

**HARLEY  
REED** ●

**2024**



**HARLEY REED GHANA SKILLS DEVELOPMENT CALENDAR**

UK | GHANA | KENYA | NIGERIA | SOUTH AFRICA | ZIMBABWE | IVORY COAST

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www.harleyreed.com

## 2024 Physical Workshops - Accra

PROGRAM (HARLEY REED CERTIFIED)	DURATION	DATE	LOCATION	PRICE
Sales and Marketing Essentials	2 days	13 <sup>th</sup> – 14 <sup>th</sup> March	ACCRA	GHC 2,000
Excel and Basic Financial Modelling	2 days	5 <sup>th</sup> – 6 <sup>th</sup> June	ACCRA	GHC 2,400
Inventory Management and Warehousing	2 days	14 <sup>th</sup> – 15 <sup>th</sup> August	ACCRA	GHC 2,000
Ethical Procurement	2 days	23 <sup>rd</sup> – 24 <sup>th</sup> October	ACCRA	GHC 2,000
Effective Commercial Negotiation	2 days	30 <sup>th</sup> – 31 <sup>st</sup> October	ACCRA	GHC 2,000
Finance and Budgeting for Non-Accountants	2 days	27 <sup>th</sup> – 28 <sup>th</sup> November	ACCRA	GHC 2,000

### Notes

These courses are designed to address local challenges, promote skill development, and contribute to the educational advancement of individuals. With a focus on relevance to the local landscape, the 2024 Local Courses aim to provide valuable learning experiences.

For corporates interested in in-house training programmes, kindly request our full knowledge services brochure which includes a wide range of courses spanning procurement, supply chain, marketing and finance.

## 2024 Virtual Workshops

PROGRAM	DURATION	DATE	LOCATION	PRICE
Procurement Executive Development Programme	8 weeks	27 <sup>th</sup> January – 23 <sup>rd</sup> March	Virtual	\$1,750
Combating Procurement Fraud	2 days	8 <sup>th</sup> – 9 <sup>th</sup> February	Virtual	\$290
Procurement Auditing	1 day	8 <sup>th</sup> March	Virtual	\$195
Effective Procurement	2 days	11 <sup>th</sup> – 12 <sup>th</sup> April	Virtual	\$290
Technology IT Procurement Foundations*	2 days	16 <sup>th</sup> – 17 <sup>th</sup> May	Virtual	\$375
Inventory Management and Warehousing	3 days	5 <sup>th</sup> – 7 <sup>th</sup> June	Virtual	\$375
Effective Procurement	2 days	8 <sup>th</sup> – 9 <sup>th</sup> August	Virtual	\$290
Implementing ESG Strategies in Procurement and Supply	1 day	6 <sup>th</sup> September	Virtual	\$195
Procurement Executive Development Programme	8 weeks	5 <sup>th</sup> Oct – 23 <sup>rd</sup> November	Virtual	\$1,750
Modern Slavery Awareness*	1 day	18 <sup>th</sup> October	Virtual	\$195

\* programmes starred are CIPS certified and individuals will receive a CIPS Certificate of Attendance

### Notes

Tailored to meet the demands of a global workforce, these programs offer a diverse range of subjects and expert-led sessions. Whether for professional development or personal enrichment, the virtual format ensures flexibility and convenience for all participants, fostering an interactive and engaging learning environment.

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## 2024 International Executive Workshops

PROGRAM	DURATION	DATE	LOCATION	PRICE
Contract and Category Management	4 days	18 <sup>th</sup> – 21 <sup>st</sup> March	LONDON	\$ 2,500
Procurement Executive Development Programme (Residential - full board accommodation included)	5 days	20 <sup>th</sup> – 24 <sup>th</sup> May	NAIROBI	\$ 3,200
ESG Governance, Frameworks & Reporting for Supply Chain Leaders	3 days	26 <sup>th</sup> – 28 <sup>th</sup> June	LONDON	\$ 1,950
Strategic Transformation	2 days	22 <sup>nd</sup> – 23 <sup>rd</sup> August	LAGOS	\$ 1,295
Masterclass in Negotiation	2 days	26 <sup>th</sup> – 27 <sup>th</sup> September	ACCRA	\$ 1,295
Strategic Sourcing	2 days	7 <sup>th</sup> – 8 <sup>th</sup> November	JOHANNESBURG	\$ 1,295

### Notes

The 2024 International Premium Programs at the Executive Level offer a comprehensive and advanced learning experience. Geared towards professionals and executives, these courses provide cutting-edge insights and skills essential for success in various fields. Covering diverse topics and facilitated by industry experts, the program promises a high-caliber educational journey for individuals aspiring to excel in their respective domains.

All programmes are endorsed by CIPS and participants will receive CIPS Certificates of Attendance.

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## Events & Training Terms and Conditions

A registration will only be considered as confirmed once full payment is reflected in the Harley Reed bank account.

“Early Bird” discounts will only apply to the period as specified.

### Payment

Payment must be made within 30 days from the date of the invoice or if the booking is made less than 30 days before the Course date, payment is required before the Course date.

**Please note** that we do not accept payment by cash.

In the case of late bookings payment must be made prior to attendance of the Course. If payment is not made prior to the delegate attending the course Harley Reed reserves the right to refuse admission until payment has been made in full.

### VAT

Fees quoted are exclusive of VAT, which will be shown separately on the invoice. A VAT invoice will be sent to cover your payment.

### Copyright

All materials provided for Harley Reed Courses including graphics, code, text products, software, audio, music and design are owned by Harley Reed or Harley Reed third party Course providers. No content in whole or in part of the Harley Reed Materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of Harley Reed. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of Harley Reed, or in the case of material licensed to Harley Reed, the owner of such materials.

### Programme

Although details are correct at time of going to print, Harley Reed reserves the right to make unavoidable changes in the programme. Harley Reed also reserves the right to cancel an event at any time and offer delegates an alternative date, a credit towards another training event or a refund of fees without any liability for resulting or indirect loss.

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**Joining instructions**

Joining instructions including venue details and start times are sent out by email to confirmed delegates at least 7 (seven) days before the event.

**Cancellations & Course Change requests**

Where a firm booking has been accepted by Harley Reed and is subsequently cancelled, or where a delegate wishes to transfer to a different course and/or date, the customer will be liable for the following charges. All cancellations / change requests must be received in writing.

Number of weeks before course date that the cancellation is made	Charge to Customer
More than 30 working days	No charge
21-30 working days	50% charge
20 working days or less	Full fee
Non-attendance Full fee	Full fee

Where a change is requested, subject to the fees above, the customer can transfer to any course taking place six months from the date from the original course (subject to payment of any difference in course fee where applicable).

**International delegates**

Harley Reed welcomes delegates from overseas for our physical programmes. Visa acquisition is however the sole responsibility of the individual and where denied a visa having already paid, fees will still be subject to cancellation policy above.

**Data protection**

Harley Reed International is registered under the provisions of the General Data Protection Regulations (GDPR) and all offices are compliant with these regulations as well as local country data protection laws. Harley Reed keeps any personal data in confidence.

**Trademark**

Harley Reed and its logo are all trademarks of Harley Reed International.

*Individuals and corporates confirm that they understand that by booking onto any course, they agree to be bound by these terms and conditions.*