



## **Christian Service University, Kumasi**

### **EXECUTIVE SHORT COURSES**

#### **2026 MID-YEAR TRAINING SCHEDULE**

Christian Service University (CSU) is a fully chartered University, committed to training ethical leaders to transform society. We develop human capital potential of organisations and individuals through innovative executive training programmes that are aimed at providing comprehensive business performance improvement solutions.

<b>S/N</b>	<b>COURSE TITLE</b>	<b>PERIOD</b>	<b>TARGET AUDIENCE</b>	<b>DATE</b>	<b>RATE GHc</b>
1.	Event Management	3 days	Event organisers and professionals—including event planners, managers, coordinators, and directors—who handle the conception, planning, and execution of events, from small meetings to large-scale festivals	17th – 19th March 2026	2,200.00
2.	Management of Christian Mission Schools	3 days	Christian School Administrators, Educators, Church leaders, Missionaries and Education policy makers	17th – 19th March 2026	2,200.00
3.	Cyber Security	4 days	This course is designed to give students a comprehensive introduction to cybersecurity, an in-depth fundamental understanding of cybersecurity concepts such as the C.I.A. Triad, Attacks, vulnerabilities, cyber risk management, cloud, virtualization, and comprehensive cybersecurity career path options.	23rd – 26th March 2026	2,400.00
4.	Customer Service Excellence for Businesses	3 days	Customer and client service executives; Office managers, business support & administrative executives, and managers.	17th – 19th March 2026	2,200.00

5.	Developing Administrative Executives & Report/Minutes Writing	3 days	Office managers, business support & administrative executives, managers, secretaries, and personal assistants.	17th – 19th March 2026	2,200.00
6.	Practical Budgeting & Financial Planning Skills	3 days	Project managers, job controllers, budgeting officers, administrators, hr managers and accounts officers.	23rd – 25th March, 2026	2,200.00
7.	Forensic and Investigative Accounting & Auditing	3 days	This course is designed to assist Accountants, Internal Auditors, External Auditors, Fraud Investigators, Lawyers, corporate governance experts, managers, business owners, CEO's, etc. to develop expertise and competency in the area of Forensic and Investigative Accounting & Auditing examinations. It is also suitable for other business professionals interested in the field of fraud prevention, detection and investigations in areas such as contracts management, accounts management, e-Commerce, IT and other vulnerable areas.	23rd – 25th March, 2026	2,200.00
8.	Strategic Human Resource Management	4 days	Designed to assist HR managers, administrative officers, managers, business owners, executive secretaries, corporate lawyers etc. to develop expertise and competency in the area of HRM best practices. It is also suitable for other business professionals and students interested in the field of HRM and Management.	23rd – 26th March, 2026	2,300.00
9.	Public Relations and Corporate Communication Management	3 days	Executives who wish to sharpen their public speaking skills; get a fresh outlook on latest trends in PR; mid-management staff tasked with handling content and promotional collateral for company social media platforms; Executives in charge of decision-making and crisis communications planning for their organizations; Public relations professionals; staff of organizations whose function requires them to present reports. journalists, lawyers, TV / radio presenters, the Clergy, MCEs, DCEs, political communicators, heads of educational institutions, executive secretaries, HR executives etc.	23rd – 25th March, 2026	2,200.00
10.	Effective Procurement and Supply Chain Management	4 days	Designed for supply chain and logistics professionals and managers across the entire supply chain (procurement, manufacturing, distribution, transportation, warehousing). Project leaders, business unit leaders, operations managers, sales leaders, sourcing analysts, procurement analysts, supervisors, managers, contract development specialists,	13th – 16th April, 2026	2,300.00

			agents, buyer/planners, purchasing analysts, supply chain and logistics managers, business and systems analysts, inventory planners, order management supervisors, forecast analysts, inventory, transport, and warehouse managers.		
11.	Monitoring & Evaluation	4 days	This course is recommended for middle to top level managers in the public and private sectors, M&E practitioners in NGOs and CSOs, students seeking to build skills in M&E, and all other persons involved in any aspect of development programmes and projects, from designing, planning and implementation to monitoring and evaluation.	13th – 16th April, 2026	2,300.00
12.	Leadership & Corporate Governance	3 days	Designed for managers at senior and middle levels of an organisation.	13th – 15th April, 2026	2,300.00
13.	Preparation and Interpretation of Financial Statements	4 days	Senior accounting officers, accounting and finance professionals, chief accountants, accounting managers and supervisors, financial controllers and any accounting and finance professionals interested in learning and updating their knowledge regarding the preparation of financial statements and notes.	13th – 16th April, 2026	2,500.00
14.	Certificate in News Reporting	3 days	Journalists, news presenters, bloggers, students and media practitioners.	13th – 15th April, 2026	2,000.00

**Fees include:** Certificate, Course Materials, Lunch and Snack

**Mode of Delivery:** In-person and Online (Online fees available)

**For registration: Contact 024-531-3397; 054-032-9768 or Email: [shortcourses@csuc.edu.gh](mailto:shortcourses@csuc.edu.gh)**

Pay into: UMB Account Number: 1110534472011 (Ridge Branch)

Account Name: Christian Service University College

**Please note: Course may be rescheduled in the event that it does not begin on the scheduled date.**

Website: [www.csuc.edu.gh](http://www.csuc.edu.gh)