

# SHORT COURSES 2026

UGBS Executive Development (UGBS-ED) is pleased to announce its short courses for 2026. 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	3 <sup>rd</sup> - 5 <sup>th</sup> February 2026	3,000
2.	Leading and Managing People	3 <sup>rd</sup> - 5 <sup>th</sup> February 2026	3,000
3.	Hotel and Hospitality Management	10 <sup>th</sup> - 12 <sup>th</sup> February 2026	3,000
4.	Basic Bookkeeping and Accounting for Small Businesses	10 <sup>th</sup> - 12 <sup>th</sup> February 2026	3,000
5.	Developing Administrative Professionals	10 <sup>th</sup> - 11 <sup>th</sup> February 2026	2,500
6.	Project Planning and Management	16 <sup>th</sup> - 20 <sup>th</sup> February 2026	3,800
7.	Supply Chain Planning, Control and Management	17 <sup>th</sup> - 20 <sup>th</sup> February 2026	3,500
8.	Certificate in Practical Selling and Marketing Management	17 <sup>th</sup> - 19 <sup>th</sup> February 2026	3,000
9.	Effective Office Management and Records Keeping	24 <sup>th</sup> - 26 <sup>th</sup> February 2026	3,000
10.	Effective Communication Skills and Report Writing	24 <sup>th</sup> - 26 <sup>th</sup> February 2026	3,000
11.	Basic Accounting for Non-Accounting Professionals	3 <sup>rd</sup> - 5 <sup>th</sup> March 2026	3,000
12.	Procurement Contract Management for Professionals	10 <sup>th</sup> - 13 <sup>th</sup> March 2026	3,500
13.	Monitoring and Impact Evaluation	10 <sup>th</sup> - 13 <sup>th</sup> March 2026	3,500
14.	Certificate in Transport and Logistics Management	16 <sup>th</sup> - 19 <sup>th</sup> March 2026	3,500
15.	Budgeting and Financial Planning Management	16 <sup>th</sup> - 19 <sup>th</sup> March 2026	3,500
16.	Basic to Intermediate in Digital Marketing and Business Strategy	23 <sup>rd</sup> - 27 <sup>th</sup> March 2026	3,800
17.	Certificate in Strategic Human Resource Management	31 <sup>st</sup> March - 2 <sup>nd</sup> April 2026	3,000
18.	Effective Communication Skills and Report Writing	31 <sup>st</sup> March - 2 <sup>nd</sup> April 2026	3,000
19.	Project Risk Management	7 <sup>th</sup> - 10 <sup>th</sup> April 2026	3,500

## SECOND QUARTER

NO.	COURSE TITLE	DATE	FEE (GH)
1.	Customer Relationship and Service Excellence	14 <sup>th</sup> - 16 <sup>th</sup> April 2026	3,000
2.	Financial Modeling and Analysis using Microsoft Excel	14 <sup>th</sup> - 17 <sup>th</sup> April 2026	3,500
3.	Records Management for Health Professionals	14 <sup>th</sup> - 17 <sup>th</sup> April 2026	3,500
4.	Leading and Managing People	14 <sup>th</sup> - 16 <sup>th</sup> April 2025	3,000
5.	Procurement Contract Management for Professionals	21 <sup>st</sup> - 24 <sup>th</sup> April 2026	3,500
6.	Certificate in Occupational Health, Safety and Environmental Management	21 <sup>st</sup> - 23 <sup>rd</sup> April 2026	3,500
7.	Supply Chain Planning, Control and Management	21 <sup>st</sup> - 23 <sup>rd</sup> April 2026	3,500
8.	Project Planning and Management	20 <sup>th</sup> - 24 <sup>th</sup> April 2026	3,800
9.	Hotel and Hospitality Management	5 <sup>th</sup> - 7 <sup>th</sup> May 2026	3,000
10.	Public Administration Programme	5 <sup>th</sup> - 8 <sup>th</sup> May 2026	3,500
11.	Cloud Computing and BIG Data	5 <sup>th</sup> - 7 <sup>th</sup> May 2026	3,000

12.	Effective Communication Skills and Report Writing	12 <sup>th</sup> - 14 <sup>th</sup> May 2026	3,000
13.	Team Building, Conflict Management and Peace Building	12 <sup>th</sup> - 15 <sup>th</sup> May 2026	3,500
14.	Warehouse and Inventory Control Management	19 <sup>th</sup> - 21 <sup>st</sup> May 2026	3,000
15.	Budgeting and Financial Planning Management	19 <sup>th</sup> - 22 <sup>nd</sup> May 2026	3,500
16.	Certificate in Transport and Logistics Monitoring and Management	19 <sup>th</sup> - 22 <sup>nd</sup> May 2025	3,500
17.	Effective Office Management and Records Keeping	2 <sup>nd</sup> - 4 <sup>th</sup> June 2026	3,000
18.	Public Sector Reforms	2 <sup>nd</sup> - 3 <sup>rd</sup> June 2026	2,500
19.	Leading and Managing People	2 <sup>nd</sup> - 4 <sup>th</sup> June 2026	3,000
20.	Women in Management (Middle to Senior Level)	9 <sup>th</sup> - 12 <sup>th</sup> June 2026	3,500
21.	Effective Negotiation Skills	9 <sup>th</sup> - 11 <sup>th</sup> June 2026	3,000
22.	Monitoring and Impact Evaluation	9 <sup>th</sup> - 12 <sup>th</sup> June 2026	3,500
23.	Basic Accounting for Non-Accounting Professionals	16 <sup>th</sup> - 18 <sup>th</sup> June 2026	3,000
24.	Public & Private Sector Accountability and Internal Controls	16 <sup>th</sup> - 19 <sup>th</sup> June 2026	3,500
25.	Certificate in Strategic Human Resource Management	16 <sup>th</sup> - 18 <sup>th</sup> June 2026	3,000
26.	Preparing, Writing and Interpreting Financial Statements	16 <sup>th</sup> - 19 <sup>th</sup> June 2026	3,500
27.	Basic Bookkeeping and Accounting for Small Businesses	23 <sup>rd</sup> - 25 <sup>th</sup> June 2026	3,000
28.	Business and Marketing Analytics	23 <sup>rd</sup> - 26 <sup>th</sup> June 2026	3,500
29.	Office Management and Supervisory Skills	23 <sup>rd</sup> - 26 <sup>th</sup> June 2026	3,500
30.	Project Risk Management	23 <sup>rd</sup> - 26 <sup>th</sup> June 2026	3,500

## THIRD QUARTER

NO.	COURSE TITLE	DATE	FEE (GH)
1.	Certificate in Transport and Logistics Management	30 <sup>th</sup> June - 3 <sup>rd</sup> July 2026	3,500
2.	Financial Modeling and Analysis using Microsoft Excel	30 <sup>th</sup> June - 3 <sup>rd</sup> July 2026	3,500
3.	Customer Relationship and Service Excellence	30 <sup>th</sup> June - 2 <sup>nd</sup> July 2026	3,000
4.	Basic Bookkeeping and Accounting for Small Businesses	7 <sup>th</sup> - 9 <sup>th</sup> July 2026	3,000
5.	Effective Negotiation Skills	7 <sup>th</sup> - 9 <sup>th</sup> July 2026	3,000
6.	Supply Chain Planning, Control and Management	14 <sup>th</sup> - 17 <sup>th</sup> July 2026	3,500
7.	Leading and Managing People	14 <sup>th</sup> - 16 July 2026	3,000
8.	Certificate in Work Ethics and Performance Management	14 <sup>th</sup> - 16 July 2026	3,000
9.	Hotel and Hospitality Management	21 <sup>st</sup> - 23 <sup>rd</sup> July 2026	3,000
10.	Procurement Contract Management for Professionals	21 <sup>st</sup> - 24 <sup>th</sup> July 2026	3,500
11.	Certificate in Small and Medium Business Marketing	28 <sup>th</sup> - 30 <sup>th</sup> July 2026	3,000
12.	Effective Communication Skills and Report Writing	11 <sup>th</sup> - 13 <sup>th</sup> August 2026	3,000
13.	Office Management and Supervisory Skills	11 <sup>th</sup> - 14 <sup>th</sup> August 2026	3,500
14.	Warehouse and Inventory Control Management	11 <sup>th</sup> - 13 <sup>th</sup> August 2026	3,000
15.	Certificate in Strategic Human Resource Management	18 <sup>th</sup> - 20 <sup>th</sup> August 2026	3,000
16.	Effective Office Management and Records Keeping	18 <sup>th</sup> - 20 <sup>th</sup> August 2026	3,000
17.	Certificate in Occupational Health, Safety and Environmental Management	18 <sup>th</sup> - 21 <sup>st</sup> August 2026	3,500
18.	Team Building, Conflict Management and Peace Building	25 <sup>th</sup> - 28 <sup>th</sup> August 2026	3,500
19.	Business and Marketing Analytics	25 <sup>th</sup> - 28 <sup>th</sup> August 2026	3,500
20.	Monitoring and Impact Evaluation	1 <sup>st</sup> - 4 <sup>th</sup> September 2026	3,500
21.	Basic Bookkeeping and Accounting for Small Businesses	1 <sup>st</sup> - 3 <sup>rd</sup> September 2026	3,000
22.	Customer Relationship and Service Excellence	8 <sup>th</sup> - 10 <sup>th</sup> September 2026	3,000
23.	Project Risk Management	8 <sup>th</sup> - 11 <sup>th</sup> September 2026	3,500
24.	Certificate in Transport and Logistics Management	15 <sup>th</sup> - 18 <sup>th</sup> September 2026	3,500
25.	Project Planning and Management	14 <sup>th</sup> - 18 <sup>th</sup> September 2026	3,800
26.	Preparing, Writing and Interpreting Financial Statements	22 <sup>nd</sup> - 25 <sup>th</sup> September 2026	3,500
27.	Budgeting and Financial Planning Management	22 <sup>nd</sup> - 25 <sup>th</sup> September 2026	3,500
28.	Effective Negotiation Skills	29 <sup>th</sup> Sept - 1 <sup>st</sup> October 2026	3,000
29.	Leading and Managing People	29 <sup>th</sup> Sept - 1 <sup>st</sup> October 2026	3,000

## FOURTH QUARTER

NO.	COURSE TITLE	DATE	FEE (GH)
1.	Records Management for Health Professionals	6 <sup>th</sup> - 9 <sup>th</sup> October 2026	3,500
2.	Certificate in Work Ethics and Performance Management	6 <sup>th</sup> - 9 <sup>th</sup> October 2026	3,500
3.	Office Management and Supervisory Skills	6 <sup>th</sup> - 9 <sup>th</sup> October, 2026	3,500
4.	Financial Modeling and Analysis using Microsoft Excel	6 <sup>th</sup> - 9 <sup>th</sup> October 2026	3,500
5.	Supply Chain Planning, Control and Management	13 <sup>th</sup> - 16 <sup>th</sup> October 2026	3,500
6.	Public & Private Sector Accountability and Internal Controls	13 <sup>th</sup> - 16 <sup>th</sup> October 2026	3,500
7.	Certificate in Strategic Human Resource Management	13 <sup>th</sup> - 15 <sup>th</sup> October 2026	3,000
8.	Customer Relationship and Service Excellence	13 <sup>th</sup> - 15 <sup>th</sup> October 2026	3,000
9.	Monitoring and Impact Evaluation	20 <sup>th</sup> - 23 <sup>rd</sup> October 2026	3,500
10.	Effective Branding and Management of Products and Services	20 <sup>th</sup> - 22 <sup>nd</sup> October 2026	3,000
11.	Developing Administrative Professionals	27 <sup>th</sup> - 28 <sup>th</sup> October 2026	2,500
12.	Effective Communication Skills and Report Writing	3 <sup>rd</sup> - 5 <sup>th</sup> November 2026	3,000
13.	Warehouse and Inventory Control Management	3 <sup>rd</sup> - 5 <sup>th</sup> November 2026	3,000
14.	Leading and Managing People	3 <sup>rd</sup> - 5 <sup>th</sup> November 2026	3,000
15.	Basic Bookkeeping and Accounting for Small Businesses	10 <sup>th</sup> - 12 <sup>th</sup> November 2026	3,000
16.	Procurement Contract Management for Professionals	10 <sup>th</sup> - 13 <sup>th</sup> November 2026	3,500
17.	Effective Negotiation Skills	10 <sup>th</sup> - 12 <sup>th</sup> November 2026	3,000
18.	Project Risk Management	17 <sup>th</sup> - 20 <sup>th</sup> November 2026	3,500
19.	Certificate in Transport and Logistics Management	17 <sup>th</sup> - 20 <sup>th</sup> November 2026	3,500
20.	Budgeting and Financial Planning Management	24 <sup>th</sup> - 27 <sup>th</sup> November 2026	3,500
21.	Certificate in Occupational Health, Safety and Environmental Management	24 <sup>th</sup> - 27 <sup>th</sup> November 2026	3,500
22.	Business and Marketing Analytics	8 <sup>th</sup> - 11 <sup>th</sup> December 2026	3,500
23.	Effective Office Management and Records Keeping	8 <sup>th</sup> - 10 <sup>th</sup> December 2026	3,000
24.	Project Planning and Management	7 <sup>th</sup> - 11 <sup>th</sup> December 2026	3,800
25.	Leading and Managing People	15 <sup>th</sup> - 17 <sup>th</sup> December 2026	3,000
26.	Cloud Computing and BIG Data	15 <sup>th</sup> - 17 <sup>th</sup> December 2026	3,000

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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# APPLY NOW

## REGISTRATION IN PROGRESS