

# SHORT COURSES 2025

UGBS Executive Development (UGBS-ED) is pleased to announce its short courses for 2025. 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 private and staff training will lead to improved business performance, profit, private and staff morale.



## FIRST QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Warehouse and Inventory Control Management	4 <sup>th</sup> - 6 <sup>th</sup> February 2025	3,000
2.	Leading and Managing People	4 <sup>th</sup> - 6 <sup>th</sup> February 2025	3,000
3.	Hotel and Hospitality Management	11 <sup>th</sup> - 13 <sup>th</sup> February 2025	3,000
4.	Basic Bookkeeping and Accounting for Small Businesses	11 <sup>th</sup> - 13 <sup>th</sup> February 2025	3,000
5.	Developing Administrative Professionals	11 <sup>th</sup> - 12 <sup>th</sup> February 2025	2,500
6.	Project Planning and Management	17 <sup>th</sup> - 21 <sup>st</sup> February 2025	3,800
7.	Supply Chain Planning, Control and Management	17 <sup>th</sup> - 20 <sup>th</sup> February 2025	3,500
8.	Certificate in Practical Selling and Marketing Management	18 <sup>th</sup> - 20 <sup>th</sup> February 2025	3,000
9.	Effective Office Management and Records Keeping	25 <sup>th</sup> - 27 <sup>th</sup> February 2025	3,000
10.	Effective Communication Skills and Report Writing	25 <sup>th</sup> - 27 <sup>th</sup> February 2025	3,000
11.	Basic Accounting for Non-Accounting Professionals	3 <sup>rd</sup> - 5 <sup>th</sup> March 2025	3,000
12.	Procurement Contract Management for Professionals	10 <sup>th</sup> - 13 <sup>th</sup> March 2025	3,500
13.	Monitoring and Impact Evaluation	10 <sup>th</sup> - 13 <sup>th</sup> March 2025	3,500
14.	Certificate in Transport and Logistics Management	18 <sup>th</sup> - 21 <sup>st</sup> March 2025	3,500
15.	Budgeting and Financial Planning Management	17 <sup>th</sup> - 20 <sup>th</sup> March 2025	3,500
16.	Basic to Intermediate in Digital Marketing and Business Strategy	17 <sup>th</sup> - 21 <sup>st</sup> March 2025	3,800
17.	Certificate in Strategic Human Resource Management	25 <sup>th</sup> - 27 <sup>th</sup> March 2025	3,000
18.	Effective Communication Skills and Report Writing	25 <sup>th</sup> - 27 <sup>th</sup> March 2025	3,000
19.	Project Risk Management	25 <sup>th</sup> - 28 <sup>th</sup> March 2025	3,500

## SECOND QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Customer Relationship and Service Excellence	1 <sup>st</sup> - 3 <sup>rd</sup> April 2025	3,000
2.	Financial Modeling and Analysis using Microsoft Excel	1 <sup>st</sup> April - 4 <sup>th</sup> April 2025	3,500
3.	Records Management for Health Professionals	1 <sup>st</sup> April - 4 <sup>th</sup> April 2025	3,500
4.	Leading and Managing People	1 <sup>st</sup> - 3 <sup>rd</sup> April 2025	3,000
5.	Procurement Contract Management for Professionals	14 <sup>th</sup> - 17 <sup>th</sup> April 2025	3,500
6.	Certificate in Occupational Health, Safety and Environmental Management	14 <sup>th</sup> - 17 <sup>th</sup> April 2025	3,500
7.	Supply Chain Planning, Control and Management	14 <sup>th</sup> - 17 <sup>th</sup> April 2025	3,500
8.	Project Planning and Management	14 <sup>th</sup> - 18 <sup>th</sup> April 2025	3,800
9.	Hotel and Hospitality Management	22 <sup>nd</sup> - 24 <sup>th</sup> April 2025	3,000
10.	Public Administration Programme	22 <sup>nd</sup> - 25 <sup>th</sup> April 2025	3,500
11.	Cloud Computing and BIG Data	6 <sup>th</sup> - 8 <sup>th</sup> May 2025	3,000

12.	Effective Communication Skills and Report Writing	6 <sup>th</sup> - 8 <sup>th</sup> May 2025	3,000
13.	Team Building, Conflict Management and Peace Building	6 <sup>th</sup> - 9 <sup>th</sup> May 2025	3,500
14.	Warehouse and Inventory Control Management	13 <sup>th</sup> - 15 <sup>th</sup> May 2025	3,000
15.	Budgeting and Financial Planning Management	13 <sup>th</sup> - 16 <sup>th</sup> May 2025	3,000
16.	Certificate in Transport and Logistics Monitoring and Management	13 <sup>th</sup> - 16 <sup>th</sup> May 2025	3,500
17.	Effective Office Management and Records Keeping	20 <sup>th</sup> - 22 <sup>nd</sup> May 2025	3,000
18.	Public Sector Reforms	21 <sup>st</sup> - 22 <sup>nd</sup> May 2025	2,500
19.	Leading and Managing People	20 <sup>th</sup> - 22 <sup>nd</sup> May 2025	3,000
20.	Women in Management (Middle to Senior Level)	27 <sup>th</sup> - 30 <sup>th</sup> May 2025	3,500
21.	Effective Negotiation Skills	3 <sup>rd</sup> - 5 <sup>th</sup> June 2025	3,000
22.	Monitoring and Impact Evaluation	2 <sup>nd</sup> - 5 <sup>th</sup> June 2025	3,500
23.	Basic Accounting for Non-Accounting Professionals	4 <sup>th</sup> - 6 <sup>th</sup> June 2025	3,000
24.	Public & Private Sector Accountability and Internal Controls	10 <sup>th</sup> - 13 <sup>th</sup> June 2025	3,500
25.	Certificate in Strategic Human Resource Management	10 <sup>th</sup> - 12 <sup>th</sup> June 2025	3,000
26.	Preparing, Writing and Interpreting Financial Statements	10 <sup>th</sup> - 13 <sup>th</sup> June 2025	3,500
27.	Basic Bookkeeping and Accounting for Small Businesses	17 <sup>th</sup> - 19 <sup>th</sup> June 2025	3,000
28.	Business and Marketing Analytics	17 <sup>th</sup> - 20 <sup>th</sup> June 2025	3,500
29.	Office Management and Supervisory Skills	17 <sup>th</sup> - 20 <sup>th</sup> June 2025	3,500
30.	Project Risk Management	17 <sup>th</sup> - 20 <sup>th</sup> June 2025	3,500

## THIRD QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Certificate in Transport and Logistics Management	24 <sup>th</sup> - 27 <sup>th</sup> June 2025	3,500
2.	Financial Modeling and Analysis using Microsoft Excel	24 <sup>th</sup> - 27 <sup>th</sup> June 2025	3,500
3.	Customer Relationship and Service Excellence	2 <sup>nd</sup> - 4 <sup>th</sup> July 2025	3,000
4.	Basic Bookkeeping and Accounting for Small Businesses	2 <sup>nd</sup> - 4 <sup>th</sup> July 2025	3,000
5.	Effective Negotiation Skills	8 <sup>th</sup> - 10 <sup>th</sup> July 2025	3,000
6.	Supply Chain Planning, Control and Management	15 <sup>th</sup> - 18 <sup>th</sup> July 2025	3,500
7.	Leading and Managing People	15 <sup>th</sup> - 17 <sup>th</sup> July 2025	3,000
8.	Certificate in Work Ethics and Performance Management	15 <sup>th</sup> - 17 <sup>th</sup> July 2025	3,000
9.	Hotel and Hospitality Management	22 <sup>nd</sup> - 24 <sup>th</sup> July 2025	3,000
10.	Procurement Contract Management for Professionals	22 <sup>nd</sup> - 25 <sup>th</sup> July 2025	3,500
11.	Certificate in Small and Medium Business Marketing	29 <sup>th</sup> - 31 <sup>st</sup> July 2025	3,000
12.	Effective Communication Skills and Report Writing	5 <sup>th</sup> - 7 <sup>th</sup> August 2025	3,000
13.	Office Management and Supervisory Skills	5 <sup>th</sup> - 8 <sup>th</sup> August 2025	3,500
14.	Warehouse and Inventory Control Management	12 <sup>th</sup> - 14 <sup>th</sup> August 2025	3,000
15.	Certificate in Strategic Human Resource Management	12 <sup>th</sup> - 14 <sup>th</sup> August 2025	3,000
16.	Effective Office Management and Records Keeping	19 <sup>th</sup> - 21 <sup>st</sup> August 2025	3,000
17.	Certificate in Occupational Health, Safety and Environmental Management	19 <sup>th</sup> - 22 <sup>nd</sup> August 2025	3,500
18.	Team Building, Conflict Management and Peace Building	26 <sup>th</sup> - 29 <sup>th</sup> August 2025	3,500
19.	Business and Marketing Analytics	26 <sup>th</sup> - 29 <sup>th</sup> August 2025	3,500
20.	Monitoring and Impact Evaluation	2 <sup>nd</sup> - 5 <sup>th</sup> September 2025	3,500
21.	Basic Bookkeeping and Accounting for Small Businesses	2 <sup>nd</sup> - 4 <sup>th</sup> September 2025	3,000
22.	Customer Relationship and Service Excellence	9 <sup>th</sup> - 11 <sup>th</sup> September 2025	3,000
23.	Project Risk Management	9 <sup>th</sup> - 12 <sup>th</sup> September 2025	3,500
24.	Certificate in Transport and Logistics Management	16 <sup>th</sup> - 19 <sup>th</sup> September 2025	3,500
25.	Project Planning and Management	15 <sup>th</sup> - 19 <sup>th</sup> September 2025	3,800
26.	Preparing, Writing and Interpreting Financial Statements	23 <sup>rd</sup> - 26 <sup>th</sup> September 2025	3,500
27.	Budgeting and Financial Planning Management	23 <sup>rd</sup> - 26 <sup>th</sup> September 2025	3,500
28.	Effective Negotiation Skills	30 <sup>th</sup> Sept - 2 <sup>nd</sup> October 2025	3,000
29.	Leading and Managing People	30 <sup>th</sup> Sept - 2 <sup>nd</sup> October 2025	3,000

## FOURTH QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Records Management for Health Professionals	7 <sup>th</sup> - 10 <sup>th</sup> October 2025	3,500
2.	Certificate in Work Ethics and Performance Management	7 <sup>th</sup> - 10 <sup>th</sup> October 2025	3,500
3.	Office Management and Supervisory Skills	7 <sup>th</sup> - 10 <sup>th</sup> October, 2025	3,500
4.	Financial Modeling and Analysis using Microsoft Excel	7 <sup>th</sup> - 10 <sup>th</sup> October 2025	3,500
5.	Supply Chain Planning, Control and Management	14 <sup>th</sup> - 17 <sup>th</sup> October 2025	3,500
6.	Public & Private Sector Accountability and Internal Controls	14 <sup>th</sup> - 17 <sup>th</sup> October 2025	3,500
7.	Certificate in Strategic Human Resource Management	14 <sup>th</sup> - 16 <sup>th</sup> October 2025	3,000
8.	Customer Relationship and Service Excellence	14 <sup>th</sup> - 16 <sup>th</sup> October 2025	3,000
9.	Monitoring and Impact Evaluation	21 <sup>st</sup> - 24 <sup>th</sup> October 2025	3,500
10.	Effective Branding and Management of Products and Services	21 <sup>st</sup> - 23 <sup>rd</sup> October 2025	3,000
11.	Developing Administrative Professionals	29 <sup>th</sup> - 30 <sup>th</sup> October 2025	2,500
12.	Effective Communication Skills and Report Writing	4 <sup>th</sup> - 6 <sup>th</sup> November 2025	3,000
13.	Warehouse and Inventory Control Management	4 <sup>th</sup> - 6 <sup>th</sup> November 2025	3,000
14.	Leading and Managing People	4 <sup>th</sup> - 6 <sup>th</sup> November 2025	3,000
15.	Basic Bookkeeping and Accounting for Small Businesses	11 <sup>th</sup> - 13 <sup>th</sup> November 2025	3,000
16.	Procurement Contract Management for Professionals	11 <sup>th</sup> - 14 <sup>th</sup> November 2025	3,500
17.	Effective Negotiation Skills	11 <sup>th</sup> - 13 <sup>th</sup> November 2025	3,000
18.	Project Risk Management	18 <sup>th</sup> - 21 <sup>st</sup> November 2025	3,500
19.	Certificate in Transport and Logistics Management	18 <sup>th</sup> - 21 <sup>st</sup> November 2025	3,500
20.	Budgeting and Financial Planning Management	24 <sup>th</sup> - 27 <sup>th</sup> November 2025	3,500
21.	Certificate in Occupational Health, Safety and Environmental Management	25 <sup>th</sup> - 28 <sup>th</sup> November 2025	3,500
22.	Business and Marketing Analytics	1 <sup>st</sup> - 4 <sup>th</sup> December 2025	3,500
23.	Effective Office Management and Records Keeping	2 <sup>nd</sup> - 4 <sup>th</sup> December 2025	3,000
24.	Project Planning and Management	8 <sup>th</sup> - 12 <sup>th</sup> December 2025	3,800
25.	Leading and Managing People	9 <sup>th</sup> - 11 <sup>th</sup> December 2025	3,000
26.	Cloud Computing and BIG Data	16 <sup>th</sup> - 18 <sup>th</sup> December 2025	3,000

**MODULE: LANGUAGE PROFICIENCY FOR BEGINNERS, INTERMEDIATE, UPPER INTERMEDIATE LEVELS LANGUAGE ON OFFER: ARABIC, CHINESE, FRENCH, KISWAHILI, RUSSIAN, SPANISH**

## SECOND QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Beginner (Introductory 1)	1 <sup>st</sup> - 4 <sup>th</sup> April & 7 <sup>th</sup> April 2025	3,800
2.	Beginner (Introductory 2)	14 <sup>th</sup> - 18 <sup>th</sup> April 2025	3,800
3.	Elementary (Foundational Skills 1)	5 <sup>th</sup> - 9 <sup>th</sup> May 2025	3,800
4.	Elementary (Foundational Skills 2)	12 <sup>th</sup> - 16 <sup>th</sup> May 2025	3,800
5.	Intermediate (Grammatical rules and sentence structures 1)	19 <sup>th</sup> - 23 <sup>rd</sup> May & 26 <sup>th</sup> - 27 <sup>th</sup> May 2025	4,585
6.	Intermediate (Grammatical rules and sentence structures 2)	19 <sup>th</sup> - 23 <sup>rd</sup> May & 26 <sup>th</sup> - 27 <sup>th</sup> May 2025	4,585
7.	Upper Intermediate (Reading and Writing Proficiency)	2 <sup>nd</sup> - 5 <sup>th</sup> June & 9 <sup>th</sup> - 10 <sup>th</sup> June 2025	4,585
8.	Upper Intermediate (Reading and Writing Proficiency)	15 <sup>th</sup> - 19 <sup>th</sup> June & 23 <sup>rd</sup> - 24 <sup>th</sup> June 2025	4,585

## THIRD QUARTER

NO.	COURSE TITLE	DATE	FEE (GH¢)
1.	Beginner (Introductory 1)	30 <sup>th</sup> June - 4 <sup>th</sup> July 2025	3,800
2.	Beginner (Introductory 2)	14 <sup>th</sup> - 18 <sup>th</sup> July 2025	3,800
3.	Elementary (Foundational Skills 1)	21 <sup>st</sup> - 25 <sup>th</sup> July 2025	3,800
4.	Elementary (Foundational Skills 2)	28 <sup>th</sup> - 31 <sup>st</sup> July & 1 <sup>st</sup> August 2025	3,800
5.	Intermediate (Grammatical rules and sentence structures 1)	11 <sup>th</sup> - 15 <sup>th</sup> August & 18 <sup>th</sup> - 19 <sup>th</sup> August 2025	4,585
6.	Intermediate (Grammatical rules and sentence structures 2)	25 <sup>th</sup> - 29 <sup>th</sup> August & 1 <sup>st</sup> - 2 <sup>nd</sup> September 2025	4,585
7.	Upper Intermediate (Reading and Writing Proficiency)	8 <sup>th</sup> - 12 <sup>th</sup> September & 15 <sup>th</sup> - 16 <sup>th</sup> September 2025	4,585
8.	Upper Intermediate (Reading and Writing Proficiency)	23 <sup>rd</sup> - 26 <sup>th</sup> September & 29 <sup>th</sup> - 30 <sup>th</sup> September 2025	4,585

# APPLY NOW

## REGISTRATION IN PROGRESS

We offer customized training solutions. Training can be delivered In-house. Course fees cover Facilitation, Training Materials, Certificates, Snack and Lunch.

**VENUE:** University of Ghana Business School Graduate Building. Near PRESEC, opposite the Goil petrol station. (Non-residential, but can assist with accommodation arrangements upon request)

**TIME:** 9:00 am – 2.30 pm

Payment by cash or cheque written to University of Ghana Business School. Mobile Money Payment Process is available upon request. All fees are payable at the cash office of the UGBS.

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