officials and professionals, contingency planners, NGO officials, Mid-level and senior level staff working in disaster risk management.	21-25 FEB 2022	SHI TRAINING CENTER	177,000 excluding VAT
MARCH 2022	ICTE003	Telecommunication management network	Mid to senior managers, future managers, specialists, identified talent and directors from all functions within the telecommunications sector	14-18 MAR 2022	SHI TRAINING CENTER	177,000 excluding VAT
APRIL 2022	ICTE004	Advanced personal computer configuration troubleshooting and data recovery	Technical staff in both private and public sectors, any individual who need to get technical understanding of trouble shooting and data recovery on a computer.	04-11 APR 2022	SHI TRAINING CENTER	177,000 excluding VAT
	ICTE005	Electronic document and record management	Compliance Officers/Managers, Information Security Managers, Records Managers, Information Managers, Operations Managers, Knowledge Managers, Librarians and Administrators.	25-29 APR 2022	SHI TRAINING CENTER	177,000 excluding VAT
MAY 2022	ICTE006	Managing storage and high availability with windows server infrastructure	Information Security Managers, administrators, Records Managers, IT Staff, Business unit representatives responsible for implementing DRMS systems, Business and systems analysts on the Electronic Document and Record Management project, Departmental managers responsible for Record Management.	09-13 MAY 2022	SHI TRAINING CENTER	177,000 excluding VAT
JUNE 2022	ICTE007	Microsoft excel for dashboard design and reporting	Managers, internal and external auditors, accountants, project managers and anyone who has reporting as his responsibility.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000 excluding VAT

Note that the weekends and holidays are excluded.

JULY 2022	ICTE008	Information Technology security strategic planning policy and leadership	IT managers, technical staff, and recently appointed employees, and aspiring IT professionals, IT Security managers and supervisors who desire to enhance their leadership and governance skills to develop their staff into a more productive and cohesive team.	11-15 JULY 2022	SHI TRAINING CENTER	177,000 excluding VAT
AUGUST 2022	ICTE009	Data base system design tools and techniques	Logistics, administrators, librarians, Information security Managers, book keepers, information management department officers, researchers, and anyone who need to enhance understanding on database system design.	08-12 AUG 2022	SHI TRAINING CENTER	177,000 excluding VAT
SEPTEMBER 2022	ICTE010	Qualitative data analysis & interpretation with atlas-ti software	researchers and practitioners in a wide variety of fields including anthropology, arts, architecture, communication, criminology, economics, educational sciences, engineering, ethnological studies, management studies, market research, quality management, psychology, sociology, and social work	12-16 SEPT 2022	SHI TRAINING CENTER	177,000 excluding VAT
OCTOBER 2022	ICTE011	Data management manipulation and analysis using excel	security officers, Heads of Risk Management, Heads of Legal Department, Heads of Regulatory, legal & Compliance, In-house Legal Counsel Accountants, Internal and External Auditors.	03-07 OCT 2022	SHI TRAINING CENTER	177,000 excluding VAT
NOVEMBER 2022	ICTE012	Management information system essentials.	Financial managers and accountants, contractors, project managers, Human Resource managers, physical assets managers. Inventory managers.	14-18 NOV 2022	SHI TRAINING CENTER	177,000 excluding VAT

Note that the weekends and holidays are excluded.

Module 7. HUMAN RESOURCE MANAGEMENT AND LEADERSHIP

MONTHS	COURSE CODE	NAME OF COURSE	TARGET GROUP	TRAINING DATE	AVENUE	COST OF COURSES RWF
FEBRUARY 2022	HRML001	Competence development for office managers, administrators and secretaries.	Senior Personal Assistants, Senior Secretaries, Administrators, Secretaries, Executive Assistants, Personal Assistants, Office Managers, Supervisors, Business Support staff.	07-11 FEB 2022	SHI TRAINING CENTER	177,000.
	HRML002	Workflow process and productivity optimization	Supervisors, team leaders, operations managers, production managers, human resource managers, persons involved in production control and risk managers.	21-25 FEB 2022	SHI TRAINING CENTER	177,000.
MARCH 2022	HRML003	The art of negotiating, influencing, communicating and conflict management	Employees, supervisors, managers, team leaders, business owners, project managers, team leaders, and other professionals in the areas of general business, sales, purchasing/contract management and law enforcers.	14-18 MAR 2022	SHI TRAINING CENTER	177,000.
APRIL 2022	HRML004	Essential competencies for supervisors, office managers, and administrators	Human Resource Managers, Admin Managers, Senior Managers, Directors, Admin Officers and others who perform related functions.	04-11 APRIL 2022	SHI TRAINING CENTER	177,000.
	HRML005	Effective report writing skills for human resource and admin managers	Team leaders, business owners, project managers, secretaries, managers, supervisors and an individual concerned with report writing.	25-29 APRIL 2022	SHI TRAINING CENTER	177,000.
MAY 2022	HRML006	Crisis management using media	Public relations officers, Corporate Communications professionals, External Communications officers, Public Affairs officers, Corporate Affairs / External - Media Relations / Corporate Media officers, Marketing & Communications officers.	09-13 MAY 2022	SHI TRAINING CENTER	177,000.
	HRML007	Management of stress and pressure at work	Managers, Supervisors, Team Leaders, Team Members, and anyone who want to increase understanding on favorable working environment.	23-27 MAY 2022	SHI TRAINING CENTER	177,000.
JUNE 2022	HRML008	Improving operational performance and productivity	Team leaders, supervisors, operational managers, project managers, human resource managers.	13-17 JUNE 2022	SHI TRAINING CENTER	177,000.
JULY 2022	HRML009	Employee discipline and due compliance in the organization	Human resource managers, team leaders, supervisors, operation managers, production managers, customer relations officers.	11-15 JULY 2022	SHI TRAINING CENTER	177,000.
	HRML010	Negotiation and disputes management strategy	Supervisors, team leaders, human resource managers, contractors, customer relations officers.	25-29 JULY 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

AUGUST 2022	HRML011	Team building- developing high performance team	Operational managers, team leaders, project managers, supervisors, human resource managers, production managers, professionals responsible for leading team.	08-12 AUG 2022	SHI TRAINING CENTER	177,000.
SEPTEMBER 2022	HRML012	Payroll management compensation benefits and administration.	Financial managers, financial controllers, risk managers, auditors, human resource managers, budget planners, operational managers, risk managers and anyone whose responsibility is compensation.	05-09 SEPT 2022	SHI TRAINING CENTER	177,000.
	HRML013	Conflict management	Human resource managers, team leaders, supervisors, project managers, customer relations Professionals and managers who want to enhance their ability to deal with conflict situations productively.	19-23 SEPT 2022	SHI TRAINING CENTER	177,000.
OCTOBER 2022	HRML014	Negotiation and conflict management in organizations	Team Leaders, Newly Appointed Managers, human resource managers, administrators, supervisors and operation managers.	10-14 OCT 2022	SHI TRAINING CENTER	177,000.
NOVEMBER 2022	HRML015	Human resources development and personal management	Human resource managers, junior and middle managers, team leaders, an individual who need to enhance human resource development skills.	07-11 NOV 2022	SHI TRAINING CENTER	177,000.
	HRML016	Essential management skills for admin officers	Supervisors, Administrators, Team Leaders, Personal Assistants, Newly Appointed Managers. Administrative Assistants, Coordinators, Managers, and Officers, Office Assistants, Administrators, Managers and Supervisors, Coordinators, Secretaries, Executive/Management Secretaries, Assistants and Pass.	21-25 NOV 2022	SHI TRAINING CENTER	177,000.
DECEMBER 2022	HRML017	Strategic human resource management	Human resource Professionals, Junior & Middle managers, senior professionals, specialists and team leaders.	05-09 DEC 2022	SHI TRAINING CENTER	177,000.
	HRML018	Effective managing and leading people	Team leaders, supervisors, project managers, human resource managers, customer relations officers and professional whose responsibility is leading people.	12-16 DEC 2022	SHI TRAINING CENTER	177,000.

Note that the weekends and holidays are excluded.

Payment Details

Participants are required to register with payment of amount 177,000 Rwf including VAT, The payable fees will cover tuition fees, training materials, break tea and water during training days, and certificate on the Completion of training.

Participants will be responsible for their own travel expenses and arrangements, accommodation, all meals, and other personal expenses.

Training will take place SHI's training center located at Kigali-Gasabo, Remera-Kisimenti and IKAZE HOUSE 5th floor.

BANK OF KIGALI PLC	
Account Number	Account Names
00040-00632245-32	Skills Hub International Ltd
COGEBANQUE PLC	
Account Number	Account Names
00004-01390270417-89	Skills Hub International Ltd
EQUITY BANK RWANDA PLC	
Account Number	Account Names
4003200725206	Skills Hub International Ltd
Mo-Mo Pay	
*182*8*1*097137#	Skills Hub International Ltd

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A MESSAGE ON PROTECTIVE MEASURES AGAINST COVID-19

A sudden outbreak of coronavirus Pandemic 2019 (COVID-19) caused by infection with severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus has happened since December 2019 in Wuhan City, Hubei Province, a central city in the People's Republic of China, where transportation is enormously convenient to connecting all other places in China and overseas.

On 14 March 2020, Rwanda reported the country's first case of COVID-19. Today government of Rwanda through Rwanda Biomedical center an institution working under Ministry of Health counts thousands of infected cases of corona viruses some of them have recovered from viruses although some of them have passed away. The declaration of the outbreak was followed by a series of preventive measures such as the mandatory quarantine for all travellers coming into the country, compulsory wearing of face masks, hand washing and practice of physical distancing. "Ntabe Ari Njye" - roughly translated as "Let it not be me" - quickly followed to revive the fight at an individual level when the community started showing signs of complacency and took its foot off the pedal.

ON Training Academy highlighted measures that will be followed during training days for fighting transmission of COVID 19, these measures encompasses: all participants are compulsory to wear face masks, before entering in training room, participants will wash their hands with sanitizers, the training room has all facilities convenient with the plentiful desk, chairs, and building structure that will be used for physical distancing.

"It shouldn't be me or you who spreads the COVID-19 virus. Let us continue to protect ourselves and our loved ones. Please comply with preventive measures against COVID-19."



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