



Training Brochure 2015

ALEXANDER BROOKES ASSOCIATES LIMITED

Accredited by the British Accreditation Council for Independent
Further and Higher Education as a Short Course Provider





ABOUT ALEXANDER BROOKES

Alexander Brookes Associates Limited was incorporated in the United Kingdom as a training and consultancy company with core strength in Economics and Econometrics Modelling and Consultancy; General Management Training and Consultancy; and Organisation Capacity Development.

The company has developed learning solutions to address the many challenges facing modern day administration, management, leadership and policy – in fact, all our courses are developed to support leaders in delivering organisational success across all sectors and all walks of life.

Through our shared knowledge, experience and expertise, we act as a catalyst for change, development and improvement. We are committed to a vibrant and diverse working community, and creating a rewarding work and learning environment.

We aim to equip our clients with the practical tools and resources necessary to continually enhance and build capacity across your organisation and strive to provide achievable solutions that measurably support goal-focused business priorities and objectives.

EXECUTIVE SUMMARY

AN INTRODUCTION TO ALEXANDER BROOKES

Alexander Brookes is a people-focused human capacity building, economics and international development consultancy. We are committed to community wellbeing, social innovation, organisational and non-profit sector resilience, and international development. We undertake research, planning, strategy and consultation for clients and partners in the public, private and non-profit sectors.

The company is accredited by the British Accreditation Council to offer short courses (less than 6 months). This means that high standards are guaranteed, UK Border Agency requirements are met for delegate visa purposes.

We run senior management and financial training courses which are of relevance to private and public sector organisations that are geared towards the up skilling and development of executive staff.

Our courses fall into 3 categories:

- Finance / economics / econometrics
- General management including Project Management and HR consultancy
- Leadership / Strategy

We also run bespoke courses in a variety of subjects, both in the UK and in-house at our clients' offices (which works out more cost-effectively when large groups are involved). Full details of our courses can be seen on our website: www.alexanderbrookes.com

Where clients have a specific training need, we can organise course dates to suit the client if 5 or more people attend the same course, at the same time.

Some of the benefits of using Alexander Brookes Associates Limited are as follows:

- We use only expert course facilitators who are well remunerated
- The individual needs of all our students are catered for and flexibility of content is built in to all our courses
- We provide after-course mentoring and advice on further professional development for delegates
- Our approach is to train rather than teach, and it is highly participative
- We provide comprehensive course materials, and extensive supporting information/guidance regarding travel and accommodation.

As an initial step, for some of our clients we also conduct a Training Needs Analysis to establish the exact needs of the client so we can ensure that we provide a tailored course.

We have a strong track record in running our courses, and a 100% recommendation rate - all clients who have sent delegates on our courses give us repeat business.

Our clients include major public and private sector clients in Africa, Middle East and Europe, including the UK. In all our engagements, we seek to enhance resilience, capacity and wellbeing so that people - decision makers, service providers, enterprises and industry - can think, plan and act.

We provide training intervention and on-going support to ensure you achieve your desired change.

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LEADERSHIP

COURSE CODE: LDS9000



COURSE OVERVIEW

Great leadership comes from average people doing seemingly insignificant and small things to motivate others toward significant accomplishments. When your organisation's leaders understand how small steps can lead to big results, their improvements will have a positive knock-on effect on their team. This course assists participants in leadership positions or those who are aspiring to leadership positions to develop practical strategies for promoting, establishing, and sustaining change in their organisation. The course also develops the mindset and skills required to lead effectively increase productivity. The course is ideal for senior managers, managers and executive officers, including those responsible for corporate planning and strategy.

WHO SHOULD ENROL?

Executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Reflect on current standards of quality and output with the services you and your team provide
- ✓ Analyse current business systems and practice and compare them to the desired future state
- ✓ Communicate core values and codes of conduct for all employees
- ✓ Explore alternative methods of promoting and maintaining ethical and professional behaviour
- ✓ Identify areas of risk and develop techniques for monitoring, evaluating and adjusting strategies
Develop practical strategies to improve standards of integrity in the public service and private sector in a sustainable manner

COURSE OUTLINE

- The role of leaders and their teams in organisations
- Effective strategy, planning, development and implementation
- Communication with internal and external stakeholders
- Negotiation skills
- Accountability and transparency and leading by example
- Developing structures, systems and administrative procedures to support change culture and behaviour.

CHANGE MANAGEMENT WORKSHOP

COURSE CODE: LDS 9001

COURSE OVERVIEW

Times of change often require leaders to take their department through uneasy transitioning periods. In such times leaders need to be aware that no matter how great the vision, they will not get there without the buy-in of their people. This course focuses on developing the fundamental skills required to lead strategic change in organisations. It looks at ways to clarify the need for change and examines the barriers and pitfalls. It also identifies the framework of implementing successful change. Participants will be introduced to new concepts and be involved in exercises to understand key change theories.

BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Successfully deliver a change strategy in your organisation
- ✓ Achieve change systematically and methodically
- ✓ Plan key stages of a change process using proven techniques
- ✓ Engage others to build commitment to the required changes
- ✓ Track and measure progress and communicate results

COURSE OUTLINE

- The role of senior management during throughout the change cycle
- Initiating teamwork in a change environment and assigning management responsibilities
- Engaging stakeholders - using the power and influence of those involved
- Communicating the need for change
- Managing resistance to change
- Creating opportunities for change and dealing with emerging opportunities
- Understanding the nature and dynamics of change, different types of change, managing through uncertainty, planned versus emergent change
- Effects of external environments
- Organisation culture - managing change in a multicultural society
- Tools and techniques for managing and implementing change
- Planning, implementation, monitoring and review
- Performance management; sustaining and reviewing performance
- Action planning and setting strategic goals
- Project management techniques – how to manage the transition
- Change progress review – reporting and tracking progress
- Post implementation review – for continuous improvement

WHO SHOULD ENROL?

Executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

CORPORATE STRATEGY WORKSHOP

COURSE CODE: LDS 9004



COURSE OVERVIEW

This workshop looks at the environment in which policy is created and shaped as well as the key characteristics of good policies such as outcome-focused, innovative and joined-up policy making. This course will also develop your skills for effective strategic decision-making. Delegates will get the opportunity to reflect on current strategies, and practice strategy tools to enhance strategic thinking.

WHO SHOULD ENROL?

This workshop is for anyone contributing to the design and development of policies, and allocation of resources – who are seeking to improve their skills and abilities in this area. The course has been created primarily for public sector staff, however senior private sector executives will also find it useful for dealing with the public sector or increasing their knowledge of good practice in policy making.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

By the end of this course, delegates will be able to:

- ✓ Improve their understanding of the origins, the environment, and the different stages of policy development
- ✓ Identify the principles of good policy making
- ✓ Learn basic skills required to design innovative, joined-up and outcome-focused policy
- ✓ Be better placed to assess problems and identify policy options
- ✓ Understand important trends in the global business environment

COURSE OUTLINE

- The policy and strategy environment
- Competitive dynamics
- Decision-making analysis
- Frameworks for policy development
- Analysis of financial resources, people and operations
- Globalisation and strategy
- Practical work using case studies
- Presenting the case for introducing new policies

HUMAN RESOURCE MANAGEMENT

COURSE CODE: HRM 9001



BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Suggest new performance management systems to enhance your organisation's output
- ✓ Assess and review your delivery of personnel functions
- ✓ Apply innovative approaches to the management of your training and development function
- ✓ Assess and review the process of recruitment and selection within your organisation
- ✓ Suggest new approaches to ensure value for money from your training and development expenditure
- ✓ Assist with your recruitment needs by developing the tools and know how to assess the competence of your candidates for recruitment purposes
- ✓ Facilitate meetings, discussions and problem-solving groups to help with change.

COURSE OVERVIEW

Organisations increasingly expect their human resources department to act as a high-value strategic function. This course gives a thorough foundation in modern human resource management and aims to show you how organisations can secure the best value from employees through better understanding of appropriate management systems, development, communication and leadership.

COURSE OUTLINE

- Modernising the human resource function
- Performance and reward
- Managing staff training and development
- Recruitment and selection
- Assessment centre development
- Change management

WHO SHOULD ENROL?

Human resource managers, learning and development personnel and senior executives overseeing the use of their organisation's human resources.

Delegates are expected from Government departments and Regulatory agencies, Central Banks, Commercial Banks, Multinational donor agencies and other government departments and agencies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

EFFECTIVE PEOPLE MANAGEMENT

COURSE CODE: HRM 9000



COURSE OVERVIEW

To empower your team, you must create a common vision of what you want to achieve, and then demonstrate how each person can contribute their part to achieve the overall vision. This course assists participants such as Line Managers' to improve their ability to manage teams successfully and boost productivity.

You will develop advanced interpersonal skills and strategies to bring out the best in people through innovative techniques and strategies.

WHO SHOULD ENROL?

Executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Improve your ability to manage people
- ✓ Use communication and intervention techniques more purposefully
- ✓ Recruit, select, develop and promote the right people
- ✓ Operate performance management effectively
- ✓ Ensure new ideas are well received and strategies are executed efficiently
- ✓ Give people a compelling reason to do their best at all times and achieve the organisation's objectives

COURSE OUTLINE

- Contemporary approaches to people management
- Leadership styles – with direct reports and peers
- Achieving a high performance workforce
- Recruitment, selection and promotions methods
- Learning and development for organisational success
- International trends in people management
- Exploring emotional intelligence
- Changing organisational culture
- Dealing with conflict
- Run more effective meetings
- Making performance management work in practice
- Career progression and succession planning
- Discipline and grievance procedures
- Alternative methods of conflict resolution

TRAINING THE TRAINERS

COURSE CODE: HRM 9003



COURSE OVERVIEW

Countless research studies have shown that investing in training and talent development pays great dividends.

This course equips those involved in training with the essential skills of in-house trainer. Participants will acquire up-to-date skills to be more effective in the delivery of training courses – especially in the design and use of presentation and facilitation technique.

PREREQUISITE

Excellent knowledge of Microsoft office applications, such as Microsoft Office PowerPoint

WHO SHOULD ENROL?

Learning and development personnel, in-house trainers, human resource managers, senior managers responsible for cascading important information and instructions.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Identify the latest training techniques
- ✓ Conduct needs analysis and write training objectives based on performance needs
- ✓ Design and use leading edge training and learning strategies
- ✓ Develop a process for designing, implementing and evaluating training techniques
- ✓ Deliver structured and confident presentations
- ✓ Facilitate discussions and simulation exercises
- ✓ Recognise the role of information technology
- ✓ Develop a personal training style and delivery approach

COURSE OUTLINE

- Approaches to Training Needs Assessment
- Presentation and facilitation techniques
- The different learning styles and training delivery
- Designing courses and sessions to meet training objectives
- Personal learning, preferences, strengths and weaknesses in presentation
- Developing individual and group action plans
- Practice sessions

EFFECTIVE SECRETARIES AND PERSONAL ASSISTANTS WORKSHOP

COURSE CODE: HRM 9004



COURSE OVERVIEW

Modern day executive secretaries and personal assistants must be prepared to accept increasingly complex responsibilities and cannot rely solely on traditional secretarial skills. Executive assistants must be aware of the principles of management, leadership, human behaviour as well as communication skills, in both the written and spoken word with their contacts at all levels. This global best practice seminar draws on the experience of both managers and support staff the world over to provide executive assistants with the skills needed to perform more effectively.

WHO SHOULD ENROL?

Senior secretaries, executive secretaries and personal assistants to top-level management. Secretaries aiming for promotion to executive positions

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

At the end of the course, you will be able to:

- ✓ Juggle multiple responsibilities
- ✓ Learn powerful techniques to think on your feet with powerful techniques
- ✓ Create win-win solutions
- ✓ Become a strategic partner to your boss
- ✓ Understand different team player style for more effective collaboration
- ✓ Control your time and workload with advanced time-management skills

COURSE OUTLINE

- The changing role of the secretary:
- Office organisation
- Business writing skills
- Report writing
- Managing your work, your subordinates and your boss
- Working in teams
- Arranging meetings and taking minutes
- Event management
- Personal effectiveness, time management
- Management appreciation
- Presentations: theory and preparation
- IT: presentations using PowerPoint
- Personal communication skills
- Introduction to public relations
- Introduction to human resource management

Project and Programme Management

COURSE CODE: PRM 9001



COURSE OVERVIEW

Failure to manage projects can be costly on both your time and your bottom line. This course provides you with strategies, tools and practical techniques to manage public and private sector courses and projects. The methods used are highly flexible and wide-ranging in order to meet the needs across the project and course spectrum, from relatively simple performance improvement projects through to complex multi-million pound national capacity-building courses.

At the end of the course, you will be able to:

- ✓ Conceptualise, define, appraise, plan, implement and successfully conclude courses and projects
- ✓ Provide effective management techniques for course and project teams
- ✓ Supervise, monitor and evaluate a diversity of courses and projects
- ✓ Apply best practice and avoid common pitfalls in course and project management

COURSE OUTLINE

- How to initiate and scope projects, aligning them to strategic organisational and course goals
- How to manage single and multiple streams
- Project appraisal: how to forecast requirements, source funds and effectively manage finances and ensure transparency and accountability
- Select and apply relevant methods and techniques of effective project planning, scheduling, supplier management, logistics and control including PRINCE 2 and Project Gateway methodology
- Overview of web based applications and native project management software
- Use Microsoft Project to create and configure the required outputs and track the progress of the project plan
- Conduct feasibility studies, assess and manage risks

WHO SHOULD ENROL?

All project managers as well as executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

MONITORING AND EVALUATION OF PROJECTS

COURSE CODE: PRM 9004



COURSE OVERVIEW

There is increasing demand from multilateral agencies, funding bodies as well as boards of private companies, for strong demonstration that projects are being monitored and evaluated effectively. Reliable and intelligent project monitoring allows project teams to make appropriate decisions on a day-to-day basis and ensures that projects are carried out as planned.

Even though good projects have pre-planned series of activities and tasks, things rarely work out exactly as planned. Managers must therefore monitor selected indicators and measure performance during implementation so they can make timely adjustments where necessary, as well as subsequently determine the extent to which the program or project achieved its objectives.

WHO SHOULD ENROL?

Senior Managers, Leaders and M&E Specialists who work on projects and courses, advocacy and campaigning, or learning and evaluation

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

On completion of the training, you will be able to:

- ✓ Comprehend the concept of effective project monitoring and evaluation
- ✓ Understand strategies and techniques for monitoring and evaluating projects
- ✓ Prepare monitoring and evaluation systems & plans
- ✓ Implement the monitoring and evaluation courses

COURSE OUTLINE

- Project management overview
- The concept of effective Project M&E & Results-Based Management (RBM)
- Setting project objectives & targets that facilitates effective M&E
- Tools, methods and approaches for facilitating monitoring and evaluation
- Results-based & participatory M&E
- Planning for and Executing on the Monitoring and Evaluation Processes
- Logical Framework Analysis (LFA)
- Using MS Project for Monitoring Projects
- Earned Value Analysis (EVA)
- Collection, analysis and storage of M&E information
- Communicating and reporting M&E findings
- Adaption of all of the above to your specific projects

IMPACT EVALUATION AND ASSESSMENT

COURSE CODE: PRM 9007

COURSE OVERVIEW

The course provides guidance on building organisational capacity to plan, monitor, evaluate and assess the impact of interventions on the society and the poor. It focuses on determining the socio economic impact of the project as the Socio economic challenges faced by development countries requires solution through experience building. The experiences can best be developed by comprehensively monitoring and evaluating existing developmental efforts.

This course will also cover benchmarking processes in meeting criteria for successful exit, managing the timeline for completion, how to set action steps and responsibilities and the mechanisms to assess the progress of the strategy execution. We will also cover techniques of communication and negotiation – within individual teams, departments, organisation-wide as well as to external stakeholders and the media.

BENEFITS OF ATTENDING

- ✓ Improved knowledge of concept and practical strategies of impact assessment of development projects.
- ✓ Improved planning and execution results-based & participatory Impact Evaluation
- ✓ Prepare and implement impact assessment systems & plans
- ✓ How to prepare a concept note and Terms Of Reference for the next impact evaluation of a project
- ✓ Create an outline of report writing for impact evaluation reports – with dummy tables.

WHO SHOULD ENROL?

Project Managers, directors, senior executives and manager from public sector organisations, institutions providing large-scale project financing, and private companies working on/considering PPP projects

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK.

This course is also available as a 2-week course.

COURSE OUTLINE

- Project Management & Project Evaluation Overview
- The concept of effective Project Impact Evaluation & Results-Based Management (RBM)
- Establishing a 'counterfactual' (i.e. what is the likely impact of an alternative policy or practice initiative, or doing nothing at all)
- Setting project objectives & targets that facilitates effective Impact Assessment
- Tools, Methods and Approaches Facilitating Impact Evaluation
- Results-based & Participatory Impact Evaluation
- Planning for and Executing on the Impact Evaluation Processes
- Logical Framework Analysis (LFA)
- Using MS Project for Project Evaluation
- Earned Value Analysis for Impact Evaluation of projects
- People Performance within Impact Evaluation of Development Projects
- Collecting, analysing and storing impact evaluation information
- Data analysis for impact evaluation – The role of econometrics methods.
- Methodological and conceptual issues in impact assessment.
- Managing Impact assessment
- Non-market environmental benefits and valuation techniques
- Lessons learned – project evaluation, analysis and final reporting to meet international donor reporting requirements and standards.
- Creation of manuals, procedure documents, checklists for transition and handover

PUBLIC-PRIVATE-PARTNERSHIP CONCESSIONING WORKSHOP

COURSE CODE: PRM 9006



COURSE OVERVIEW

There is increasing interest in the adoption of the Public-Private-Partnership (PPP) structures for finance provision, implementation and maintenance of major public-works projects. This program analyses the successes and failures in case studies around the world and guides delegates through best practices that can be applied when considering, commissioning or managing PPP projects.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Understand and be able to apply the core principles of PPP to your projects
- ✓ Plan and implement strategies that take into account public and private sector perspectives
- ✓ Be familiar with the regulatory issues involved in PPP transactions
- ✓ Be able to analyse and execute PPP projects with better efficiency

COURSE OUTLINE

- Dynamics of PPP in global economic development
- The roles of private equity companies
- PPP principles and constraints
- What makes PPPs go right and wrong?
- Globalised PPP Formats and best practices
- Financing PPPs
- Risk factors in PPP transactions
- Cost and valuation issues under PPP structures
- The role of host communities
- Planning and implementing PPPs
- Regulatory issues in PPP transactions

WHO SHOULD ENROL?

Project Managers, directors, senior executives and manager from public sector organisations, institutions providing large-scale project financing, and private companies working on/considering PPP projects

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

RISK MANAGEMENT

COURSE CODE: PRM 9003



COURSE OVERVIEW

The successful management of risk helps organisations to increase speed of change, improve management control and service delivery. The course provides a comprehensive guide to risk management at the strategic level, focusing on business, courses and projects. It will show how risk management can be implemented and operated successfully within public and private sector organisations.

WHO SHOULD ENROL?

All project managers as well as executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Review your organisation's risk exposure
- ✓ Develop a sustainable risk management framework
- ✓ Prepare your organisation for better risk management
- ✓ Prepare action plans to mitigate risk
- ✓ Track, monitor and control risks

COURSE OUTLINE

- How to develop a risk management framework
- Identification of different aspects of risk
- Risk management processes
- Consequences of not undertaking pro-active risk management
- How disaster-recovery facilities work
- Key elements of business continuity
- Security risk
- Project and course risk

AGRICULTURE ENTREPRENEURSHIP DEVELOPMENT

COURSE CODE: BNS 9001



COURSE OVERVIEW

Agribusiness is one of the main generators of employment and income worldwide. Traditional production and distribution methods are giving way to more closely coordinated and better planned linkages between agribusiness firms, farmers, retailers and others in the supply chains.

This course prepares delegates on improving enterprise development programs using practical tools and guides delegates on planning and organising agribusiness enterprises. Delegates will also look at individual case studies and practical examples drawn from successful agricultural entrepreneurship programs. Performance. Delegates will also look at individual case studies into agricultural lending and investment.

COURSE STRUCTURE

Delegates will attend this 1 week course between 9.00am to 17:00pm This course is also available as a 2 week course (group bookings only)

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Understand the components required to deliver a successful agribusiness entrepreneurial development program
- ✓ Understand the global value chain development for profitability
- ✓ Assist in developing agribusiness plans

COURSE OUTLINE

- The importance of agriculture and entrepreneurship development
- Challenges of Agribusiness SME's
- Agribusiness development models
- Creating a Positive Environment for Agricultural Development
- Business planning and financing entrepreneurship
- Agriculture value chains
- Managing Agricultural risk
- Trading in Agribusiness
- Marketing and stakeholder management for Agribusiness
- Technology and sustainability
- Agri-extension services
- The future of Farming and Agribusiness
- Phases of a entrepreneurship development program

FINANCE FOR NON-FINANCE MANAGERS

COURSE CODE: FIN 9004



COURSE OVERVIEW

Delegates on this course will gain a clear understanding of business finance, how to interpret financial statements such as profit & loss, the balance sheet, cash flow forecasts, risk analysis and break even figures. It will highlight the key financial areas you should be addressing as a manager and know when to look out for warning signals.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Understand how accounts can be used to manage performance
- ✓ Appreciate the contribution that financial information makes to business decisions
- ✓ Be able to ask more informed questions
- ✓ Have greater aptitude to explore your organisation's finances in more depth

COURSE OUTLINE

- **Objectives of financial statements**
 - Elements of financial statements
 - Balance sheets
 - Profit and loss accounts
 - Cash flow statements
- **Interpretation of Financial Statements**
 - Ratio analysis and key indicators
 - Profitability
 - Liquidity
 - Gearing and financial structure
 - Investor ratios
- **Tools for Management Decisions**
 - Break-even analysis
 - Payback spend
 - Time value of money
 - Net present value (NPV)
- **Valuation Concepts**
 - Asset-based valuations
 - Earnings-based valuations

WHO SHOULD ENROL?

Executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies who are not financially train

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

COURSE CODE: FIN 9005

COURSE OVERVIEW

As more publicly traded, private and state-owned entities around the world adopt IFRS, there is increasing pressure for companies to ensure that their records are compliant with these international standards and principles. There is greater demand from banks, investors and funds for improved accountability and transparency. The global acceptance of IFRS mean that even those who are not directly involved in the preparation of financial reporting need to stay up-to-date to ensure that contracts and agreements are in-line with these standards.

This workshop can be geared for both the novice as well as the seasoned professional to give a comprehensive understanding of IFRS to increase transparency and develop a better system of performance/results measurement. Though the use of case studies of all the major topics, delegates will gain a working knowledge of how to apply and adopt IFRS to their organisation. We will also conduct discussions on how to overcome the challenges faced by other companies in implementing IFRS.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Apply IFRS to your organisation's accounting practices
- ✓ Accomplish increased transparency and meet the international requirements of banks, investors and funding bodies
- ✓ Apply best practice and avoid common pitfalls in IFRS implementation
- ✓ Build a strong system of performance-based management in your accounting reports

WHO SHOULD ENROL?

Accountants, Auditors, Financial managers, Managers of SMEs, Managers of publically traded companies as well as Tax accountants providing in-house training.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

COURSE OUTLINE

- IASB and IFRS The Framework and IFRS reporting requirements
- In-depth Look at Key Standards: Adjusting and non-adjusting events, disclosure requirements, investments reporting – equity/costs, interest in joint ventures, Revenue recognition
- First-time Adoption
- Property – valuation, depreciation, expensing, capitalisation, lessee and lessor, inventories
- Revaluation of Assets, Impairment of Assets, Intangible Assets
- Income taxes, liabilities,
- Business Combinations and Consolidations
- Presentation of Financial Statements and Cash Flow Statements
- Accounting Policies, Changes in Accounting Estimates and Errors
- Foreign currency translations and transactions
- Consolidated and Separate Financial Statements
- Financial instruments
- Employee benefits

INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)

COURSE CODE: FIN 9009

COURSE OVERVIEW

Governments around the world are required to be more accountable for their public budgets and to produce accurate, meaningful and transparent financial statements. International Public Sector Accounting Standards (IPSAS) enable public entities to show clear accrual accounting and budgeting techniques and demonstrate results-based monitoring and reporting.

This workshop provides guidance on IPSAS from the IASB's IFRS standards to enable delegates to increase transparency and develop a better system of performance/results measurement of costs and cost budgets. Through the use of case studies, delegates will gain a working knowledge of how to apply and adopt IPSAS to their organisation. We will conduct discussions on how to overcome the challenges faced by other entities in implementing IPSAS.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Apply IPSAS to your organisation's accounting practices
- ✓ Accomplish increased transparency and meet the international requirements of banks and donors and multi-lateral agencies
- ✓ Apply best practice and avoid common pitfalls in IPSAS implementation
- ✓ Build a strong system of performance-based management in accounting reports

COURSE OUTLINE

- Conceptual framework for general purpose financial reporting by public sector entities
- In-depth Look at Key Standards: Hyperinflation, adjusting and non-adjusting events, disclosure requirements, investments reporting – equity/costs, interest in joint ventures
- Accounting and financial reporting for service concession arrangements
- Amendments, reviews and changes in IPSAS and expected future developments
- IPSASB projects, consultation papers, resources, reference materials and research on IPSAS
- Presentation of Financial Statements and Cash Flow Statements
- Accounting Policies, Changes in Accounting Estimates and Errors
- Foreign Exchange Rates
- Consolidated and Separate Financial Statements
- Property – valuation, depreciation, expensing, capitalisation, lessee and lessor, inventories, construction contracts
- Impairment of Non-cash generating assets and cash-generating assets
- Financial instruments
- Employee benefits

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK. This course is also available as a 2-week course. London, UK

TRANSITION AND IMPLEMENTATION OF IPSAS

COURSE CODE: FIN 9003

COURSE OVERVIEW

While the technical demand of applying all relevant IPSAS should not be undervalued, it is just as important to ensure the right decisions are made over which accounting policies to select.

This course will explore whether and how to use any of the transitional provisions in IPSAS, and guides delegates through best practice to ensure systems and processes are adequate in managing the overall transition project. This practical program includes discussion of real-world experiences in transitioning to IPSAS and answers to implementation questions. Strategies and guidance for establishing IPSAS accounting policies are also discussed.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Apply the requirements of the IPSAS transitional provisions
- ✓ Understand the available policy options and their short-term and long-term consequences
- ✓ Discern the costs and benefits of various courses of action
- ✓ Implement practical strategies for managing the transition to IPSAS and avoid common pitfalls
- ✓ Determine the system modifications and other changes that will be required in order to implement IPSAS
- ✓ Gain the understanding required to develop an effective implementation plan for your company

PREREQUISITES

Understanding of accounting principles based on national standards together with some understanding of IPSAS. Refer to Course code: FIN 9009 International Public Sector Accounting Standards (IPSAS).

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

COURSE OUTLINE

- Implementation stages
 - Initiation
 - Requirement
 - Design
 - Implementation
- IPSAS impact and gap analysis
- Exploring resources required
- IPSAS transition readiness assessment
- Creating a timeline
- Implementation issues
- Performance measurement
- Managing the IPSAS Transition Process
 - Planning the project
 - Involving the whole business
 - Staff training
 - Implementing the changes
 - Collecting the data
 - Reporting
 - Progress review and follow-up procedures
 - Benefits and costs of implementing IPSA

FINANCIAL RISK MANAGEMENT IN DEVELOPMENT PROJECTS

COURSE CODE: FIN 9007

COURSE OVERVIEW

Risks and its consequences pose a formidable threat to poverty reduction efforts. This training is geared towards risk management for projects based in developing countries. In the current economic downturn, many funding institutions are demanding increased value-for-money on development projects. This course shows participants how to improve project effectiveness through measured and considered financial risk management as well as monitoring and evaluation courses.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Maximize the effectiveness and efficiency with which funds are allocated
- ✓ Facilitate the development of effective partnerships between the public administration, rural community organisations and locally active development agents of the private sector and civil society
- ✓ Identify, analyse, mitigate, monitor and control financial risks, particularly as it relates to development projects
- ✓ Develop a financial risk management framework and risk strategy
- ✓ Appreciate the benefits of proactively managing risk
- ✓ Identify financial management monitoring and evaluation techniques that can be applied to develop action plans that mitigate financial risks associated with management of projects in development projects
- ✓ Develop strategies (administrative and financial) to mitigate associated risks

COURSE OUTLINE

- Analysis and assessment of risks associated with development projects
- Why financial risk management has become so crucial for successful management for development projects
- What are the competing internal approaches to the measurement of risks
- Awareness of industry standard operational risk methodologies
- Develop a risk management framework- identification of assumptions and risks
- Risk management processes: how to identify, analyse and manage risk
- Consequences if not undertaking pro-active risk management
- Project and course risk – purpose and benefits of planning, monitoring and evaluation
- Key concepts and approaches in evaluation – effectiveness, efficiency, impact, relevance and sustainability
- Research, data analysis techniques and reporting
- Towards developing a M&E system to mitigate financial risk on projects
- Identification of transparent, simple and effective measures of financial risk mitigation
- Identification of cost effective financial risk mitigation measures

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK.

ANTI-BRIBERY AND CORRUPTION COMPLIANCE WORKSHOP

COURSE CODE: SPT 9002

COURSE OVERVIEW

This is a five day course focusing on identification, prevention and building a strong ethical culture within organisations. Issues ranging from causes and consequences to anti-corruption practice, international cooperation, and best practices will be covered.

The course will discuss practices and procedures taken by governments, NGOs and other stakeholders to eliminate corruption and promote accountability and transparency. We will guide delegates in applying an anti-corruption strategy that fits their organisation's individual circumstances, taking into account the current culture both internally and within the country at large.

BENEFITS OF ATTENDING

At the end of the course, delegates will be able to:

- ✓ Understand the risks associated with bribery and corruption and how to spot and report it
- ✓ Assess internal policies and procedures and provide feedback
- ✓ Increase transparency and meet the international requirements of banks, investors and funding bodies
- ✓ Apply best practice and avoid common pitfalls
- ✓ Build a strong culture of honesty, integrity and accountability within the organisation

COURSE OUTLINE

- What constitutes bribery and corruption and how to identify misbehaviour
- Key components of practical and implementable anti-bribery and anti-corruption course
- Breeding conditions for corruption and bribery and how to stamp out development and replace with environment of transparency and personal/team integrity
- International anti-corruption methods, standards of practice, legislative guidelines, acts etc.
- Public sector Mechanisms – transparency in procurement, financial regulatory mechanisms, codes of ethics, federal and state oversight procedures
- Integrity due diligence, red flags, whistle-blowing and internal/external reporting guidelines
- Role of ethics committees, managers and directors and what is expected of them
- Risk assessment and risk mitigation and conducting response plans
- Cascading information, training and creating awareness and compliance throughout the organisation to create ethical culture
- Conducting difficult meetings, conversations with personnel and managers suspected of corruption and disciplinary for those caught
- Monitoring and evaluation tools to test if the course is working
- International case studies of implementation – best practices, lessons learned and how to increase the likelihood of genuine compliance of the course
- Frequently asked questions

WHO SHOULD ENROL?

Advisors and course managers, In-house legal and compliance teams, senior management and anyone accountable for their organisations finances and funding will also benefit from this course.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

APPLIED TIME SERIES ECONOMETRICS MODELLING

COURSE CODE: ECM 9001

COURSE OVERVIEW

This course is of an applied nature and focuses on hands-on experience in estimation, interpretation and evaluation of economic relationships. The workshop reconciles economic theory with practice, thereby empowering delegates with analytical skills and practical approach to decision making processes.

The course begins with a basic introduction to the concepts of regression and statistical inference. Thereafter, attention is given to the violations of the classical linear regression model that are often encountered in applied econometric work – the consequences of these violations are discussed, as well as practical ways of detecting (diagnostic testing) and solving these problems. Various applications of regression analysis, such as forecasting and policy simulation are discussed and applied. This course also includes the discussion of the practical implications of employing non-stationary data in estimation, the detection of unit-roots in the underlying data-generating processes and concepts of cointegration and error-correction modelling.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Apply regression analysis
- ✓ Use dummy variables
- ✓ Deal with structural breaks
- ✓ Deal with violations of the basic assumptions of regression analysis.
- ✓ You should also be able to apply the techniques of cointegration and error-correction modelling in the case where time-series data contain unit roots.

COURSE OUTLINE

- Principle & methodology of econometric analysis
- Introductory statistics
- Basics of regression analysis
- Single equation estimation
- Multiple regression analysis
- Violations of the classical assumptions
- Regression on dummy variables
- Stationarity
- Unit root testing
- Introduction to Cointegration & error-correction modelling
- Practical modelling sessions

APPLICATION SOFTWARE

Econometric Views (EViews version 8)

PRERESQUITE

Basic knowledge of economic theory and exposure to empirical economic analysis

WHO SHOULD ENROL?

Delegates are expected from research and policy department of Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies and other government departments such as National Planning & Finance.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

ECONOMETRIC ANALYSIS OF PANEL DATA

COURSE CODE: ECM 9005

COURSE OVERVIEW

This course is of an applied nature and focuses on hands-on experience in estimation, interpretation and evaluation of economic relationships, within a panel data context. The course covers techniques applicable to both stationary and non-stationary panel data sets, and includes an introduction to both one-way & two-way error component models (either including individual-specific and period-specific effects or both). Hypothesis testing – including tests for fixed and random effects, specification, serial correlation and heteroscedasticity tests as well as a discussion on the correction thereof. Seemingly unrelated regressions are also discussed, along with topics specific to non-stationary panel data such as unit root testing, estimation non-stationary panels and cointegration.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Estimate regression models for data organised in a panel
- ✓ Deal with violations of the basic assumptions of regression analysis.
- ✓ Be able to apply the techniques of unit root testing and cointegration in the case where the panel contains unit roots.

COURSE OUTLINE

- Review of Time Series Econometrics
- Introduction to Panel Data Analysis
- Stationary Panel Data
- One-way & two-way error component model
- Hypothesis testing
- Heteroscedasticity and serial correlation
- Seemingly unrelated regression (SUR) models
- Non-stationary Panel Data
- Unit root tests
- Estimation of non-stationary time series
- Cointegration tests

APPLICATION SOFTWARE

Econometric Views (EViews version 8)

PRERESQUITE

Applied Time Series Econometrics Modelling

WHO SHOULD ENROL?

Delegates are expected from research and policy department of Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies and other government departments such as National Planning & Finance.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

ADVANCED ECONOMETRIC MODELLING FOR MONETARY POLICY ANALYSIS

COURSE CODE: ECM 9006



COURSE OVERVIEW

The main objective of this workshop is to apply advanced econometric modelling tools to enable policy analysis, test theories and do policy simulations.

In some time series data, especially financial data, the variance changes over time: sometimes the series exhibits high volatility, while at other times the volatility is low, so that the data exhibits clusters of volatility.

Traditional regression tools have shown their limitation in the modelling of financial time-series. Assuming that only the conditional mean could be changing with covariates while the variance remains constant over time often revealed to be an unrealistic assumption in practice. This course presents models for quantifying volatility clusters, also known as “conditional heteroskedasticity”

WHO SHOULD ENROL?

Delegates are expected from organisations Government departments and Regulatory agencies, Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies and other government departments and agencies.

COURSE STRUCTURE

Delegates will attend this 1-week course between 09:00 and 17:00 daily. London, UK

Also causal effects in models (such as monetary policy) tend not to be instantaneous but dynamic. It is now generally accepted to incorporate dynamic effects in monetary policy models as these effects takes time to attain. We will examine various approaches to model dynamic effects in econometrics models of monetary policy using Nigerian data.

Delegates will get hands-on modelling practice, estimation and diagnostic testing, simulate scenarios and utilize economic and business data to assess and analyse previous policies.

COURSE OUTLINE

- Review of a range of econometric modelling techniques
- ARCH & GARCH modeling and implications for policy decision making
- General to Specific modeling methodology
- Dynamic models
- Distinction between short-run and long-run estimates
- Dynamic modeling (DOLS) – Advanced application of Partial Adjustment Model, Autoregressive Distributed Lag Models (ARDL) and their application to policy modeling
- Discuss international case studies of application of econometric modelling to policy making and simulations
- Comparisons – results from different versions of the same model, implications of variations

FUNDAMENTALS OF PETROLEUM ECONOMICS

COURSE CODE: ECM 9002



COURSE OVERVIEW

This is a practical energy training course enabling delegates from all technical and commercial disciplines to understand the theories and methods used to value oil and gas prospects. The one week course will reveal the fundamental aspects of upstream petroleum economics and risk analysis.

BENEFITS OF ATTENDING

At the end of the course, you will:

- ✓ Understand upstream petroleum economic discounted cash flow evaluation methodologies
- ✓ Comprehend the derivation, calculation & application of economic metrics
- ✓ Calculate components of an oil/gas field cash flow
- ✓ Evaluate investment opportunities in exploration, development & production
- ✓ Construct production sharing contract, tax & royalty concession models
- ✓ Understand international fiscal systems
- ✓ Have a good overview of uncertainty & risk in exploration & economic evaluation

COURSE OUTLINE

- Introduction to the international oil and gas industry
- Fundamentals of production and end-use characteristics
- The evolution of the oil and gas industry
- The price of oil and its projected consequences
- Future issues affecting the oil and gas sector

WHO SHOULD ENROL?

Delegates are expected from organisations Government departments and Regulatory agencies, Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies and other government departments and agencies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 9.00am to 17:00pm daily

RECENT CLIENTS

- Central Bank of Nigeria
- University of Ibadan – Nigeria
- National Health Insurance Authority (NHIA) Ghana
- Nigeria National Assembly (NNA)
- Tullow Oil Plc- Ghana
- Community and Social Development Project (CSDP) – Nigeria
- Uganda Development Services - UK
- Jordan Enterprise Development Corporation (JEDCO) – Jordan
- Action for Aids – United Kingdom
- The National FADAMA III Project - Nigeria
- Infrastructure Concession Regulatory Commission - Nigeria
- National Veterinary Research Institute - Nigeria
- National Agency for the Control of AIDS (NACA) – Nigeria
- Nigerian Ports Authority – Nigeria
- Petroleum Equalisation Fund (Management) Board – Nigeria
- Petroleum Products Pricing Regulatory Agency (PPPRA) – Nigeria
- Petroleum Technology Development Fund (PTDF) – Nigeria
- Abuja Metropolitan Management Council – Nigeria

TESTIMONIES FROM RECENT CLIENTS

“ This training has been concise, up to date, an exposition and an eye opener... It was a great opportunity to have come here and acquired this foundation. I therefore hope and wish to stay in touch for further knowledge. ”

Reconciliation Collection Analyst, Petroleum Equalization Fund Management Board Petroleum Economics – July 2014

“ A well thoughtout course coupled with committed resources and facilitators. It has been a wonderful experience. ”

Assistant Director, National Assembly International Public Sector Accounting Standards (IPSAS) – June 2014

“ This course has given me a greater understanding of Monitoring and Evaluation which will be carried into our courses with the anticipated result of greater funding opportunities for our charity. Thank you for the opportunity. ”

Administrator, Uganda Development Services (UK) Monitoring and Evaluation of Projects - March 2014

“ The course has crystallised for me the importance of Monitoring and Evaluations the key to measuring/ supporting the management of projects ”

Assistant Director, National Veterinary Research Institute Monitoring and Evaluation of Projects – March 2014

“ This is no doubt the most interesting and conducive Econometrics training I have attended since joining CBN. For the first time I was able to interpret results and see clearly how the affect policy making. ”

Assistant Economist, Central Bank of Nigeria Delegate, Applied Time Series Econometric Modelling – Sept 2013

“ Alexander Brookes is a wonderful training centre with professional resource persons, who are grounded and masters in their own right. I am so glad I attended a training course here. Please keep it up. ”

General Manager, CSDP Nigeria Delegate, Impact Evaluation and Assessment – April 2013

“ Alexander Brookes is a household name in the area of capacity building. It has very good facilitators that are highly experienced in project development and management for sustainable results. ”

General Manager, CSDP Nigeria Delegate, Impact Evaluation and Assessment – April 2013

“ This training has been concise, up to date, an exposition and an eye opener... It was a great opportunity to have come here and acquired this foundation. I therefore hope and wish to stay in touch for further knowledge. ”

Reconciliation Collection Analyst, Petroleum Equalization Fund Management Board Petroleum Economics – July 2014

“ The course curriculum is structure in such a manner that it gives a real feel of the office activities that one has to confront every day. The friendliness at Alexander Brookes will stay with me for quite a long time. ”

Principal Manager, Procurement, Nigerian Port Authority, Project and Programme Management – October 2012

“ Course content was excellent and delivery was hands-on with plenty of real-life examples that I could relate to. I wish I had taken the course earlier. Nice friendly environment with lots of customer care and support. ”

Assistant Director (Research), National Veterinary Institute, Nigeria Project and Programme Management – October 2012

“ I have been to a lot of training courses, but I must say, I found this training quite exiting and very practical, the lecturers are quite experienced and warm. The location is serene and the topics very apt and can be related to practical experience. I say thank you! ”

Legal Adviser, National Planning Commission-Nigeria Delegate, Leadership & Strategic Change Management – March 2012

“ The Innovative, constructive hands-on approach is great for learning. A very friendly, conducive atmosphere for receiving new knowledge and changing old ways of doing things; Small class proved to be very good. Please keep the focus, innovation and drive ”

Director, National Agency for Control of AIDS-Nigeria Delegate, Leadership & Strategic Change Management – March 2012

“ This is the best training we have ever attended in my organisation. All the delegates noticed a very sharp difference from previous training courses organised in terms of quality of content and mode of delivery ”

Senior Field Officer, Petroleum Products Pricing Regulatory Agency – Delegate, 2012 Downstream Oil & Gas Management



SCOPE AND DURATION OF THE TRAINING

The duration of each of the training courses is usually 5 days but alternative course schedules can be arranged for bespoke courses. We work with clients and delegates to:

- Identify and assess competency levels and skill gaps during the training, and refine the curriculum as appropriate
- Provide practical and applicable hands-on training by consulting with the group
- Design the training materials and provide ongoing assistance to delegates

TRAINING METHODOLOGY

The proposed courses are delivered through instructor led lectures, presentations that are integrated with interactive group discussions. The hands-on sessions (usually done in small groups) are used for selected courses to give practical application of the course using real life data.

Relevant case studies of international practical experience, regulatory and industry developments are used to increase the understanding of the subject. Detailed training course notes are included as future reference material for the delegates.

CERTIFICATION

At the end of the training course, each participant with 100% attendance will be presented with a certificate summarising the skills they have acquired during the course, signed by the Course Director.

For more information on these workshops and other high value training workshops, please contact:

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United Kingdom

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ALEXANDER BROOKES 2015 TRAINING CALENDAR

JANUARY

COURSE	COURSE CODE	DURATION	DATES
Monitoring & Evaluation of Projects	PRM 9004	5 days	05/01/2015 - 09/01/2015
Project and Programme Management	PRM 9001	5 days	05/01/2015 - 09/01/2015
Impact Evaluation and Assessment	PRM9007	5 days	12/01/2015 - 16/01/2015
Effective Secretaries and Personal Assistants Workshop	HRM 9004	5 days	12/01/2015 - 16/01/2015
Effective People Management	HRM 9000	5 days	12/01/2015 - 16/01/2015
Financial Risk Management in Development Projects	FIN 9007	5 days	19/01/2015 - 23/01/2015
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	19/01/2015 - 23/01/2015
Advanced Econometric Modelling for Monetary Policy Analysis	ECM9006	5 days	19/01/2015 - 23/01/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	26/01/2015 - 30/01/2015
Change Management Workshop	LDS 9001	5 days	26/01/2015 - 30/01/2015
Human Resources Management	HRM 9001	5 days	26/01/2015 - 30/01/2015

FEBRUARY

Course	Course Code	Duration	Dates
Corporate Strategy Workshop	LDS 9004	5 days	02/02/2015 - 06/02/2015
Anti-Bribery and Corruption Workshop	SPT 9002	5 days	02/02/2015 - 06/02/2015
Fundamentals of Petroleum Economics	ECM 9002	5 days	09/02/2015 - 13/02/2015
Agriculture Entrepreneurship Development	BNS 9001	5 days	09/02/2015 - 13/02/2015
Risk Management	PRM 9003	5 days	16/02/2015 - 20/02/2015
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	16/02/2015 - 20/02/2015
Transition and Implementation of IPSAS	FIN 9003	5 days	23/02/2015 - 27/02/2015
Leadership	LDS 9000	5 days	23/02/2015 - 27/02/2015

MARCH

Course	Course Code	Duration	Dates
Finance for Non-Finance Managers	FIN 9004	5 days	02/03/2015 - 06/03/2015
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	02/03/2015 - 06/03/2015
Econometrics Analysis of Panel Data	ECM 9005	5 days	09/03/2015 - 13/03/2015
Applied Time Series Econometrics Modelling	ECM 9001	5 days	09/03/2015 - 13/03/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	16/03/2015 - 20/03/2015
Monitoring & Evaluation of Projects	PRM 9004	5 days	16/03/2015 - 20/03/2015
Human Resources Management	HRM 9001	5 days	23/03/2015 - 27/03/2015
Effective Secretaries and Personal Assistants Workshop	HRM 9004	5 days	23/03/2015 - 27/03/2015

APRIL

Course	Course Code	Duration	Dates
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	13/04/2015 - 17/04/2015
Financial Risk Management in Development Projects	FIN 9007	5 days	13/04/2015 - 17/04/2015
Leadership	LDS 9000	5 days	13/04/2015 - 17/04/2015
Change Management Workshop	LDS 9001	5 days	13/04/2015 - 17/05/2015
Anti-Bribery and Corruption Workshop	SPT 9002	5 days	20/04/2015 - 24/04/2015
Training the Trainers	HRM 9003	5 days	20/04/2015 - 24/04/2015
Project and Programme Management	PRM 9001	5 days	27/04/2015 - 01/05/2015
Impact Evaluation and Assessment	PRM 9007	5 days	27/04/2015 - 01/05/2015

MAY

Course	Course Code	Duration	Dates
Agriculture Entrepreneurship Development	BNS 9001	5 days	11/05/2015 - 15/05/2015
Finance for Non-Finance Managers	FIN 9004	5 days	11/05/2015 - 15/05/2015
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	11/05/2015 - 15/05/2015
Effective Secretaries and Personal Assistants Workshop	HRM 9004	5 days	11/05/2015 - 15/05/2015
Human Resources Management	HRM 9001	5 days	11/05/2015 - 15/05/2015
Monitoring & Evaluation of Projects	PRM 9004	5 days	18/05/2015 - 22/05/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	18/05/2015 - 22/05/2015
Advanced Econometric Modelling for Monetary Policy Analysis	ECM9006	5 days	18/05/2015 - 22/05/2015
Fundamentals of Petroleum Economics	ECM 9002	5 days	18/05/2015 - 22/05/2015

JUNE

Course	Course Code	Duration	Dates
Project and Programme Management	PRM 9001	5 days	01/06/2015 - 05/06/2015
Effective People Management	HRM 9000	5 days	01/06/2015 - 05/06/2015
Risk Management	PRM 9003	5 days	01/06/2015 - 05/06/2015
Econometrics Analysis of Panel Data	ECM 9005	5 days	08/06/2015 - 12/06/2015
Applied Time Series Econometrics Modelling	ECM 9001	5 days	08/06/2015 - 12/06/2015
Change Management Workshop	LDS 9001	5 days	15/06/2015 - 19/06/2015
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	22/06/2015 - 26/06/2015
Anti-Bribery and Corruption Compliance Workshop	SPT 9002	5 days	29/06/2015 - 03/07/2015

JULY

Course	Course Code	Duration	Dates
Impact Evaluation and Assessment	PRM 9007	5 days	06/07/2015 - 10/07/2015
Monitoring & Evaluation of Projects	PRM 9004	5 days	06/07/2015 - 10/07/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	06/07/2015 - 10/07/2015
Financial Risk Management in Development Projects	FIN 9007	5 days	13/07/2015 - 17/07/2015
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	13/07/2015 - 17/07/2015
Transition and Implementation of IPSAS	FIN 9003	5 days	13/07/2015 - 17/07/2015
Fundamentals of Petroleum Economics	ECM 9002	5 days	20/07/2015 - 24/07/2015
Finance for Non-Finance Managers	FIN 9004	5 days	20/07/2015 - 24/07/2015
Effective Secretaries and Personal Assistants Workshop	HRM 9004	5 days	27/07/2015 - 31/07/2015
Human Resources Management	HRM 9001	5 days	27/07/2015 - 31/07/2015
Leadership	LDS 9000	5 days	27/07/2015 - 31/07/2015

AUGUST

Course	Course Code	Duration	Dates
Anti-Bribery and Corruption Compliance Workshop	SPT 9002	5 days	03/08/2015 - 07/08/2015
Project and Programme Management	PRM 9001	5 days	03/08/2015 - 07/08/2015
Agriculture Entrepreneurship Development	BNS 9001	5 days	10/08/2015 - 14/08/2015
Corporate Strategy Workshop	LDS 9004	5 days	10/08/2015 - 14/08/2015
Change Management Workshop	LDS 9001	5 days	17/08/2015 - 21/08/2015
Risk Management	PRM 9003	5 days	17/08/2015 - 21/08/2015
Advanced Econometric Modelling for Monetary Policy Analysis	ECM9006	5 days	24/08/2015 - 28/08/2015
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	24/08/2015 - 28/08/2015

SEPTEMBER

Course	Course Code	Duration	Dates
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	07/09/2015 - 11/09/2015
Econometrics Analysis of Panel Data	ECM 9005	5 days	07/09/2015 - 11/09/2015
Applied Time Series Econometrics Modelling	ECM 9001	5 days	07/09/2015 - 11/09/2015
Fundamentals of Petroleum Economics	ECM 9002	5 days	07/09/2015 - 11/09/2015
Monitoring & Evaluation of Projects	PRM 9004	5 days	14/09/2015 - 18/09/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	14/09/2015 - 18/09/2015
Training the Trainers	HRM 9003	5 days	21/09/2015 - 25/09/2015
Human Resources Management	HRM 9001	5 days	21/09/2015 - 25/09/2015

OCTOBER

Course	Course Code	Duration	Dates
Corporate Strategy Workshop	LDS 9004	5 days	05/10/2015 - 09/10/2015
Leadership	LDS 9000	5 days	05/10/2015 - 09/10/2015
Finance for Non-Finance Managers	FIN 9004	5 days	12/10/2015 - 16/10/2015
Financial Risk Management in Development Projects	FIN 9007	5 days	12/10/2015 - 16/10/2015
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	12/10/2015 - 16/10/2015
Impact Evaluation and Assessment	PRM 9007	5 days	19/10/2015 - 23/10/2015
Project and Programme Management	PRM 9001	5 days	19/10/2015 - 23/10/2015
Effective Secretaries and Personal Assistants Workshop	HRM 9004	5 days	26/10/2015 - 30/10/2015
Effective People Management	HRM 9000	5 days	26/10/2015 - 30/10/2015

NOVEMBER

Course	Course Code	Duration	Dates
Monitoring & Evaluation of Projects	PRM 9004	5 days	02/11/2015 - 06/11/2015
Agriculture Entrepreneurship Development	BNS 9001	5 days	02/11/2015 - 06/11/2015
Advanced Econometric Modelling for Monetary Policy Analysis	ECM 9006	5 days	09/11/2015 - 13/11/2015
International Public Sector Accounting Standards (IPSAS)	FIN 9009	5 days	09/11/2015 - 13/11/2015
Public-Private-Partnership and Concessioning Workshop	PRM 9006	5 days	16/11/2015 - 20/11/2015
Anti-Bribery and Corruption Compliance Workshop	SPT 9002	5 days	23/11/2015 - 27/11/2015
Change Management Workshop	LDS 9001	5 days	23/11/2015 - 27/11/2015
Human Resources Management	HRM 9001	5 days	30/11/2015 - 04/12/2015
Training the Trainers	HRM 9003	5 days	30/11/2015 - 04/12/2015

DECEMBER

Course	Course Code	Duration	Dates
Transition and Implementation of IPSAS	FIN 9003	5 days	07/12/2015 - 11/12/2015
International Financial Reporting Standards (IFRS)	FIN 9005	5 days	07/12/2015 - 11/12/2015
Finance for Non-Finance Managers	FIN 9004	5 days	07/12/2015 - 11/12/2015
Risk Management	PRM 9003	5 days	14/12/2015 - 18/12/2015
Corporate Strategy Workshop	LDS 9004	5 days	14/12/2015 - 18/12/2015

Alexander Brookes reserves the right to amend courses or the published course, or to cancel any course at any time, and offer an alternative date, a full refund or credit, without liability for any consequential loss or damage.

ALEXANDER BROOKES BOOKING FORM

Please complete and submit the following information. Please note that all fields must be filled in as they are all required to make a booking. Once completed, please send completed booking form by fax to **+44 (0)20 7147 9989**.

For any enquiries please contact us by email at info@alexanderbrookes.com or by telephone on **+44 (0)20 7147 9989**.

COURSE INFORMATION

Course Information

Start Date (DD/MM/YYYY)

Finish Date (DD/MM/YYYY)

Additional Options

Fees

DELEGATE INFORMATION

MR.

MRS.

MS.

DR.

Surname

Forenames

Date of Birth (DD/MM)

Nationality

Organisation

Job Title

Department

Address

Town

Postcode

County

CONTACT DETAILS

Telephone

Mobile

Email

Fax

Approving Manager

Approving Manager Telephone

FUNDING

Is funding secured?

Yes

No

Funding Organisation

Contact Name

Telephone



ALEXANDER BROOKES
ASSOCIATES LIMITED

Lombard Business Park, 8 Lombard Road
Wimbledon, London, SW19 3TZ. United Kingdom

Tel/Fax: +44(0)2071479989

Email: info@alexanderbrookes.com

Web: <http://www.alexanderbrookes.com>

ALEXANDER BROOKES BOOKING TERMS AND CONDITIONS

How to book

Book online at www.alexanderbrookes.com

Fax attached booking form to:

+44 (0)20 7147 9989

Call Client Services on:

+44 (0)20 7147 9989

Bookings

Bookings can be made by fax, email, post or online. All bookings will be regarded as confirmed once received.

Online bookings can be made via our website

www.alexanderbrookes.com

Telephone Bookings

Bookings can also be made by telephone, but these bookings will be regarded as provisional. Please note that the bookings will remain provisional until we have received written confirmation.

Cancellations

A written notification of cancellation should be sent at least 21 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned. Cancellations made less than 3 weeks will incur a cancellation charge of 50% of the course fee.

Postponements and Transfers

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone has to be sent in writing 21 days prior to the start of the course concerned.

Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical), but the new booking cannot be subsequently cancelled.

Payment

Your booking is not confirmed until payment has been received.

The balance of course fees must be paid in full no later than 21 days prior to the start of the course (or immediately for late bookings). All payments will be received in British Pound Sterling. Alexander Brookes will not be responsible for any financial shortfall if fees are changed from another foreign currency.

All participants excluding Government officials and public servants – are liable to pay the standard rate of VAT, which is currently 20% effective of 4 January 2011.

Other Terms

Alexander Brookes reserves the right to remove any delegate from their course should their behaviour be deemed inappropriate by Alexander Brookes or its partners. This will result in no refund of course fees or other expenditure incurred.

Ways of Booking a Course

You can also book any of our courses by logging on to our website at www.alexanderbrookes.com

Complete the booking form online and click the submit button.

For any enquiries, please contact us by email at info@alexanderbrookes.com or by telephone on:

+44 (0)20 7147 9989

Payment Details

Alexander Brookes will require payments in GBP sterling 21 days before the course commences.

By BACS (money transfer)

Account Name:

Alexander Brookes Associates Ltd

Bank:

Barclays Bank PLC
Hatton Garden Branch
99, Hatton Garden
London, EC1N 8DN
United Kingdom

Sort Code: 20- 41 -41

Account No: 53486591

IBAN:

GB79 BARC 2041 4153 4865 91

SWIFTBIC:

BARCGB22

By Bankers Draft

Drawn in GBP sterling, made payable to:

Alexander Brookes Associates Ltd.

and posted to:

Alexander Brookes Associates Ltd

Lombard Business Park

8 Lombard Road

London SW19 3TZ

United Kingdom

Alexander Brookes is accredited by the British Accreditation Council for Further and Higher Education as a Short Course Provider.



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