

# HARLEY REED

## 2025

HARLEY REED GHANA

# SKILLS TRAINING CALENDAR



UNITED KINGDOM | GHANA | SOUTH AFRICA | ZIMBABWE | NIGERIA | KENYA | IVORY COAST

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[www.harleyreed.com](http://www.harleyreed.com)

# LOCAL SKILLS TRAINING WORKSHOPS




Our workshops are designed to address local challenges, promote skill development, and contribute to individuals' educational advancement. Focusing on relevance to the regional landscape, the 2025 Local workshops aim to provide valuable learning experiences.

All workshops are delivered from our training centre.

WORKSHOP	OVERVIEW <i>Full outlines available in our knowledge services brochure</i>	DURATION	DATE	LOCATION	FEE
Inventory Management and Warehousing	This course deals with all aspects of the inventory and warehouse operation. Participants will be introduced to issues of tracking, handling and managing goods and materials that are held in stock. It will also cover advanced stock control methods, demand planning as a tool for reduction of obsolescence and redundancy, methods for dealing with variety and proliferation, health and safety and others.	2 days	26th – 27th March	Accra	GH¢ 6,240
Procurement Auditing	The course takes participants through best practice and through the auditing process typically used with procurement functions. It includes elements relevant to auditors and those procurement professionals seeking to learn more about the process behind compliance and building effective daily operations and strategies which stand up to inspection. The course also covers how procurement functions are audited and the key elements for auditors and procurement professionals to be aware of throughout the auditing process.	1 day	24th April	Accra	GH¢ 3,120
HR in Practice	Participants will learn the fundamentals of HR, build confidence, and improve their effectiveness in handling HR issues.	1 day	29th May	Accra	GH¢ 3,120

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Mastering cross-selling	This course will help participants become more confident in cross selling and up-selling, create an exceptional customer experience while increasing revenue. The course is designed to give the skills needed to make the most of each interaction with clients by identifying cross selling and up-selling opportunities while still providing excellent customer care.	1 day	19th June	Accra	GH¢ 3,120
Ethical Procurement	This course is aimed at individuals in procurement and supply functions who are new to, or have limited knowledge of ethical procurement. The course explores the importance of corporate ethical procurement and supply in organisations. Participants will explore how to establish strategies, policies, procedures, practices and processes to mitigate the risk of these activities to ensure a better outcome for everyone.	1 day	24th July	Accra	GH¢ 3,120
The New Manager	This course is designed to help participants make the transition into management and presents essential knowledge required to handle various communication and leadership challenges faced by a new manager. It is ideal for individuals who wish to identify and utilise their unique leadership styles and learn how to understand the attitudes and abilities of their team and employees.	1 day	14th August	Accra	GH¢ 3,120
Fundamentals of Sales and Marketing	Participants will have the opportunity to learn skills that will increase their chances of getting messages accepted, understood and acted upon. Participants will discover how to add value to brands and how to set marketing objectives and formulate/implement marketing strategies.	2 days	27th – 28th August	Accra	GH¢ 6,240
Contract Management <b>*CIPS Certified</b>	The course explores advanced contract management approaches, helping participants to identify what will work best in their organisation. It will examine how to proactively mitigate against potential risks and explore ways of increasing supplier performance through the inclusion of robust performance measures.	2 days	10th – 11th September	Accra	GH¢ 8,800

Supplier Relationship Management <b>*CIPS Certified</b>	This course will explore the importance of establishing and maintaining collaborative relationships and the benefits that this will bring to all parties, as well as the importance of continually developing suppliers, to realise benefits.	1 day	23rd October	Accra	GH¢ 4,720
Excelling in Commercial Negotiation	This course is designed for those who are faced with negotiations. It enables them to analyse approaches to the negotiation of agreements, how to prepare for them and what techniques are available to ensure successful outcomes.	2 days	5th – 6th November	Accra	GH¢ 6,240
Logistics and Transportation Management	Participants will discover how inefficiencies in logistics and transport operations impact on overall supply chain effectiveness. The course will examine the relationship between logistics and supply chain management and appreciate technological tools which are becoming increasingly prevalent in managing supply chains, as well as learning how to develop and implement good logistics strategies.	1 day	4th December	Accra	GH¢ 3,120

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

\* Individuals will receive a CIPS Certificate of Attendance

# 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. Course fee may be paid in local currency at the prevailing rate.

**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 where applicable. 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.

### 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.***