



**INTERNATIONAL LEARNING &  
DEVELOPMENT GROUP**

*Building Capacity, Driving Success.*

2026

# Year Planner

International Learning and  
Development Group (ILDG)

[www.ildgroup.co.za](http://www.ildgroup.co.za)

## Welcome from International Learning and Development Group

Welcome to a new year of opportunities, growth, and strategic achievement. This planner is more than a tool for tracking dates; it's a companion for your professional journey and your organization's development. At the International Learning and Development Group (ILDG), we believe that success is built on continuous learning, adaptable strategies, and empowered people.

As you plan your year ahead, we invite you to consider how targeted capacity building and expert consultancy can transform your challenges into milestones. Let this be the year you invest in unlocking your team's full potential.

## Our Identity: The ILDG Promise

### Company Overview

International Learning and Development Group (ILDG) is a leading South African-based international consulting firm specializing in capacity building, training, and development services. We empower organizations across various sectors—including government, mining, NGOs, and private enterprise—to achieve their strategic goals and navigate an evolving marketplace.

### Our Mission

To empower organizations across various sectors to achieve their strategic goals through exceptional capacity building, training, and development services.

### Our Vision

To become the leading Southern African-based international consulting firm, recognized for our innovative solutions, client-centric approach, and unwavering commitment to excellence.

### Our Core Values

- \* **Client Focus:** Building partnerships and tailoring unique solutions.
- \* **Excellence:** Delivering exceptional service by exceeding expectations.
- \* **Integrity:** Operating with honesty, transparency, and high ethics.
- \* **Innovation:** Embracing new ideas for cutting-edge solutions.
- \* **Collaboration:** Fostering teamwork with clients and within our team.

## Why Partner with ILDG in 2026?

Choosing a development partner is a strategic decision. Here's what sets ILDG apart:

### 1. Expertise That Translates to Results

Our training and consultancy are delivered by subject matter experts—experienced practitioners and consultants who bring real-world insights. We simulate work-related scenarios, making learning directly applicable to day-to-day operations.

### 2. A Conducive & Modern Learning Environment

We equip our classrooms with personal computers, the latest software, and state-of-the-art tools. Our environment is designed to be informative, educative, and engaging, facilitating easy knowledge transfer.

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### 3. Fully Customizable Solutions

We reject the one-size-fits-all approach. Our consultants work with you to assess skills gaps and tailor solutions whether for an individual, a department, or the entire organization. You determine the scope, timing, duration, and venue.

### 4. Global Perspective, Local Relevance

With clients seeking training in uniquely selected destinations worldwide, we provide invaluable international exposure while respecting cultural and multidisciplinary backgrounds. Our curricula draw case studies from different countries for broad applicability.

### 5. Flexible Training Models

- \* **In-House Training:** Programs specifically tailored to your institution's unique needs, strengthening business processes and individual capacities on-site.
- \* **Open Courses:** Join peers at our international venues for collaborative learning.
- \* **Group Benefits:** Save when you learn together with your team.

### 6. End-to-End Support

Our dedicated administrative staff assist with all arrangements from travel advisory to accommodation booking ensuring a seamless and focused learning experience.

## Our Service Spectrum for Your Strategic Needs

ILDG offers a comprehensive suite of services designed to address your unique challenges:

- \* **Capacity Building:** Equipping your workforce with the skills and knowledge to excel and drive organizational success.
- \* **Training & Development:** Custom programs in leadership, project management, business continuity, and more, using action-based learning for practical application.
- \* **Consultancy:** Providing strategic guidance and actionable insights to navigate complex challenges and optimize processes.

**Our Commitment to Excellence:** We are relentless in our pursuit of delivering measurable outcomes. Our success is defined by your success.

## Plan for Growth: Contact ILDG Today

Let's make 2026 a transformative year. Partner with ILDG to build capacity, develop leaders, and implement winning strategies.

### Contact Us to Discuss Your Goals:

- \* **Email:** [info@ildgroup.co.za](mailto:info@ildgroup.co.za)
- \* **Phone:** +268 7635 8491 / +27 74 722 7334

## Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Pretoria –S.Africa	April	Pretoria- S.Africa	July	Pretoria –S.Africa	Oct	Durban –S.Africa
Feb	Pretoria –S.Africa	May	Durban –S.Africa	Aug	Manzini- Eswatni	Nov	Manzini- Eswatni
Mar	Pretoria –S.Africa	June	Pretoria – S.Africa	Sept	Manzini- Eswatni	Dec	Manzini- Eswatni

### Fees Structure

#### **SOUTH AFRICA**

One Week - USD 2475

Two Weeks - USD 3475

Three Weeks - USD 3675

Four Weeks - USD 3975

#### **ESWATINI**

One Week - USD 2675

Two Weeks - USD 3775

Three Weeks - USD 3975

Four Weeks - USD 4275

We look forward to collaborating with you to unlock your organization's full potential.

**Here's to a productive, empowered, and successful year ahead!**

— The International Learning and Development Group Team —

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## Administration, Secretarial and Office Management

### OVERVIEW

Administration, Secretarial and Office Management functions form the backbone of every effective organisation. At International Learning and Development Group (ILDG), we recognise that modern administrative professionals must continuously adapt to rapid technological advancements, evolving organisational demands, and innovative work practices. As workplaces transform, so too must the skills and competencies of office managers, executive assistants, secretaries, personal assistants, and office support personnel.

ILDG's **Administration, Secretarial and Office Management** programmes are designed to build capacity, strengthen organisational performance, and empower office professionals to deliver excellence. Guided by our commitment to client-centricity, innovation, and practical, action-based learning, these programmes provide participants with the essential tools needed to run efficient, compliant, and agile office environments.

Our training equips professionals with competencies that reflect current global best practice, including:

- **Modern administrative practices and organisational effectiveness**
- **Leveraging digital tools, technology and automation in office environments**
- **Communication ethics, business etiquette and professional conduct**
- **Planning, organising, and managing workflows and operational processes**
- **Effective minute-taking, reporting, scheduling and document management**
- **Project management, prioritisation, problem-solving and decision-making**
- **Stakeholder engagement, customer care, and internal service excellence**

Anchored in real-world case studies and ILDG's action-based learning methodology, these courses ensure participants gain practical, work-ready skills that can be applied immediately within both public and private sector contexts. Our goal is to develop highly competent administrative professionals who contribute meaningfully to organisational success and uphold the standards of efficiency, professionalism, and integrity that ILDG stands for.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Management Skills and Competency for Administrative Professionals	12 - 23		13 - 24				06 - 31			05 - 16		
Strategic Communication and Business Etiquette for Administrative Professionals		09 - 20		04 - 22				03 - 28			09 - 20	
Positive Work Place, Ethics, Team Work and Cooperation			02 - 27			15 - 19			07 - 18			07 - 11
Efficient Administration and Organizational Skills	12 - 23			13 - 24				06 - 31			05 - 16	

Data Analysis, Reporting and Presentation Skills		09 - 20		04 - 22		03 - 28		09 - 20	
Strategic Skills for Administrative Professionals			02 - 27		15 - 19		07 - 18		07 - 11
Essential Leadership Skills for Executive Secretaries and Administrative Assistants	12 - 23			13 - 24		06 - 31		05 - 16	
Work Team Cohesion, Competence and Performance		09 - 20		04 - 22		03 - 28		09 - 20	
Effective Report Writing and Presentation Skills			02 - 27		15 - 19		07 - 18		07 - 11
People Management Skills for Administrative Professionals	12 - 23			13 - 24		06 - 31		05 - 16	
Office Management, Customer Care and Records Management in Administration		09 - 20		04 - 22		03 - 28		09 - 20	
Practical Project and program Management Skills for Administrative Professionals			02 - 27		15 - 19		07 - 18		07 - 11
Managing Multiple Tasks, Priorities and Deadlines	12 - 23			13 - 24		06 - 31		05 - 16	
Computer Applications and Office Technology Management Skills		09 - 20		04 - 22		03 - 28		09 - 20	
Setting Priorities, Time Management & Stress Reduction for Administrative Professionals			02 - 27		15 - 19		07 - 18		07 - 11
Best Practices in Administration and Essential Office Management Skills	12 - 23			13 - 24		06 - 31		05 - 16	
Leadership, Communication and Interpersonal Skills-		09 - 20		04 - 22		03 - 28		09 - 20	

Strategic Thinking and Analytical Skills for Administrative Professionals			02 - 27			15 - 19			07 - 18			07 - 11
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Front Office Management and Service Delivery Skills	12 - 23			13 - 24			06 - 31			05 - 16		
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Skills Enhancement Programme for Executive Secretaries and Administrative Assistants		09 - 20			04 - 22			03 - 28			09 - 20	
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Managerial and Supervisory Skills for Administrative Professionals			02 - 27			15 - 19			07 - 18			07 - 11
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Professional Skills Development for Executive Secretaries and Administrative Assistants	12 - 23									05 - 16		
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Positive Work Ethics, Team Work and Innovativeness		09 - 20			04 - 22			03 - 28			09 - 20	
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Public Speaking and Presentation Skills			02 - 27			15 - 19			07 - 18			07 - 11
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# HR Management, Performance and Productivity

## OVERVIEW

Human resources remain the most critical asset within any organisation, and their performance directly influences organisational stability, productivity, and long-term success. At International Learning and Development Group (ILDG), we understand that effective Human Resource Management (HRM) is fundamental to attracting, developing, and retaining a capable workforce that aligns with organisational goals and national development priorities.

ILDG’s **HR Management, Performance and Productivity** training category is designed to strengthen HR capacity and build systems that support high performance across both public and private sectors. Drawing from global best practice, modern HR trends, and our action-based learning methodology, these programmes equip HR practitioners, managers, and leaders with the competencies required to manage people strategically, ethically, and efficiently.

Our HR programmes focus on practical, work-ready skills and cover essential areas such as:

- **Strategic Human Resource Management and workforce planning**
- **Recruitment, selection and talent management**
- **Performance management systems and productivity improvement frameworks**
- **Employee wellness, engagement and organisational culture development**
- **Labour relations, conflict resolution and compliance with legislation**
- **Learning and development, succession planning and capacity-building**
- **Data-driven HR decision-making and HR analytics**

With ILDG’s commitment to excellence, innovation, and client-centric solutions, these courses help organisations build robust HR structures that promote accountability, continuous improvement, and measurable results. Participants engage in real-world scenarios, case studies from diverse sectors, and practical activities designed to enhance analytical, decision-making, and people-management skills.

The goal is to ensure that organisations are equipped with a strong, agile, and future-focused HR function capable of driving performance, boosting productivity, and sustaining organisational growth.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Managing Organizational Learning and the Training Function	12 - 23			13 - 24			01 - 26			05 - 16		
Workplace Conflict Resolution and Negotiation Skills		09 - 20			04 - 22			03 - 28			09 - 20	
Leading High Performance Teams			02 - 27			15 - 19			07 - 18			07 - 11

Strategic Competence Development and Implementation	12-23		13-24		01-26		05-16		
Strategic Human Resources and Employee Engagement		09-20		04-22		03-28		09-20	
Team Building and Team Development			02-27		15-19		07-18		07-11
Effective Supervisory and People Management Skills	12-23		13-24		01-26		05-16		
HR Systems, Metrics, and IT Applications		09-20		04-22		03-28		09-20	
Training Needs Assessment and Knowledge Management			02-27		15-19		07-18		07-11
Developing Corporate and Organizational Culture	12-23		13-24		01-26		05-16		
Leading with Creative Thinking and Innovation		09-20		04-22		03-28		09-20	
Managing Change and Organisational Development			02-27		15-19		07-18		07-11
Training of Trainers	12-23		13-24		01-26		05-16		
Retirement Planning and Entrepreneurship Skills		09-20		04-22		03-28		09-20	
360 Degree Appraisal and Performance Management			02-27		15-19		07-18		07-11
HR Automation Analytics and Reporting	12-23		13-24		01-26		05-16		
Managing the Human Audit Function		09-20		04-22		03-28		09-20	
Effective Dynamics in HR Professionals			02-27		15-19		07-18		07-11
Mentoring, Coaching and Talent Nurturing	12-23		13-24		01-26		05-16		

Managing Cultural Diversity in the Workplace		09 – 20		04 – 22		03 – 28		09 – 20
Man power Planning, Resourcing and Retention		02 – 27		15 – 19		07 – 18		07 - 11

## Strategy, Leadership and Board Affairs

### OVERVIEW

Effective strategy and strong leadership are central to organisational success. In an environment defined by rapid change, shifting stakeholder expectations, and increasing accountability, organisations must adopt well-structured, evidence-based plans that guide decision-making and long-term value creation. At International Learning and Development Group (ILDG), we support organisations in answering the core strategic questions: *Where are we now? Where do we want to be? How do we get there?*—and equally important, *How do we sustain impact and measure progress?*

ILDG’s **Strategy, Leadership and Board Affairs** programmes are crafted to equip leaders, executives, senior managers, and board members with the competencies required to drive high-performance institutions. Combining global best practices with ILDG’s action-based learning methodology, these courses strengthen strategic thinking, governance, leadership capability, and organisational resilience across public and private sectors.

Our programmes cover the full spectrum of strategic and governance excellence, including:

- **Situation analysis and strategic planning frameworks**
- **Strategy formulation, prioritisation and alignment with organisational mandates**
- **Effective strategy execution, implementation planning and change management**
- **Monitoring, evaluation, reporting and performance oversight**
- **Corporate governance, ethics and board excellence**
- **Leadership development, decision-making and organisational direction setting**
- **Risk management, stakeholder engagement and institutional accountability**

Grounded in practical case studies, real-life scenarios, and experiential learning, ILDG ensures participants gain skills that can be immediately applied within their organisational context. We empower leaders and boards to make informed decisions, enhance institutional performance, and steer their organisations toward long-term sustainability and impactful results.

By developing capable leaders and robust governance systems, ILDG supports organisations in building strategic clarity, operational discipline, and accountable leadership at every level.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Organizational Design and Creative Thinking	12 – 23			13 – 24			01 – 26			05 – 16		
Performance Management and Evaluation		09 – 20			04 – 22			03 – 28			09 – 20	
Strategic Management and Organisational Development			02 – 27			15 – 19			07 – 18			07 – 11
Governance, Leadership and Management of Board Affairs	12 – 23			13 – 24			01 – 26			05 – 16		

Risk Assessment and Risk Management		09 – 20		04 – 22		03 – 28		09 – 20
Governance, Risk and Compliance Management			02 – 27		15 – 19		07 – 18	07 - 11
Strategic Management and Leadership Skills	12 – 23		13 – 24		01 - 26		05 - 16	
Leadership, Creativity and Peak Performance		09 - 20		04 – 22		03 – 28		09 – 20
Corporate Strategy Management and Innovation			02 – 27		15 – 19		07 – 18	07 - 11
Governance and Public Sector Management	12 – 23		13 – 24		01 - 26		05 - 16	
Stakeholder Management and Engagement		09 - 20		04 – 22		03 – 28		09 – 20
Strategic Thinking, Analysis and Planning			02 – 27		15 – 19		07 – 18	07 - 11
Effective Risk Management Oversight for Board Members and Executives	12 – 23		13 – 24		01 - 26		05 - 16	
Transformational Leadership with Business Acumen		09 - 20		04 – 22		03 – 28		09 – 20
Strategic Planning, Development and Implementation			02 – 27		15 – 19		07 – 18	07 - 11

# Records, Data Management and Business Intelligence

## OVERVIEW

In an era where organisations generate, process, and rely on vast amounts of information, effective records and data management have become essential drivers of efficiency, accountability, and strategic decision-making. At International Learning and Development Group (ILDG), we recognise that both public and private sector institutions must harness data intelligently to improve service delivery, enhance transparency, and strengthen competitive advantage.

Our **Records, Data Management and Business Intelligence** training programmes are designed to equip participants with modern, practical skills to manage information throughout its lifecycle and to leverage data for organisational insight and performance improvement. As digital transformation accelerates, ILDG supports organisations in understanding the practical implications of big data technologies, automation, and analytics—not as abstract concepts, but as tools that directly enhance organisational effectiveness.

These programmes provide comprehensive and hands-on learning across the full spectrum of information management, including:

- **Records management principles and the complete records lifecycle** (creation, use, storage, retrieval, maintenance, security, archiving, and disposal)
- **Digital records management systems and compliance frameworks**
- **Data governance, data quality management and ethical data handling**
- **Big data fundamentals and practical applications in organisational operations**
- **Business intelligence tools, dashboards, reporting and analytics for decision-making**
- **Information security, privacy, and risk management**
- **Leveraging data to improve service delivery, accountability and strategic planning**

Using ILDG’s action-based learning methodology, participants engage with real-world scenarios, case studies, and practical exercises that build their ability to apply data and records management principles directly in their workplace. Our goal is to help organisations establish robust information management systems that support evidence-based leadership, streamline processes, and enhance organisational resilience.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Data Protection, Records Policy, and Compliance Management	12 - 23			13 - 24			01 - 26			05 - 16		
Business Intelligence, Data Analytics and Reporting		09 - 20			04 - 22			03 - 28			09 - 20	
Institutional Digitization and File Management			02 - 27			15 - 19			07 - 18			07 - 11
Applied Data Analysis, Visualization and Reporting	12 - 23			13 - 24			01 - 26			05 - 16		
Records Management and Document Control		09 - 20			04 - 22			03 - 28			09 - 20	

Big Data Analytics for Business Intelligence			02 – 27			15 – 19			07 – 18			07 - 11
Management Information Systems for Administrative Professionals	12 – 23			13 – 24			01 - 26			05 - 16		
Public Sector Record and Management and Information Security		09 - 20			04 – 22			03 – 28			09 – 20	
Power BI: Data Visualization and Dashboards			02 – 27			15 – 19			07 – 18			07 – 11
Public Sector and Records Achieves Management	12 – 23			13 – 24			01 - 26			05 - 16		
Designing and Implementing Records Management Policy and Guidelines		09 - 20			04 – 22			03 – 28			09 – 20	
Electronic Records Management and Information Security			02 – 27			15 – 19			07 – 18			07 - 11
Library and Records Centre Management	12 – 23			13 – 24			01 - 26			05 - 16		
Records Management and Documentation		09 – 20			04 – 22			03 – 28			09 – 20	

# Security, Safety and Surveillance Management

## OVERVIEW

Ensuring the safety and security of employees, assets, information, and infrastructure is essential for any organisation seeking operational stability and resilience. At International Learning and Development Group (ILDG), we understand that effective security and safety management requires not only strong policies and systems but also well-trained personnel who can anticipate risks, respond to incidents, and maintain a secure working environment. ILDG's **Security, Safety and Surveillance Management** programmes are designed to strengthen organisational capacity by equipping security personnel, supervisors, managers, and emergency response teams with practical, modern, and context-relevant skills. Grounded in international best practice and ILDG's action-based learning methodology, these courses offer hands-on, scenario-driven training that enhances both preparedness and response capabilities across public and private sector organisations.

Our training focuses on building robust, proactive security systems and covers critical areas such as:

- **Security planning, protocols and organisational risk assessments**
- **Crisis and incident management frameworks**
- **Emergency preparedness, response and recovery procedures**
- **Surveillance systems, monitoring techniques and modern security technologies**
- **Workplace safety standards, hazard identification and mitigation strategies**
- **Security policies, compliance and operational procedures**
- **Business continuity considerations within security operations**

Using practical demonstrations, case studies, and real-world application, ILDG helps organisations enhance their security culture and establish structured approaches to preventing and managing threats. The goal is to support organisations in maintaining safe operations, protecting critical assets, and ensuring the wellbeing of personnel while fostering a responsive and resilient security environment.

Through these programmes, ILDG empowers organisations to strengthen their overall risk posture and implement security frameworks that are efficient, compliant, and adaptable to emerging challenges.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Security Emergency Planning and Crisis Management	12 - 23			13 - 24			01 - 26			05 - 16		
Occupational Safety and Health Administration		09 - 20			04 - 22			03 - 28			09 - 20	
Best Practices in Corporate Security Planning and Management			02 - 27			15 - 19			07 - 18			07 - 11
Workplace Security Management and Awareness Creation	12 - 23			13 - 24			01 - 26			05 - 16		

Workplace Security and Safety		09 -20			04 - 22			03 - 28			09 - 20	
Workplace Violence, Crime and Terrorism Awareness			02 - 27			15 - 19			07 - 18			07 - 11
Organisational Security Planning and Management	12 - 23			13 - 24			01 - 26			05 - 16		

# Procurement, Contracting and Supply Chain Management

## OVERVIEW

In an increasingly interconnected global economy, organisations must navigate complex procurement systems, international supply chains, regulatory frameworks, and compliance requirements to acquire goods and services effectively. At International Learning and Development Group (ILDG), we recognise that efficient procurement and supply chain management are critical for organisational performance, cost-effectiveness, and accountability—particularly within public sector environments where procurement drives infrastructure development and service delivery.

ILDG’s **Procurement, Contracting and Supply Chain Management** programmes are designed to strengthen institutional capacity and equip professionals with the knowledge, skills, and tools needed to manage procurement processes transparently, strategically, and in line with applicable regulations. Our training combines global best practices, donor-funded project standards, and ILDG’s action-based learning methodology to prepare participants for real-world challenges across both public and private sectors.

These programmes provide comprehensive coverage of the procurement and supply chain ecosystem, including:

- **Public procurement laws, compliance requirements and ethical procurement**
- **Procurement planning, sourcing strategies and evaluation processes**
- **Contracting, contract administration and supplier performance management**
- **Procurement frameworks for donor-funded and development partner projects**
- **Supply chain operations: acquisition, logistics, warehousing and distribution**
- **Risk management, fraud prevention and accountability mechanisms**
- **Digital procurement systems, e-procurement and modern supply chain technologies**

ILDG’s practical, scenario-based approach ensures that participants gain hands-on skills that can be immediately applied within organisational operations. With a focus on transparency, value for money, and operational efficiency, our programmes help organisations improve procurement outcomes, strengthen governance, and enhance the overall performance of their supply chain systems.

Through these courses, ILDG empowers organisations to build robust procurement structures that support efficient service delivery, regulatory compliance, and sustainable development.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Contract Performance Management and Supervision	12 – 23			13 – 24			01 – 26			05 – 16		
Purchasing, Logistics Operations and Inventory Management		09 – 20			04 – 22			03 – 28			09 – 20	
Strategic Procurement Planning and Budgeting			02 – 27			15 – 19			07 – 18			07 – 11
Contract Drafting and Negotiation Skills	12 – 23			13 – 24			01 – 26			05 – 16		
Contract Risk Management and Compliance		09 – 20			04 – 22			03 – 28			09 – 20	

E-procurement System Design and Management			02 - 27			15 - 19			07 - 18			07 - 11
Procurement and Management of Donor Funded Projects	12 - 23			13 - 24			01 - 26			05 - 16		
Advanced Tendering Procedure and Evaluation		09 - 20			04 - 22			03 - 28			09 - 20	

## Project and Program Management, Monitoring and Evaluation

### OVERVIEW

Successful projects and programs require more than good intentions—they demand strong design, effective planning, rigorous implementation, and continuous performance monitoring. At International Learning and Development Group (ILDG), we understand that organisations must equip their staff with the competencies and tools needed to manage projects efficiently, deliver results, and ensure accountability to stakeholders.

ILDG’s **Project and Program Management, Monitoring and Evaluation (M&E)** training programmes are designed to build institutional capacity across both public and private sectors. Our approach integrates global best practices, development partner standards, and ILDG’s action-based learning methodology to ensure that participants gain practical skills applicable throughout the full project cycle.

These programmes strengthen the ability of project teams, managers, donors, implementers, and decision-makers to deliver impactful and sustainable outcomes. Training covers the entire lifecycle of project and program management, including:

- **Project identification, needs assessment and feasibility analysis**
- **Project design, logical frameworks and results-based management (RBM)**
- **Work planning, budgeting, resource allocation and risk management**
- **Project implementation, coordination and quality assurance**
- **Monitoring, data collection, reporting and performance measurement**
- **Evaluation methodologies, learning frameworks and impact assessment**
- **Accountability, stakeholder management and adaptive management practices**

Using real-world case studies, scenario exercises, and hands-on tools, ILDG ensures participants not only understand concepts but can apply them directly in their organisational settings. The goal is to enhance the effectiveness, transparency and sustainability of projects and programs, enabling organisations to deliver measurable results and long-term value. Through these courses, ILDG empowers organisations to strengthen project delivery systems, institutionalise monitoring and evaluation practices, and build a culture of evidence-based decision-making.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Projects Investment Appraisal and Risk Management	12 – 23			13 – 24			01 – 26			05 – 16		
Effective Project Coordination and Management		09 – 20			04 – 22			03 – 28			09 – 20	
Project Performance Reporting and Mid- term Review			02 – 27			15 – 19			07 – 18			07 – 11

Project Cost Analysis and Budget Estimation Techniques	12-23		13-24		01-26		05-16		
Results Based Monitoring and Evaluation of Development Programs and Projects		09-20		04-22		03-28		09-20	
Project Policy and Financial Appraisal			02-27		15-19		07-18		07-11
Project Financing, Cashflow Analysis and Loan Negotiation	12-23		13-24		01-26		05-16		
Computer Based Project Management and Reporting		09-20		04-22		03-28		09-20	
GIS Mapping and Cartography			02-27		15-19		07-18		07-11
Project Risk Analysis and Management	12-23		13-24		01-26		05-16		
Project Stakeholder Management		09-20		04-22		03-28		09-20	
Design and Implementation of M&E Systems			02-27		15-19		07-18		07-11
Strategic Alignment of Project Portfolio	12-23		13-24		01-26		07-18		
Web Based GIS and Mapping		09-20		04-22		03-28			07-11

## Audit, Assurance, Risk and Compliance Management

### OVERVIEW

As businesses and regulatory environments continue to evolve, organisations are increasingly confronted with emerging risks, complex compliance obligations, and heightened stakeholder expectations. At International Learning and Development Group (ILDG), we recognise that organisational resilience depends on strong governance structures, effective risk management systems, and robust audit and assurance practices that safeguard value and ensure accountability.

ILDG's **Audit, Assurance, Risk and Compliance Management** programmes are designed to strengthen institutional capacity across public, private and non-profit sectors. These courses equip professionals with the tools, frameworks and practical skills needed to anticipate risks, uphold compliance standards, and enhance organisational performance. Drawing on global best practices and ILDG's action-based learning methodology, participants engage with real-world scenarios that allow them to apply concepts directly to their operational contexts.

This training category covers essential areas such as:

- **Internal audit principles, methodologies and audit planning**
- **Governance frameworks, internal controls and assurance practices**
- **Enterprise risk management (ERM) and risk mitigation strategies**
- **Regulatory compliance, ethics and accountability mechanisms**
- **Fraud prevention, detection and investigative techniques**
- **Business continuity planning and organisational resilience**
- **Reporting, transparency and performance oversight**

Through practical exercises, case studies, risk simulations and hands-on tools, ILDG ensures participants gain not only theoretical understanding but also the competence to strengthen organisational systems. Our programmes support organisations in protecting and enhancing business value, improving operational efficiency, and ensuring compliance with laws, policies and industry standards. Ultimately, ILDG empowers organisations to build strong governance, reduce vulnerabilities, and create a culture of integrity, accountability and continuous improvement.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Risk Based Auditing for the Public Sector	12-23			13-24			01-26			05-16		
Corporate Governance: Principles, Policies, and Best Practice		09-20			04-22			03-28			09-20	
Governance, Risk Assurance and Compliance Management			02-27			15-19			07-18			07-11

Corporate Compliance Monitoring, Audit and Risk Management	12 - 23		13 - 24		01 - 26		05 - 16		
Fraud Risk, Economic Crime Detection and Prevention		09 - 20		04 - 22		03 - 28		09 - 20	
Forensic Audit, Fraud Detection and Management			02 - 27		15 - 19		07 - 18		07 - 11
Risk Management: Internal Control and Fraud Prevention	12 - 23		13 - 24		01 - 26		05 - 16		
Information Systems Auditing, Controls and Assurance		09 - 20		04 - 22		03 - 28		09 - 20	
Skills Enhancement Program for Audit Committee Members			02 - 27		15 - 19		07 - 18		07 - 11
Code of Practice for Governance of State Corporations and Enterprises	12 - 23		13 - 24		01 - 26		05 - 16		
Risk Management for Public Sector Departments and Agencies		09 - 20		04 - 22		03 - 28		09 - 20	
Accountability Improvement and Strengthening the Internal Audit Function			02 - 27		15 - 19		07 - 18		07 - 11

# Accounting and Financial Management.

## OVERVIEW

Advances in technology, evolving regulatory frameworks, and modern financial reporting standards continue to transform how organisations manage, record and utilise financial information. At International Learning and Development Group (ILDG), we understand that today’s financial professionals must possess both strong foundational accounting skills and the ability to apply technology, analytics, and strategic thinking to support transparent, compliant, and efficient financial management systems.

ILDG’s **Accounting and Financial Management** programmes are designed to strengthen institutional financial capacity across public, private and development sectors. Our courses equip finance officers, accountants, managers and non-finance professionals with practical, work-ready competencies that align with global best practice and modern financial governance expectations. Through ILDG’s action-based learning methodology, participants engage with real scenarios that enhance their analytical, reporting and decision-making skills.

This training category covers a comprehensive range of critical topics, including:

- **Fundamentals of accounting and financial reporting**
- **Financial management for non-financial professionals**
- **Management accounting, budgeting and cost control**
- **Cashflow management, financial analysis and forecasting**
- **Donor-funded projects financial management and compliance**
- **International financial reporting standards (IFRS/IPSAS)**
- **Ethics, corporate governance and financial accountability**
- **Technology, digital finance tools and business analytics**

These programmes help organisations build reliable financial systems, enhance transparency, and improve decision-making by ensuring finance teams possess the right skills and competencies. ILDG’s practical approach ensures participants can immediately apply learning to strengthen financial operations, improve reporting accuracy, and ensure adherence to regulatory and donor requirements. Ultimately, ILDG supports organisations in establishing sound, efficient and future-ready financial management frameworks that enhance performance, protect resources, and enable sustainable growth.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial Accounting and Reporting	12 – 23			13 – 24			01 - 26			07 - 18		
Risk Management and Expenditure Review		09 - 20			04 – 22			03 – 28			09 – 20	
Financial Performance Monitoring and Evaluation Analysis			02 – 27			15 – 19			05 - 16			07 - 11

Finance and Budget Management for Non-finance Professionals	12 - 23		13 - 24		01 - 26		05 - 16		
Financial Planning, Budgeting and Control		09 - 20		04 - 22		03 - 28		09 - 20	
Cash and Treasury Management			02 - 27		15 - 19		07 - 18		07 - 11
Financial Analysis, Planning and Control	12 - 23		13 - 24		01 - 26		05 - 16		
Financial Analysis, Modeling and Forecasting		09 - 20		04 - 22		03 - 28		09 - 20	
Public Expenditure Analysis and Management			02 - 27		15 - 19		07 - 18		07 - 11
Best Practices in Financial Forecast and Control	1 - 23		13 - 24		01 - 26		05 - 16		
Computerised Financial Analysis and Reporting		09 - 20		04 - 22		03 - 28		09 - 20	
International Public Sector Accounting Standards (IPSAS)			02 - 27		15 - 19		07 - 18		07 - 11
Financial Management, Budgeting and Audit for Non-financial Managers	12 - 23		13 - 24		01 - 26		05 - 16		
Resource Mobilization and Income Diversification		09 - 20		04 - 22		03 - 28		09 - 20	
Modern Accounting Technique for Accountants and Auditors			02 - 27		15 - 19		07 - 18		07 - 11

## Customer Service, Diplomacy and Public Relations Management

### OVERVIEW

In an increasingly connected and competitive global landscape, effective customer service, strategic diplomacy, and professional public relations are essential to building trust, managing reputation, and achieving organizational objectives. International Learning and Development Group (ILDG) recognizes that today’s organizations—whether in government, parastatals, or the private sector—must excel not only in customer satisfaction but also in managing public perception and diplomatic engagements.

ILDG’s **Customer Service, Diplomacy and Public Relations Management** programmes are designed to equip professionals with the practical skills and strategic understanding needed to navigate complex stakeholder interactions, enhance service delivery, and foster productive public and international relationships. Using our action-based learning methodology, participants engage with real-world scenarios to strengthen their communication, negotiation, and conflict-resolution capabilities.

This training category covers a comprehensive range of critical topics, including:

- **Principles of customer care management and service excellence**
- **Strategies for enhancing customer satisfaction and loyalty**
- **Public relations planning, media engagement, and crisis communication**
- **Fundamentals of public diplomacy and international stakeholder engagement**
- **Protocol, etiquette, and cross-cultural communication in diplomatic contexts**
- **Digital tools for customer relationship management (CRM) and public outreach**
- **Ethics, transparency, and accountability in public and corporate communications**
- **Measuring impact and evaluating public relations and diplomacy initiatives**

These programmes help organizations build stronger relationships with customers, communities, and international partners, while improving service delivery and public trust. ILDG’s practical approach ensures participants can immediately apply their learning to real work situations—enhancing service quality, managing reputational risks, and supporting diplomatic and public relations goals.

Ultimately, ILDG enables organizations to develop capable, confident, and culturally aware professionals who can drive positive engagement, sustain productive relationships, and contribute to long-term organizational success and influence.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Certified Customer Service Professional	12 – 23			13 – 24			01 – 26			05 – 16		
Customer Service and Brand Management		09 – 20			04 – 22			03 – 28			09 – 20	
Communication Tools for the Modern Workplace			02 – 27			15 – 19			07 – 18			07 – 11
Customer Care, Complaints Management and Reporting	12 – 23			13 – 24			01 – 26			05 – 16		

Modern Global Diplomacy and International Relations		09 -20		04 -22		03 -28		09 -20
Strategic Community Relations Management			02 -27		15 -19		07 -18	07 -11
Strategic Communication and Public Relations Management	12 -23			13 -24		01 -26		05 -16
Building Sustainable Strategic Business Relationships		09 -20		04 -22		03 -28		09 -20
Public Relation and Diplomacy for Public Sector			02 -27		15 -19		07 -18	07 -11
Strategic Brand Development and Performance Management	12-23			13 -24		01 -26		05 -16
Crisis Communication Planning and Management		09 -20		04 -22		03 -28		09 -20
Customer Profiling Techniques and Procedures			02 -27		15 -19		07 -18	07 -11
Best Practice for Protocol Officers	12 -23			13 -24		01 -26		05 -16
Protocol and Events Management		09 -20		04 -22		03 -28		09 -20
International Protocol and Diplomatic Relations			02 -27		15 -19		07 -18	07 -11

## Investment, Securities and Financial Markets

### OVERVIEW

In today's globally integrated economy, robust and well-regulated financial markets are essential for economic stability, investment growth, and sustainable development. International Learning and Development Group (ILDG) understands that professionals and institutions must navigate complex investment landscapes, evolving regulatory frameworks, and dynamic market forces to make informed decisions and ensure financial system resilience.

ILDG's **Investment, Securities and Financial Markets** programmes are designed to build the knowledge and skills required to effectively analyse, manage, and participate in both domestic and international capital markets. Through our action-based learning methodology, participants engage with real-world case studies and market scenarios, enhancing their ability to assess risk, value assets, and comply with regulatory standards.

This training category covers a comprehensive range of critical topics, including:

- **Fundamentals of financial markets and securities exchanges**
- **Investment analysis, portfolio management, and performance measurement**
- **Equity, debt, and derivatives markets: structures and instruments**
- **Emerging and frontier markets: opportunities and risks**
- **Real estate investment, hedge funds, and alternative asset classes**
- **Financial market regulation, supervision, and compliance frameworks**
- **Global financial integration and cross-border investment considerations**
- **Ethics, transparency, and governance in investment practices**

These programmes enable financial professionals, regulators, and institutional investors to strengthen market operations, improve investment outcomes, and contribute to systemic stability. ILDG's practical, participant-centred approach ensures that learning is directly applicable to participants' roles—enhancing analytical skills, regulatory awareness, and strategic decision-making. Ultimately, ILDG supports organizations and public institutions in fostering knowledgeable, ethical, and proactive financial market participants who can drive investor confidence, promote market efficiency, and support long-term economic growth.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial and Public Debt Management using Derivatives	12 – 23			13 – 24			01 – 26			05 – 16		
Financial Market Regulation		09 – 20			06 – 24			03 – 28			09 – 20	
Foreign Exchange, Money Markets and Derivatives			02 – 27			15 – 19			07 – 18			07 – 11
Pension Fund Investment Strategies and Best Practice	12 – 23			13 – 24			01 – 26			05 – 16		

Fintechs Digital Banking and Innovations in Financial Market		09 -20			04 -22			03 -28			09 -20	
Global Financial Markets and Instruments			02 -27			15 -19			07 -18			07 -11
Financial Markets and Investment Strategies	12 -23			13 -24			01 -26			05 -16		

# Energy, Water Resources and Environmental Economics

## OVERVIEW

In an era of growing resource demands and increasing environmental pressures, the sustainable management of energy and water resources is critical to long-term economic stability, social well-being, and environmental resilience. International Learning and Development Group (ILDG) recognizes that policymakers, utility providers, and development partners must navigate complex trade-offs between resource use, economic growth, and sustainability objectives.

ILDG's **Energy, Water Resources and Environmental Economics** programmes are designed to equip professionals with the analytical frameworks, policy insights, and practical tools needed to address pressing resource challenges. Through our action-based learning methodology, participants engage with real-world case studies and scenario-based exercises that strengthen their capacity to evaluate resource efficiency, design sustainable policies, and balance competing stakeholder interests.

This training category covers a comprehensive range of critical topics, including:

- **Principles of environmental economics and natural resource valuation**
- **Energy policy, market dynamics, and renewable energy transition**
- **Integrated water resources management and governance**
- **Economic instruments for pollution control and ecosystem services**
- **Climate change adaptation and mitigation in resource sectors**
- **Project appraisal and cost-benefit analysis for energy and water investments**
- **Stakeholder engagement and participatory resource planning**
- **Regulatory frameworks and institutional capacity for sustainable management**

These programmes enable governments, utilities, and development organizations to improve resource allocation, enhance policy coherence, and promote sustainable development outcomes. ILDG's practical, applied approach ensures participants can immediately implement strategies to optimize resource use, reduce environmental impacts, and strengthen institutional performance.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
GIS Mapping for Disaster and Natural Resources Management	12 - 23			13 - 24			01 - 26			05 - 16		
Risk Management and Expenditure Review		09 - 20			04 - 22			03 - 28			09 - 20	
Financial Performance Monitoring and Evaluation Analysis			02 - 27			15 - 19			07 - 18			07 - 11
Global Warming, Climate Change and Poverty Dynamics	12 - 23			13 - 24			01 - 26			05 - 16		

Disaster Risk Planning , Mitigation and Reduction Strategies		09 -20		04 - 22		03 - 28		09 - 20
Cost of Service , Rate Design for Water Utilities			02 - 27		15 - 19		07 - 18	07 - 11
Global Carbon Cycle and Climate Change	12 - 23		13 -24		01 - 26		05 - 16	
Natural Resource Management and Sustainability		09 -20		04 - 22		03 - 28		09 - 20
Environmental Impact Assessment for Development Projects			02 - 27		15 - 19		07 - 18	07 - 11
Water, Sanitation Planning and Management	12 - 23		13 -24		01 - 26		05 - 16	
Fundamentals of Geographical Information Systems Management		09 -20		04 - 22		03 - 28		09 - 20
Environmental Law and Policy			02 - 27		15 - 19		07 - 18	07 - 11
Environmental Risk Management and Mitigation Strategies	12 - 23		13 -24		06 - 31		05 - 16	
Sustainable Development and Climate Change		09 -20		04 - 22		03 - 28		09 - 20

# Urban Planning, Construction and Infrastructure

## OVERVIEW

Rapid urbanization presents both significant challenges and transformative opportunities for socioeconomic development worldwide. As cities expand, the need for strategic urban planning, resilient infrastructure, and sustainable construction becomes ever more critical to ensuring livable, efficient, and inclusive urban environments. International Learning and Development Group (ILDG) understands that urban leaders, planners, and development practitioners must be equipped with forward-thinking approaches to manage growth, enhance service delivery, and foster sustainable urban development.

ILDG’s **Urban Planning, Construction and Infrastructure** programmes are designed to provide professionals with the technical knowledge, planning methodologies, and management frameworks needed to address contemporary urban challenges. Through ILDG’s action-based learning methodology, participants engage in practical scenario analysis and project-based exercises that build competencies in spatial planning, infrastructure development, and sustainable urban governance.

This training category covers a comprehensive range of critical topics, including:

- **Principles of integrated urban and regional planning**
- **Sustainable infrastructure development (transport, water, sanitation, energy)**
- **Urban design, land use management, and zoning regulations**
- **Construction project management and contract administration**
- **Climate-resilient and green building practices**
- **Urban service delivery and utility management**
- **Public participation and stakeholder engagement in urban development**
- **Financing mechanisms and public-private partnerships for infrastructure projects**
- **Monitoring, evaluation, and adaptive management of urban programmes**

These programmes enable government agencies, municipal authorities, developers, and NGOs to enhance planning systems, improve infrastructure delivery, and promote sustainable urbanization. ILDG’s practice-oriented approach ensures that learning is directly applicable equipping professionals to design and manage cities that are functional, inclusive, and resilient.

Ultimately, ILDG supports the development of skilled, strategic, and proactive urban professionals capable of shaping sustainable urban futures driving socioeconomic progress, improving quality of life, and building cities that thrive for generations to come.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Sustainable Cities and Urban Development	12 – 23			13 – 24			06 – 31			05 - 16		
Infrastructure and Community Facilities for Modern Cities		09 - 20			04 – 22			03 – 28			09 – 20	

Urban and Regional Spatial Analysis			02 - 27			15 - 19			07 - 18			07 - 11
Planning, Development and Management of Infrastructure Projects	12 - 23			13 - 24			06 - 31			05 - 16		
Smart Cities: Design and Management of Smart Urban Infrastructure		09 - 20			04 - 22			03 - 28			09 - 20	
Urban Communication and Cyber Infrastructure Systems			02 - 27			15 - 19			07 - 18			07 - 11
Traffic Flow Modelling and Intelligent Transport Systems	15 - 26			13 - 24			06 - 31			07 - 18		

# Banking, Insurance and Financial Services

## OVERVIEW

A strong, innovative, and well-regulated financial services sector is a cornerstone of economic growth, stability, and inclusive development. As the Banking, Financial Services, and Insurance (BFSI) sector expands in response to technological innovation, evolving customer expectations, and dynamic market demands, the need for a highly skilled and adaptable workforce becomes increasingly critical. International Learning and Development Group (ILDG) recognizes that professionals in this sector must continuously enhance their expertise to navigate regulatory changes, adopt new technologies, and deliver value in a competitive landscape.

ILDG’s **Banking, Insurance and Financial Services** programmes are designed to strengthen the strategic, operational, and risk management capacities of financial institutions and their employees. Through our action-based learning methodology, participants engage with real-world financial scenarios, case studies, and simulations that build practical, job-ready skills in banking operations, insurance underwriting, financial product innovation, and customer-centric service delivery.

This training category covers a comprehensive range of critical topics, including:

- **Core principles of banking operations and financial intermediation**
- **Insurance products, risk assessment, and claims management**
- **Digital transformation in financial services: fintech, blockchain, and digital banking**
- **Regulatory compliance, anti-money laundering (AML), and financial governance**
- **Credit risk management, loan portfolio analysis, and asset-liability management**
- **Customer relationship management and financial advisory services**
- **Product innovation and development in banking and insurance**
- **Ethics, transparency, and consumer protection in financial services**
- **Strategic leadership and change management in BFSI institutions**

These programmes enable financial institutions to build a competent, confident, and future-ready workforce capable of driving growth, managing risk, and enhancing customer trust. ILDG’s applied learning approach ensures that participants can immediately implement new strategies, tools, and frameworks within their roles contributing to improved performance, regulatory adherence, and sustainable institutional success.

Ultimately, ILDG supports the development of agile, ethical, and forward-thinking financial professionals who can lead transformation, foster resilience, and contribute to a stable and inclusive financial ecosystem that fuels economic progress.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Credit Risk Analysis, Modelling and Management	12 – 23			13 – 24			06 – 31			05 - 16		

Fraud Detection and Prevention in Banking and Insurance		09 -20			04 -22			03 -28			09 -20	
Global Banking, Financial Markets, Forex and Swaps			02 -27			15 -19			07 -18			07 -11

Social Insurance Risk and Management Technique	12 -23			13 -24			06 -31			05 -16		
Life Insurance, Saving and Retirement Planning		09 -20			04 -22			03 -28			09 -20	
Finitechs and Blockchains in Banking and Financial Services			02 -27			15 -19			07 -18			07 -11

Digital Banking, Innovations and Transformation	12 -23			13 -24			06 -31			05 -16		
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# Oil and GAS

## OVERVIEW

The oil and gas sector remains a pivotal driver of the global energy market and a critical enabler of economic growth and industrial development. As the industry navigates evolving market dynamics, technological advancements, and increasing demands for operational safety and environmental responsibility, the need for highly skilled, knowledgeable, and adaptable professionals has never been greater. International Learning and Development Group (ILDG) understands that success in this capital-intensive and technically complex sector requires continuous capacity development across the entire value chain.

ILDG’s **Oil and Gas** programmes are designed to equip professionals with the technical expertise, managerial insight, and strategic perspective necessary to excel in all segments of the industry. Through ILDG’s action-based learning methodology, participants engage in practical simulations, case studies, and problem-solving exercises that mirror the real-world challenges of exploration, production, transportation, and refining, enhancing their operational and decision-making capabilities.

This training category covers a comprehensive range of critical topics, including:

- **Upstream operations: exploration, drilling, reservoir management, and production**
- **Midstream logistics: transportation, pipeline systems, and storage**
- **Downstream processes: refining, petrochemicals, and marketing**
- **Project management and contracting in the oil and gas industry**
- **Health, Safety, Security, and Environment (HSSE) standards and practices**
- **Energy economics, pricing mechanisms, and market analysis**
- **Regulatory frameworks, compliance, and government relations**
- **Technology and innovation in the oil and gas sector**
- **Sustainability, energy transition, and social license to operate**

These programmes enable national oil companies, international operators, service providers, and regulatory bodies to build a competent and future-focused workforce capable of driving efficiency, ensuring safety, and adapting to industry transformation. ILDG’s practical, application-oriented approach ensures that learning is directly transferable to the workplace—strengthening technical performance, risk management, and strategic oversight.

Ultimately, ILDG supports the development of proficient, responsible, and forward-thinking industry leaders who can optimize operations, foster sustainable practices, and contribute to the resilience and continued relevance of the oil and gas sector in a changing global energy landscape.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fundamentals of Upstream Petroleum Contracts	12 - 23			13 - 24			06 - 31			05 - 16		

Petroleum Project Economics and Analysis		09 -20			04 -22			03 -28			09 -20	
Managing Political Risk in Oil and Gas Sector			02 -27			15 -19			07 -18			07 -11
Strategic Talent Management and Skills Developmnet for Oil and Gas Sector	12 -23			13 -24			06 -31			05 -16		
Financial Modelling in Oil and Gas Sector		09 -20			04 -22			03 -28			09 -20	
Environmental and Social Safeguards in Oil and Gas			02 -27			15 -19			07 -18			07 -11
Oil and Gas Operations Management	12 -23			13 -24			06 -31			05 -16		
Project Management for Oil , Gas and Mineral Resources		09 -20			04 -22			03 -28			09 -20	
Environmental Impact Assessment for Oil and Gas Exploration and Production			02 -27			15 -19			07 -18			07 -11
Human Resource Management in Oil and Gas Operations	12 -23			13 -24			06 -31			05 -16		
Oil and Gas Project Management and Analysis		09 -20			04 -22			03 -28			09 -20	
Managing Employees Relations in the Oil and Gas Sector			02 -27			15 -19			07 -18			07 -11
Strategic Customer Service in the Oil and Gas Sector	12 -23			13 -24			06 -31			05 -16		

# Information Technology, Digitization and Systems Security

## OVERVIEW

In an era of rapid digital transformation, the strategic management of information technology, secure digitization, and robust systems security is fundamental to organizational resilience, operational continuity, and competitive advantage. As cyber threats grow in sophistication and scale, organizations across all sectors must proactively develop the capabilities to safeguard their digital assets and ensure the integrity of their operations. International Learning and Development Group (ILDG) recognizes that today’s professionals need a comprehensive understanding of IT governance, digital innovation, and cybersecurity practices to navigate an increasingly interconnected and vulnerable technological landscape.

ILDG’s **Information Technology, Digitization and Systems Security** programmes are designed to equip IT leaders, cybersecurity specialists, and digital transformation managers with the practical skills and strategic knowledge required to implement secure, efficient, and future-ready technological infrastructures. Through our action-based learning methodology, participants engage with realistic threat scenarios, hands-on security exercises, and digital transformation case studies, enabling them to develop actionable strategies for risk mitigation and technological advancement.

This training category covers a comprehensive range of critical topics, including:

- **IT governance, digital strategy, and technology adoption frameworks**
- **Cybersecurity fundamentals: threat detection, prevention, and incident response**
- **Data protection, privacy regulations, and information assurance**
- **Network security, encryption, and secure system architecture**
- **Cloud security, DevSecOps, and secure software development**
- **Business continuity, disaster recovery, and cyber resilience planning**
- **Digital transformation: leveraging AI, IoT, and automation securely**
- **Social engineering awareness, phishing defense, and human factor security**
- **Compliance with standards such as ISO 27001, NIST, and GDPR**

These programmes enable public and private sector organizations to build a skilled and security-conscious workforce capable of defending against cyber threats, driving digital innovation, and ensuring regulatory compliance. ILDG’s practical and participant-centered approach ensures that learning is directly applicable—empowering professionals to strengthen their organization’s security posture, optimize IT performance, and lead secure digital initiatives.

Ultimately, ILDG supports the development of forward-thinking, technically proficient, and security-minded professionals who can safeguard digital ecosystems, enable secure business growth, and contribute to a trustworthy and resilient digital future.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
IT Systems Identity and Access Management	12 – 23			13 – 24			06 – 31			05 - 16		

IT Systems Design Deployment and Security Management		09 -20		04 -22		03 -28		09 -20
Information Systems Audit and IT Fraud Detection			02 -27		15 -19		07 -18	07 -11
Cyber Security and Digital Forensics	12 -23			13 -24		06 -31		05 -16
Information Systems Development and Acquisition		09 -20		04 -22		03 -28		09 -20
Computer Systems and Network Security			02 -27		15 -19		07 -18	07 -11
Organizational Security Planning and Management	12 -23			13 -24		06 -31		05 -16
Cyber Security Analysis and Management		09 -20		04 -22		03 -28		09 -20
Artificial Intelligence and Data Analytics			02 -27		15 -19		07 -18	07 -11

# Sustainable Agriculture and Agribusiness Development

## OVERVIEW

Sustainable agriculture and resilient agribusiness systems are foundational to economic growth, food security, and poverty alleviation in communities worldwide. As global populations grow and climate impacts intensify, the agricultural sector faces the dual challenge of increasing productivity while preserving natural resources and ensuring social equity. International Learning and Development Group (ILDG) recognizes that empowering farmers, agribusinesses, and policymakers with modern, sustainable practices is essential to building food systems that are productive, profitable, and environmentally sound.

ILDG's **Sustainable Agriculture and Agribusiness Development** programmes are designed to equip stakeholders across the agricultural value chain with the knowledge, tools, and strategies needed to enhance productivity, improve market access, and promote sustainable resource management. Through ILDG's action-based learning methodology, participants engage with real-world case studies, field-based scenarios, and value chain simulations that build practical skills in sustainable farming, agri-enterprise development, and inclusive agricultural policy.

This training category covers a comprehensive range of critical topics, including:

- **Climate-smart agriculture and adaptive farming techniques**
- **Soil health management, water conservation, and sustainable input use**
- **Agri-value chain development, market linkages, and access to finance**
- **Post-harvest management, food processing, and quality standards**
- **Digital agriculture: precision farming, ICT tools, and data-driven decision-making**
- **Farmer organization, cooperative development, and collective marketing**
- **Agribusiness entrepreneurship and enterprise management**
- **Agricultural policy, extension systems, and public-private partnerships**
- **Gender integration, youth engagement, and social sustainability in agriculture**

These programmes enable farmers' associations, agribusiness firms, government agencies, and development partners to strengthen agricultural systems, enhance livelihoods, and foster rural transformation. ILDG's practice-oriented approach ensures that participants can immediately apply learning to improve farm productivity, increase market competitiveness, and implement sustainable land and resource management practices.

Ultimately, ILDG supports the development of knowledgeable, innovative, and sustainability-driven agricultural professionals and entrepreneurs who can drive inclusive growth, ensure food and nutrition security, and contribute to resilient and thriving rural economies.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agribusiness Development for Rural Transformation	12 - 23			13 - 24			06 - 31			05 - 16		
Sustainable Agriculture and Food Security		09 - 20			04 - 22			03 - 28			09 - 20	

Agribusiness, Marketing and Export Management			02 - 27			15 - 19			07 - 18			07 - 11
Agricultural Extension Service Delivery Management	12 - 23			13 - 24			06 - 31			05 - 16		
Agriculture Budget Monitoring and Advocacy		09 - 20			04 - 22			03 - 28			09 - 20	
Management of Agricultural Research (MAR)			02 - 27			15 - 19			07 - 18			07 - 11
M&E for Agricultural Research and Extension Management	12 - 23			13 - 24			06 - 31			05 - 16		

# Transport and Fleet Management

## OVERVIEW

An efficient and well-managed transport and logistics system is a critical driver of organizational performance, supply chain resilience, and operational cost control. In an increasingly regulated and competitive environment, effective fleet management requires a strategic blend of compliance knowledge, safety standards, technological integration, and financial acumen. International Learning and Development Group (ILDG) recognizes that transport and logistics professionals must be equipped with contemporary tools and frameworks to optimize fleet operations, enhance safety, and respond to dynamic market demands.

ILDG's **Transport and Fleet Management** programmes are designed to provide managers, supervisors, and logistics personnel with the practical skills and regulatory understanding necessary to oversee efficient, safe, and cost-effective transport operations. Through our action-based learning methodology, participants engage with real-world operational scenarios, compliance challenges, and performance optimization exercises, building competencies that translate directly into improved fleet productivity and reduced operational risk.

This training category covers a comprehensive range of critical topics, including:

- **Fleet lifecycle management: acquisition, utilization, maintenance, and disposal**
- **Transport legislation, regulatory compliance, and licensing requirements**
- **Health, safety, and environmental (HSE) standards in fleet operations**
- **Route planning, scheduling, and vehicle tracking systems**
- **Fuel management, emission control, and sustainable transport practices**
- **Maintenance management, spare parts inventory, and cost control**
- **Driver management, training, and performance monitoring**
- **Logistics automation, telematics, and digital fleet management tools**
- **Risk management, insurance, and accident investigation procedures**

These programmes enable public and private sector organizations to build a skilled and proactive transport management team capable of maximizing resource utilization, ensuring regulatory adherence, and improving service delivery. ILDG's practical, results-oriented approach ensures that learning can be immediately applied to reduce operational costs, enhance safety records, and strengthen the overall efficiency of transport functions.

Ultimately, ILDG supports the development of competent, compliance-aware, and strategically minded transport professionals who can drive operational excellence, foster sustainability, and contribute to a resilient and responsive logistics ecosystem.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Motorcycle Fleet Maintenance and Management	12 - 23			13 - 24			06 - 31			05 - 16		

Work Ethics and Business Etiquette for Driving.		09 -20			04 -22			03 -28			09 -20
Defensive Driving and Vehicle Maintenance.			02 -27			15 -19			07 -18		07 -11
Ports, Inland water and Airlines Management	12 -23			13 -24			06 -31			05 -16	
Fleet and Corporate Transport Management.	12 -23			13 -24			06 -31			05 -16	
Skills Enhancement for Corporate Drivers and Executive Chauffeurs.		09 -20			04 -22			03 -28			09 -20
Strategic Transport Planning and Management.			02 -27			15 -19			07 -18		07 -11
Modern Automotive Technology and Maintenance Skills.	12 -23			13 -24			06 -31			05 -16	
Strategic Logistics Planning and Management		09 -20			04 -22			03 -28			09 -20
Defensive Driving and Accident Prevention			02 -27			15 -19			07 -18		07 -11
Road Safety Management for Corporate Drivers	12 -23			13 -24			06 -31			05 -16	
Digitalization and Security in Transport Logistics		09 -20			04 -22			03 -28			09 -20
Road Freight and Transport Management			02 -27			15 -19			07 -18		07 -11

# Gender Mainstreaming and Equality Programmes

## OVERVIEW

Gender equality and inclusive development are fundamental to achieving sustainable economic growth, social justice, and organizational effectiveness. As societies and workplaces evolve, there is a growing imperative to integrate gender considerations into all levels of planning, policy-making, and project implementation. International Learning and Development Group (ILDG) recognizes that meaningful progress requires a deliberate, structured, and knowledgeable approach to gender mainstreaming—one that transforms institutional practices and empowers all individuals to contribute to and benefit from development outcomes.

ILDG’s **Gender Mainstreaming and Equality Programmes** are designed to equip policymakers, project managers, HR professionals, and development practitioners with the frameworks, tools, and analytical skills needed to embed gender equality into organizational strategies and operations. Through our action-based learning methodology, participants engage in scenario-based exercises, policy analysis, and participatory planning that strengthen their ability to design, implement, and evaluate gender-responsive initiatives.

This training category covers a comprehensive range of critical topics, including:

- **Gender analysis frameworks and data collection methods**
- **Integrating gender into policy formulation, budgeting, and monitoring**
- **Gender-responsive project design, implementation, and evaluation**
- **Addressing unconscious bias and promoting inclusive workplace cultures**
- **Legal and human rights frameworks for gender equality and non-discrimination**
- **Engaging men and boys as allies in gender equality initiatives**
- **Mainstreaming gender in sector-specific programmes (education, health, economic empowerment)**
- **Gender, diversity, and leadership development**
- **Measuring impact and accountability in gender mainstreaming efforts**

These programmes enable government institutions, NGOs, private sector organizations, and development partners to build internal capacity for gender-sensitive planning and foster more equitable and effective outcomes. ILDG’s participatory and practice-oriented approach ensures that participants can apply gender lenses to real-world challenges—promoting fairness, enhancing program relevance, and driving social inclusion.

Ultimately, ILDG supports the development of informed, proactive, and ethically committed professionals who can champion gender equality, transform institutional norms, and contribute to more just, inclusive, and sustainable societies.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Mainstreaming in Development Planning.	12 – 23			13 – 24			06 – 31			05 - 16		

Gender and Climate Change Analysis Tools.		09 -20			04 - 22			03 - 28			09 - 20	
Gender and Sexual Based Violence.			02 - 27			15 - 19			07 - 18			07 - 11
Gender Analysis Concepts and Practice.	12 - 23			13 -24			06 - 31			05 - 16		
Measurement and Management of Gender Programmes		09 -20			04 - 22			03 - 28			09 - 20	
Gender Analytics for Innovation			02 - 27			15 - 19			07 - 18			07 - 11

## Civil Society Organizations/NGOs/INGOS/ Faith Based Organizations/CBOs

### OVERVIEW

Civil society organizations—including NGOs, INGOs, faith-based organizations, and community-based groups—play an indispensable role in advancing social justice, fostering inclusive development, and strengthening democratic engagement. In an increasingly complex and resource-constrained operating environment, these organizations must enhance their strategic, managerial, and programmatic capacities to maximize impact, ensure sustainability, and maintain accountability to their constituents and donors. International Learning and Development Group (ILDG) recognizes that empowered civil society actors are essential drivers of meaningful change and resilience in communities worldwide.

ILDG's **Civil Society Organizations/NGOs/INGOs/Faith-Based Organizations/CBOs** programmes are designed to build the governance, leadership, and operational capabilities of organizations and individuals working in the civil society sector. Through our action-based learning methodology, participants engage in practical case studies, organizational assessments, and project simulations that develop skills in strategic planning, resource mobilization, advocacy, and stakeholder engagement.

This training category covers a comprehensive range of critical topics, including:

- **Strategic planning and organizational development for CSOs**
- **Governance, board leadership, and ethical accountability**
- **Financial management, budgeting, and donor compliance**
- **Project cycle management: design, implementation, monitoring, and evaluation**
- **Advocacy, policy influence, and civic engagement strategies**
- **Fundraising, proposal writing, and sustainable resource mobilization**
- **Partnership building, coalition management, and multi-stakeholder collaboration**
- **Human resource management and volunteer engagement**
- **Communication, digital outreach, and public awareness campaigns**
- **Conflict sensitivity, community-led development, and participatory approaches**

These programmes enable civil society leaders, programme managers, and field staff to strengthen their organizations, enhance program effectiveness, and expand their influence on policy and practice. ILDG's participatory and applied learning approach ensures that skills and tools can be immediately implemented to improve organizational performance, increase resilience, and amplify social impact.

Ultimately, ILDG supports the development of capable, principled, and adaptive civil society professionals and organizations that are equipped to lead transformational initiatives, advocate for marginalized voices, and contribute to equitable and sustainable development.

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<b>COURSE TITLE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Strategic Leadership and Organizational Management.	12 – 23			13 – 24			06 – 31			05 - 16		
Advocacy Lobbying and Government Engagement.		09 - 20			04 – 22			03 – 28			09 – 20	
Strategic and Result Based Management			02 – 27			15 – 19			07 – 18			07 - 11
Conflict Resolution and Peace Building.	12 – 23			13 – 24			06 – 31			05 - 16		
Resource Mobilization and Financial Sustainability.		09 - 20			04 – 22			03 – 28			09 – 20	
Result Based M&E			02 – 27			15 – 19			07 – 18			07 - 11
Conflict Resolution and Governance.	12 – 23			13 – 24			06 - 31			05 - 16		

# Democracy, Human Rights and Electoral Governance

## OVERVIEW

In an era of shifting political landscapes and growing civic challenges, the protection of democracy, human rights, and the integrity of electoral processes is essential to fostering just, stable, and inclusive societies. Recent declines in transparency, accountability, and civil liberties underscore the urgent need for strengthened governance frameworks, empowered institutions, and informed civic participation. International Learning and Development Group (ILDG) recognizes that sustainable democratic development requires a committed focus on the rule of law, electoral integrity, and the protection of fundamental freedoms for all.

ILDG's Democracy, Human Rights and Electoral Governance programmes are designed to build the capacity of electoral officials, human rights advocates, government representatives, and civil society actors to uphold democratic principles and advance human dignity. Through our action-based learning methodology, participants engage in scenario-based simulations, policy analysis exercises, and stakeholder dialogue models that enhance their ability to design, implement, and safeguard transparent and accountable governance systems.

This training category covers a comprehensive range of critical topics, including:

- **Democratic governance and the rule of law**
- **Human rights frameworks, monitoring, and advocacy**
- **Electoral systems, administration, and integrity**
- **Political party development and multiparty dialogue**
- **Civic education and voter engagement**
- **Media freedom, access to information, and freedom of expression**
- **Anti-corruption strategies and transparency in public institutions**
- **Protection of vulnerable and marginalized groups**
- **Conflict prevention, transitional justice, and reconciliation processes**
- **International and regional human rights mechanisms and standards**

These programmes enable governments, electoral bodies, civil society organizations, and development partners to foster environments where democratic institutions can thrive, human rights are protected, and electoral processes are credible and inclusive. ILDG's practical and participatory approach ensures that learning is applied directly to real-world challenges—strengthening advocacy, improving governance, and enhancing public trust in democratic systems.

Ultimately, ILDG supports the development of principled, skilled, and resilient professionals and institutions capable of defending democratic values, promoting human rights, and contributing to peaceful, just, and accountable societies.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Planning for Electoral Management	12-23			13-24			06-31			05-16		
Building Resources in Democracy, Governance and Elections		09-20			04-22			03-28			09-20	

Electoral Policy, Campaign Management and Administration			02 - 27			17 - 21			07 - 18			07 - 11
Civic Education and Stakeholder Management in Elections	12 - 23			13 - 24			06 - 31			05 - 16		
Legislative Drafting and Report Writing Skills		09 - 20			04 - 22			03 - 28			09 - 20	
Free and Fair Elections, Transparency, and Accountability			02 - 27			15 - 19			07 - 18			07 - 11
Democracy, Human Rights and Governance Strategy	12 - 23			13 - 24			06 - 31			05 - 16		
Electoral Conflict Resolution and Management		09 - 20			04 - 22			03 - 28			09 - 20	
Best Practices in Using Digital Tools and Platforms in Electoral Management			02 - 27			15 - 19			07 - 18			07 - 11

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### Contact Us to Discuss Your Goals:

- \* **Email:** [info@ildgroup.co.za](mailto:info@ildgroup.co.za)
- \* **Phone:** +268 7635 8491 / +27 74 722 7334

We look forward to collaborating with you to unlock your organization's full potential.

**Here's to a productive, empowered, and successful year ahead!**  
**— The International Learning and Development Group Team —**