

Course Catalogue

**Capacity Building Solutions
For Organisations**

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- Human Resource Management
- Financial Management and Accounting
- General Management and Operations
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- Business Sustainability Management
- Occupation Health and Safety
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- Strategic Planning
- Team Building
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- Accreditation Programs

HUMAN RESOURCE MANAGEMENT

- 1.Organizing for Successful Training & Development
- 2.Recruiting for Key Management Positions
- 3.Onboarding
- 4.Orientation Handbook
- 5.Planning for Human Resources
- 6.Retaining Top Employees
- 7.Establishing Compensation and Benefits
- 8.Appraising Performance
- 9.Managing HR Communication
- 10.Performing Effective Job Design
- 11.Organizing for Successful Training & Development
- 12.Recruiting the Right People
- 13.Managing Human Resources: An Introduction
- 14.Conducting Job Analysis
- 15.Managing Relationships at Work
- 16.Succession Planning
- 17.Behavioral Interviewing Techniques
- 18.Bullying in the Workplace
- 19.Business Succession Planning
- 20.Conducting Effective Performance Reviews
- 21.Dealing with Difficult People
- 22.Disability Awareness
- 23.Employee Dispute Resolution
- 24.Getting Along in the Workplace
- 25.Getting Your Job Search Started
- 26.Creating a Dynamite Job Portfolio
- 27.Talent Management Program
- 28.Workplace Ergonomics
- 29.Business Etiquette
- 30.HR for Non-HR Managers
- 31.Diversity and Inclusion for HR Professionals
- 32.People Analytics
- 33.HR Analytics
- 34.People Management

FINANCIAL MANAGEMENT AND ACCOUNTING

1. Controlling Costs
2. Working with Budgets
3. Using and Analysing Financial Statements
4. Developing a Business Plan for a New Venture
5. Evaluating Investment Decisions
6. Controlling Business Assets
7. Strengthening Your Financial Skills Entrepreneurs
8. Strengthening Your Financial Skills Farmers
9. Credit Management
10. Money Management
11. Accounting for Non-Accountants
12. Making a Financial Case
13. Accounting Skills for New Supervisors
14. Understanding Financial Markets
15. Microsoft PowerPoint Skills
16. Microsoft Word Skills
17. Bookkeeping Basics
18. Understanding the Accounting Cycle
19. Financial Reporting
20. Behavioral Finance
21. Exit Strategies
22. How to Raise Funds



GENERAL MANAGEMENT AND OPERATIONS

1. Understanding Quality
2. Achieving Quality
3. Auditing Quality
4. Controlling Physical Resources
5. Planning and Controlling Work
6. Understanding Quality
7. Achieving Quality
8. Planning and Controlling Work
9. Controlling Physical Resources
10. Auditing Quality
11. Basic Business Management
12. Lean Inventory Management
13. Supply chains management (Sourcing, Planning, Logistics)
14. Six Sigma Foundations
15. Forecasting and Demand Planning
16. Facilities Planning and Management

MARKETING MANAGEMENT

1. Caring for the Customer
2. Achieving Success in Marketing
3. Assessing Marketing Opportunities
4. Developing a Competition Strategy
5. Positioning Yourself in the Market
6. Establishing Your Marketing Mix Strategy
7. Preparing Your Product Strategy
8. Working Out Your Pricing Strategy
9. Creating Your Distribution Strategy
10. Developing an Integrated Marketing Communication Strategy
11. Improving Your Selling Skills
12. Gaining Consumer Insights
13. Marketing Services
14. Marketing: An Introduction
15. Conducting a Market Research
16. Target Markets
17. Planning and Developing Product
18. Pricing and Pricing Strategy
19. Promotion and Advertising
20. Building Public Relations
21. About Customers: Gathering Information
22. About Customers: Gathering Information on Purchasing Processes and Trends
23. Critical Elements of Customer Service
24. Customer Service Training
25. Social Media Marketing
26. Digital Marketing
27. Marketing Analytics
28. Brand Management
29. Consumer Behavior
30. Marketing Communications
31. Customer Relationship Management



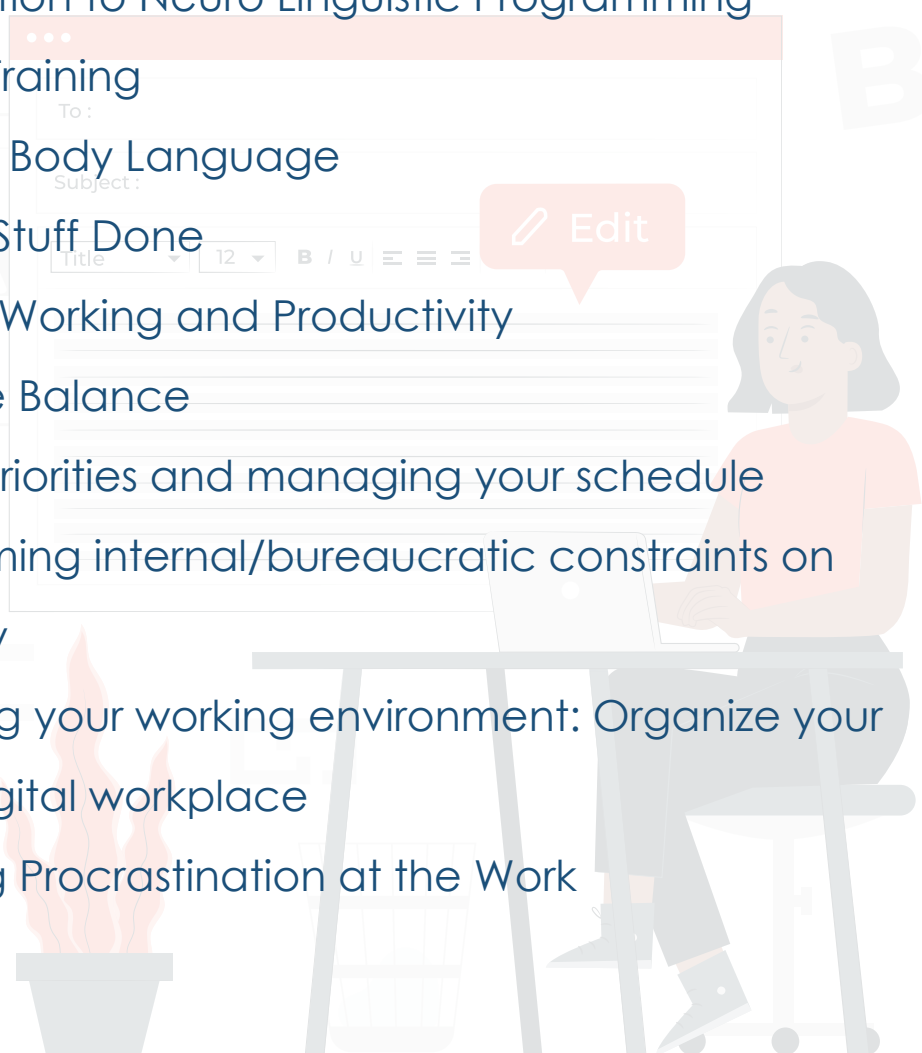
GOVERNANCE

- 1.Managing Risk
- 2.Managing Relationships
- 3.Planning for Business Continuity
- 4.Implementing Enterprise Governance
- 5.Principles of Corporate Governance
- 6.Ethical Governance
- 7.Effective Leadership
- 8.Stakeholder Engagement
- 9.Corporate Social Responsibility
- 10.How to run a Sustainable Company



PERSONAL PRODUCTIVITY SKILLS

- 1.Motivating People
- 2.Managing Change
- 3.Managing with Authority
- 4.Delegating Effectively
- 5.Managing Time/Time Management
- 6.Becoming a More Effective Manager
- 7.Solving Problems
- 8.Communicating Effectively
- 9.Coaching at Work
- 10.Influencing
- 11.Using Information for Decision Making
- 12.Leadng Your Team
- 13.Leadng Change
- 14.Making Communication Work
- 15.Making and Taking Decisions
- 16.Managing an Office
- 17.Communicating in Groups
- 18.Negotiating effectively
- 19.Advanced Writing Skills
- 20.Anger Management
- 21.Stress Management
- 22.Giving Effective Feedback
- 23.Goal Setting
- 24.Managing Difficult Conversations
- 25.Mastering the Interview
- 26.Neuro-Linguistic Programming Tools for Real Life
- 27.Personal Branding
- 28.Conquering your Fear of Public Speaking
- 29.Public Speaking
- 30.Problem Solving and Decision Making
- 31.Research Skills
- 32.Skills for the Administrative Assistant
- 33.Crisis Management
- 34.Critical Thinking
- 35.Business Writing that Works
- 36.Communication Strategies
- 37.Conference and Event Management
- 38.The Minute Taker's Workshop
- 39.Writing Reports and Proposals
- 40.Instructional Design Requirements
- 41.Introduction to Neuro Linguistic Programming
- 42.Tourism Training
- 43.Reading Body Language
- 44.Getting Stuff Done
- 45.Remote Working and Productivity
- 46.Work Life Balance
- 47.Setting Priorities and managing your schedule
- 48.Overcoming internal/bureaucratic constraints on productivity
- 49.Preparing your working environment: Organize your physical/digital workplace
- 50.Handling Procrastination at the Work



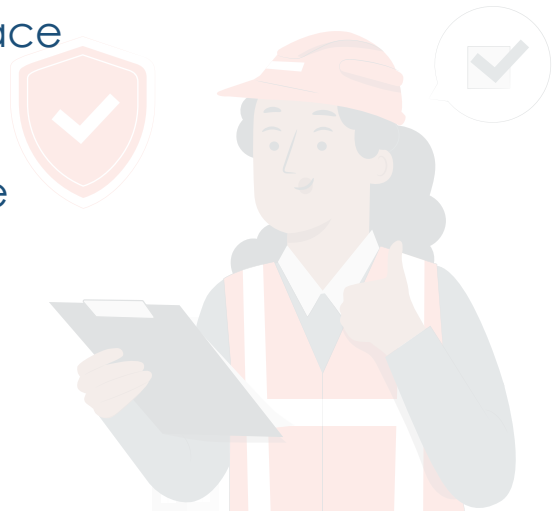
BUSINESS SUSTAINABILITY MANAGEMENT

- 1.Sustainability challenges and opportunities
- 2.Leadership for Sustainability
- 3.Collaboration and Partnerships for sustainability
- 4.Business Strategy for Circular Economy
- 5.Role of business in shaping a zero-carbon economy
- 6.Role of business in achieving Sustainable Development Goals



OCCUPATION HEALTH AND SAFETY

1. Health and Safety in the Workplace
2. Health and Safety Assessment
3. Risk Assessment in the Workplace
4. Safety in the Workplace



DIGITIZING WORKFLOW

- 1.Introduction to Remote Working
- 2.Digital Calendar Literacy
- 3.Internal Communication
- 4.Email Communication
- 5.Digitizing files: Going Paperless
- 6.Working with Others: Virtual Collaboration



STRATEGIC PLANNING

- 1.Strategic Planning
- 2.Planning a Strategic Retreat
- 3.Monitoring your company goals



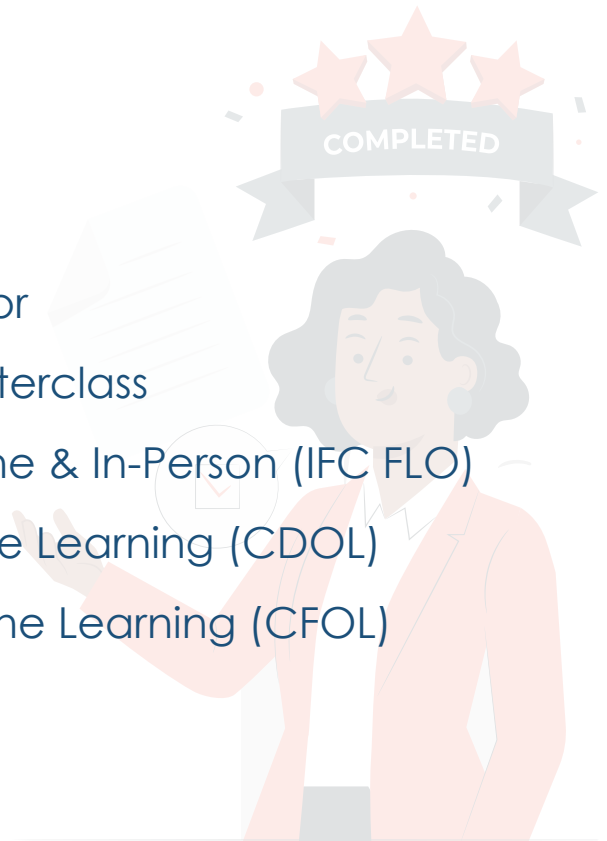
TEAM BUILDING

- 1.How to form a team
- 2.How to effectively manage a team
- 3.Managing team Conflict
- 4.Working Styles
- 5.Workplace Behaviors
- 6.Diversity and Inclusion in Teams



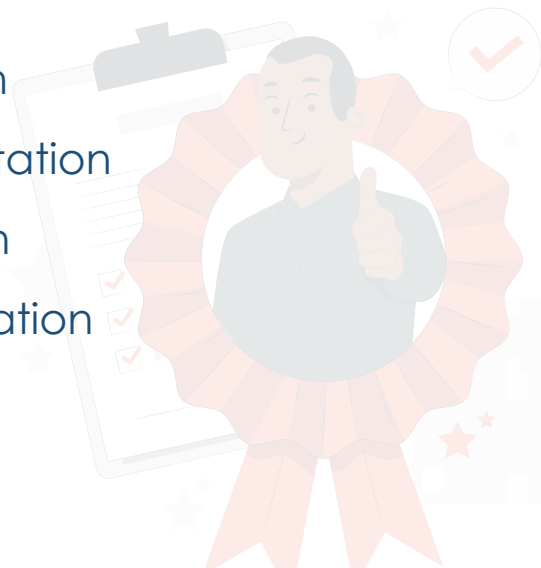
CERTIFICATION COURSES

- 1.Virtual Platform Readiness
- 2.Essential Online Delivery Skills
- 3.Live Online Learning Facilitator
- 4.Performance Consulting Masterclass
- 5.IFC Facilitating Learning Online & In-Person (IFC FLO)
- 6.Certificate in Designing Online Learning (CDOL)
- 7.Certificate in Facilitating Online Learning (CFOL)



ACCREDITATION PROGRAMS

1. Learning Provider Accreditation
2. Learning Technologies Accreditation
3. Learning Facilities Accreditation
4. Learning Department Accreditation





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