



An LBS Accredited Training Center

**Professional Development Training in Project, M & E, Fleet, Logistics, Procurement, QuickBooks, Proposal Writing, Banking & Finance, HR, GIS. etc\_Cycle 16**

All interested Individuals and Organizations are informed that Access Training Institute Liberia in collaboration with Logos Business School Ghana will be offering a Professional Development training leading to the award of **International Executive Certificate** in the following Specialties:

**FRIDAYS CLASSES: (5pm-8pm)**

- **Project Management**
- **Logistics, Transport & Supply Chain Management**
- **Procurement & Contract Management**
- **Effective Office Management & Secretarial Skills**
- **Insurance Operations & Risk Management**

**Duration: August 10 – Sept 14, 2018**

**SATURDAYS CLASSES**

<b>Morning Sessions: 9am-12pm</b>	<b>Afternoon Sessions: 12:30pm-3:30pm</b>
✚ Project Management	❖ Professional Monitoring & Evaluation
✚ Logistics, Transport & Supply Chain Management	❖ Human Resource Management
✚ Occupational Health & Safety Management	❖ Project Proposal Writing for Effective Fundraising
✚ Data Collection Using Open Data Kit & Kobo Collect	❖ Advanced Excel for Accountants & Financial Managers ( <b>Laptop Compulsory</b> )
✚ Marketing & Sales Management	❖ Geographic Information System_GIS_( <b>Laptop Compulsory</b> )



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✚ QuickBooks ( <b>Laptop Compulsory</b> )	❖ Fleet & Transportation Management
✚ NGO Management & Leadership	❖ Procurement & Contract Management
✚	❖ Data Collection Using Survey ToGo

**Duration:** August 11-September 15, 2018. (6 Saturdays- 3 Hours Every Saturday)

**REGISTRATION IS IN PROGRESS AND WILL END August 11, 2018**

**Classes Start August 11, 2018**

**Venue:** Duport Road Junction, Paynesville City - Monrovia.

**Fees Breakdown: NEW PARTICIPANTS**

**Registration Fees: 30USD**

**Fees per Course: 160USD** (Pay by Installment: 50% Before Classes Begin and Balance 50% 4 Weeks to The end of the Classes):

**Total Fees for New Student: 190USD.**

**Fees Breakdown: ALUMNI**

**Registration Fees: 30USD**

**Fees per Course: 140USD** (Pay by Installment: 50% Before Classes Begin and Balance 50% 4 Weeks to The end of the Classes):

**Total Fees for Old Student: 170USD.**

**EXPIRATION DATE: August 11, 2018**

**Bank Account Detail:**

**Bank Name:** Global Bank

**Account Name:** Access Training Institute Liberia



**Account Number:** 103010205976

**Fees also Payable at Our Finance Officer Desk on Campus.**

For more Information call the following numbers: 0778356444, 0776006689, or 0880626719.

You can also visit this website: [www.lbsghana.com](http://www.lbsghana.com) .....

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**Signed:** Management, [Access Training Institute Liberia](#)