

Dear Colleagues

We are pleased to present the 2019 Training Calendar for all our Course offerings, in 2019, You can register for your required training by submitting a registration form found on the last page of this Calendar Or Kindly Contact us to confirm your booking.

CLICK ON THE COURSE TITLE for more information, More details to all these courses are outlined on our website at www.acaeglobal.com

Email: registrations@acaeglobal.com, **Call us on** +2711 051 7282 / +27 11 051 3602 www.acaeglobal.com.

Please note that all these programs can be delivered as **In-house, Seminar and Workshop** in any location of your choice should you wish to book the training for your organization. **We wish you a great Festive period and a Successful 2019. Thank you for your Support.**

ACAEGlobal Team

ACAEGlobal 2019 Training Calendar : Management and Leadership Mini MBA Series

Course	Date	Venue
Mini MBA: Strategic, Operational & Tactical Leadership Workshop	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Mini MBA: Management & Leadership Workshop	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Mini MBA: Strategic Planning & Effective Budgeting	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Mini MBA: Women In Leadership	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria

Mini MBA: HR Strategy	21 – 25 Oct	Cape town
	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
Mini MBA: Quality Performance Leadership	28 – 31 Oct	Cape town
	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
Mini MBA: Leadership Best Practices	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Mini MBA: E-Procurement & Purchasing Management	Date	Venue
	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
	18 – 22 Nov	Sandton

2019 Calendar: Management & Leadership Training Catalogue

	Date	Venue
Smart Leadership Seminar <i>Achieving Strategy through Leadership & Innovation</i>	14 – 18 Jan	Sandton
	11 – 15 Mar	Sandton
	20 – 24 May	Cape town
	22 – 26 Jul	Sandton
	23 – 27 Sept	Pretoria
	25 – 29 Nov	Sandton
Mastering Personal & Interpersonal Skills <i>Key Communication Skills For Building Productive Working Relationships</i>	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Cape town
	27 – 31 May	Sandton
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Sandton
Practical Workshop on Managing & Leading in a Multi-Cultural Workplace <i>Essential Steps Leading to Success With Diverse Teams</i>	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Cape town
	3 – 7 Jun	Sandton
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Johannesburg ORT
Leadership Excellence in Handling Pressure & Stress <i>The Art and Science Of Performance Under Pressure</i>	Date	Venue
	4 – 8 Feb	Johannesburg ORT
	8 – 12 Apr	Cape town
	10 – 14 Jun	Sandton
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Johannesburg ORT
Innovation & Productivity in The Workplace <i>Personal Skills For Professional Excellence</i>	Date	Venue
	11 – 15 Feb	Sandton
	15 – 19 Apr	Cape town
	17 – 21 Jun	Sandton
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Johannesburg ORT
	Date	Venue
	18 – 22 Feb	Johannesburg ORT
	22 – 26 Apr	Cape town

Managing Employee Performance, Behaviour & Attitudes <i>Dealing With People Issues & Difficulties In The Workplace</i>	24 – 28 Jun	Sandton
	2 – 6 Sep	Pretoria
	4 – 8 Nov	Johannesburg ORT
Strategies for Leading Successful Change Initiative <i>Empowering Professional Leadership Dynamics</i>	Date	Venue
	25 – 28 Feb	Johannesburg ORT
	6 – 10 May	Cape town
	8 – 12 Jul	Sandton
	9 – 13 Sept	Pretoria
Leadership & Decision-Making In Crisis & Emergency Situations	11 – 15 Nov	Johannesburg ORT
	Date	Venue
	4 – 8 Mar	Johannesburg ORT
	13 – 17 May	Cape town
	15 – 19 Jul	Sandton
Strategy, Risks, Negotiation & Leadership	16 – 20 Sept	Pretoria
	18 – 22 Nov	Sandton
	Date	Venue
	14 – 18 Jan	Sandton
	11 – 15 Mar	Cape town
	20 – 24 May	Sandton
Effective Negotiation, Persuasion & Critical Thinking: <i>The Professional Negotiator</i>	22 – 26 Jul	Pretoria
	23 – 27 Sept	Sandton
	25 – 29 Nov	Cape town
	Date	Venue
	21 – 25 Jan	Sandton
	18 – 22 Mar	Cape town
	27 – 31 May	Sandton
5 – 9 Aug	Pretoria	
Performance Measurements, Continuous Improvement & Benchmarking	7 – 11 Oct	Sandton
	2 – 6 Dec	Cape town
	Date	Venue
	18 – 22 Feb	Johannesburg ORT
	22 – 26 Apr	Cape town
	24 – 28 Jun	Sandton
2 – 6 Sep	Pretoria	
4 – 8 Nov	Johannesburg ORT	

2019 Calendar: Executive & Administrative Support Training Catalogue

Strategic Public Relations and VIP Management Seminars		
Diplomacy, Protocol & Etiquette Intelligence Seminar	Date	Venue
<i>Fundamentals Of Diplomatic Protocol and Etiquette</i>	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Diplomacy, Protocol & Etiquette Intelligence Seminar - For Advanced Practitioners	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Protocol & VIP Etiquette for Drivers and VIP Attendants	Date	Venue
<i>Strategic Best Practices For Un Agencies, Government Institutions, International Organizations & Major Corporations</i>	28-31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Business Etiquette and International Protocol Seminar	Date	Venue
<i>Dinning, Social Manners and Etiquette For VIP Banquets and State Events</i>	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Strategic Communications, Crisis Management and Effective Public Relations	Date	Venue
<i>Incident & Crisis Response Communication Skills in the age of Social Media</i>	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton

Protocol & Event Management Practical Workshop	Date	Venue
<i>Enhancing Your Confidence, Social Etiquette and Manners for Successful Corporate Events</i>	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
Administrative HR Development		
HR Skills for HR Administrators Workshop	Date	Venue
<i>Redefining HR Administration to Enable The Organization to Thrive</i>	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
Effective Performance Management Systems Seminar	Date	Venue
<i>Impact Of Emotional Intelligence, Change and Talent Management and Succession Planning</i>	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Leading Strategic HR Transformation Workshop	Date	Venue
<i>Enhancing The Future Of Human Resources As A Valued Strategic Partner</i>	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
	18 – 22 Nov	Sandton
Technical & Development Courses for Administrative and Office Support		
Leadership for Administrative Professionals Seminar	Date	Venue
<i>Do More, Be More, Achieve More</i>	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton

Effective Self-Management workshop: <i>Enhancing Your Communication, Coordination and Leadership Skills</i>	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Developing Personal Effectiveness With Positive Skills <i>Providing Modern Managers and Administrators With The Expertise For Success</i>	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Masterclass For Executive Secretaries and Pa's <i>Competent, Calm and Creative Executive Support</i>	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Effective Time, Task & Work Planning <i>Managing Multiple Tasks, Priorities & Deadlines Enhancing Key Skills towards Effective Administration</i>	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
The Highly Productive and Effective Administrator Training <i>Core Skills For Administrators & Secretaries For Better Memory, Reading, Communication & Thinking Skills</i>	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
Date	Venue	

Administrative Mastery Conference for Admin Professionals <i>Managing The Office Of The Future, Enhancing Your Communication, Events Coordination and Travel Management Skills</i>	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Simplification Of Work Processes and Procedures <i>Exploring Methodologies, Implementation & Monitoring For Work Simplification</i>	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
25 – 29 Nov	Sandton	
Advanced Office Management & Effective Administration Skills <i>Administration and Office Management Best Practices</i>	Date	Venue
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
28 – 31 Oct	Cape town	
ICT Mastery For Office Management & Administrative Professionals <i>Enhancing Your Communication, Coordination and Leadership Skills Using Technology tools</i>	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria

2019 Calendar: Accounting and Finance Management Training Catalogue

Project Finance & Financial Analysis Techniques For Infrastructure Projects <i>Project Estimation & Planning for Your Organisation</i>	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Public Financial Accountability and Budget Management <i>Including Budgeting and Forecasting Practices Using Ms- Excel</i>	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Accounting, Financial Statements Analysis, & Financial Communication Training Seminar <i>Evaluation and Interpretation of Financial Position and Performance, Communication of Financial Information for Effective Management and Decision Making</i>	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria

Effective Budgeting, Allocation & Operational Cost Control Training Seminar <i>Planning, Managing and Measuring Performance for Organizational Success</i>	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Project Scheduling & Cost Planning Skills <i>Project Estimation & Planning for Your Organization</i>	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
Finance & Accounting for Office Administrators & Secretaries <i>Contributing, Benefiting & Developing Your Skills In Dealing With Financial Information</i>	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton

2019 Calendar: Project and Program Management Training Catalogue

Project Appraisal & Analysis <i>tools & Techniques For Managing Project Risks & Uncertainties</i>	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Managing It Projects Effectively <i>Advancing Agile Practices On Projects In An It Environment</i>	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Project Leadership In Action <i>Power, Influence, Politics & Negotiations</i>	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Engineering Project Management <i>Mastering The Delivery Of Engineering Projects to Ensure Success Through Proven Techniques</i>	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Project Quality Management Workshop <i>Applying Core Concepts For Building Quality Into Your Projects</i>	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
Contract & Project Risk Management & Compliance <i>Legal and Project Perspective to Protect The Investment</i>	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton

Project Feasibility Studies: Preparation, Analysis & Evaluation	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Managing Multiple Tasks, Priorities & Deadlines <i>Achieve Efficiency For Results Through Effective Task Management</i>	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Enterprise Project Management & Business Performance	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Public-Private Partnerships (PPP) Project Preparation <i>Specialist Knowledge, Experience, Evidence and Practices</i>	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
PPP Project Preparation & Contract Management <i>Project Estimation & Planning For Your Organisation</i>	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
The Complete Course On Project Management: Project Management Specialist	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria

Project Management For Non-Project Managers <i>Definition, Planning & Delivery tools, Skills and Techniques For Effective Projects Execution</i>	28 – 31 Oct	Cape town
	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
Practical Project Monitoring and Evaluation With Ms Project <i>Results-Based Approach to Design and Manage Public Sector Programs That Deliver Tangible Benefits</i>	4 – 8 Nov	Sandton
	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
Knowledge Management for Programme Success and Knowledge Retention	11 – 15 Nov	Sandton
	Date	Venue
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
25 – 29 Nov	Sandton	

Project Management of Development Projects	Date	Venue
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Effectively Managing Funded Programmes	Date	Venue
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Successful Programme Management Masterclass <i>Strategic tools and Techniques For Improving Programme Success</i>	Date	Venue
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town

2019 Calendar: Oil & Gas Capacity Development Training Catalogue

Leadership & Management

Leading Organizational Change in Oil and Gas <i>-Managing the Office of The Future, Enhancing Your Communication, Events Coordination and Travel Management Skills</i>	Date	Venue
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Becoming an Inspirational Leader In Oil and Gas <i>Learn Practical tools That You Can Use in Real-Life Situations.</i>	Date	Venue
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
International Oil & Gas Management Program	Date	Venue
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Oil & Gas Procurement, Supply Chain Strategy and Management <i>Procurement and Supply Chain Management Best Practices</i>	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Negotiation Skills for The Oil and Gas Industry <i>Understanding the Negotiation Process and For Win-Win Outcomes</i>	Date	Venue
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
	8 – 12 Apr	Pretoria
Information & Knowledge Management For The Oil & Gas Industry <i>tools, Techniques and Successful Mechanisms For</i>	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton

Knowledge Retention Practices

Intranet Strategies for Corporate Communications Workshop- <i>Successful Content Management, Adoption, User Awareness Strategies and Implementation Best Practices For Your Corporate Communications Plan and Social Digital Workplace</i>	Date	Venue
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton

Business and Project Management Courses

A Strategic Approach to Oil and Gas Exploration <i>Strategies for Success (and Failure) In Oil and Gas Exploration: Identifying What Works and What Doesn't</i>	Date	Venue
	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
	18 – 22 Nov	Sandton
Deepwater Well Project and Risk Management <i>Deepwater Well Project and Risk Management Best Practices</i>	Date	Venue
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Project Risk Analysis and Management <i>Projects Analysis and Management Of The Risks Associated Oil & Gas</i>	Date	Venue
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Contracts, Procurements, and Partnering in The Oil & Gas Industry- <i>Managing The Tender Process, Contract Structure, Payment Types, and Effective Negotiation (Conventional Versus Innovative Approaches)</i>	Date	Venue
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria

Oil Field Development Training Series

FDP Comprehensive Program	Date	Venue
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
FDP Accelerated Program	Date	Venue
	8 – 12 Apr	Pretoria
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
11 – 15 Nov	Sandton	

Health, Safety and Environment Training Series

Hazardous Waste Management and Pollution Contamination & Hazardous Waste - Management & Prevention	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
25 – 29 Nov	Sandton	
Health, Safety and Environment Training Program for Operations Professional Development	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
2 – 6 Dec	Pretoria	
Development and Implementation Of Quality, Environmental and Health & Safety Management Systems	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
9 – 13 Dec	Pretoria	
Health, Safety and Environment Training Program For HSE Professionals and Specialists	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Health, Safety and Environment Training	Date	Venue
	11 – 15 Feb	Cape town

Program for Stepping, Handling & Lifting Progression	Date	Venue
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
28 – 31 Oct	Cape town	

Technical Training

Decision Analysis for Operation & Maintenance Professionals	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
4 – 8 Nov	Sandton	

Maintenance Management Best Practices	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
11 – 15 Nov	Sandton	

Maintenance, Reliability and Asset Management Technology Best Practices	Date	Venue
	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
18 – 22 Nov	Sandton	

Pipeline Operations and Maintenance	Date	Venue
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
2 – 6 Dec	Pretoria	

Flow Assurance Training Program	Date	Venue
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
9 – 13 Dec	Pretoria	

Process Plant Optimisation & Energy Conservation	Date	Venue
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
4 – 8 Nov	Sandton	

2019 Calendar: Technical & Advanced Accountability Management Workshop Catalogue

Public Service Technical		
	Date	Venue
Leadership Skills in Security Intelligence and Law Enforcement Personnel <i>Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance and Public Safety</i>	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Evidence Based Policy Making and Implementation <i>Informed Factors That Influence Successful Policy Making and Implementation Processes</i>	27 – 31 May	Sandton
	12 – 16 Aug	Johannesburg ORT
	21 – 25 Oct	Sandton
	9 – 13 Dec	Johannesburg ORT
Practical Approach to Project Management, Monitoring & Evaluation <i>Using Microsoft Project 365 tools</i>	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
Tender Adjudication, Contract Monitoring and PPP <i>Addressing Key Contract Issues In Tendering Procedures and Bid Evaluation</i>	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
Developing Effective Policies: Analysis, Evidence and Impact Summit	8 – 12 Apr	Sandton
	10 – 14 Jun	Johannesburg ORT
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Theory of Change and Impact Assessment For Successful Program Management	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
Procurement Management of Equipment and Works for World Bank Aided Projects	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town

	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
Tendering, Procurement, & Negotiation Skills	Date	Venue
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Facilities Management Programme	Date	Venue
	13 – 17 May	Sandton
	15 – 19 Jul	Johannesburg ORT
	16 – 20 Sept	Pretoria
	18 – 22 Nov	Cape town
Contract Management Principles & Practices	Date	Venue
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton
Advanced Procurement Skills	Date	Venue
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
The Complete Course on Contracts & Purchasing Management	Date	Venue
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
Social Media in The Workplace, Collaboration and Corporate Communications	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town

Intranet Design and Implementation Strategies for Corporate Social Collaboration and Communications <i>Methods, Tools and techniques that works</i>	Date	Venue	
	15 – 19 Apr	Johannesburg ORT	
	17 – 21 Jun	Cape town	
	26 – 30 Aug	Sandton	
Digital Workplace Summit: Engagement Strategies for Employee Communications	Date	Venue	
	22 – 26 Apr	Pretoria	
	24 – 28 Jun	Cape town	
	2 – 6 Sep	Johannesburg ORT	
Knowledge Sharing in Agile Practices for Programme /Project Management Success	Date	Venue	
	4 – 8 Nov	Sandton	
	8 – 12 Jul	Sandton	
	9 – 13 Sept	Johannesburg ORT	
Knowledge Management Mastery	Date	Venue	
	11 – 15 Nov	Sandton	
	13 – 17 May	Johannesburg ORT	
	15 – 19 Jul	Sandton	
Customer Service, Relations and Handling	Date	Venue	
	16 – 20 Sept	Johannesburg ORT	
	18 – 22 Nov	Sandton	
	Advanced Customer Relations Management <i>Hands on Effective Customer Handling And Great Customer Service</i>	Date	Venue
		11 – 15 Mar	Sandton
20 – 24 May		Johannesburg ORT	
22 – 26 Jul		Sandton	
Customer Service Mindset and Complaint Handling Skills <i>Providing Modern Expertise For Success</i>	Date	Venue	
	23 – 27 Sept	Johannesburg ORT	
	25 – 29 Nov	Sandton	
	21 – 25 Jan	Johannesburg ORT	
	18 – 22 Mar	Sandton	
	27 – 31 May	Johannesburg ORT	
	5 – 9 Aug	Pretoria	
	7 – 11 Oct	Cape town	
2 – 6 Dec	Pretoria		
Excelling In Customer Service And Conflict Resolution <i>Strategic Customer Relations for Competitive Advantage</i>	Date	Venue	
	28 -31 Jan	Johannesburg ORT	
	25 – 29 Mar	Sandton	
	3 – 7 Jun	Cape town	
	12 – 16 Aug	Pretoria	
	14 – 18 Oct	Cape town	
	9 – 13 Dec	Pretoria	

Technical Training		
IT Management, Business Continuity and Risk Handling	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
Risk Based It Auditing, Practical Masterclass <i>The Changing Landscape Of Auditing Business Processes Enabled By It</i>	Date	Venue
	21 – 25 Oct	Cape town
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
It Assurance, Risk, Security And Governance Professionals	Date	Venue
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
Business Continuity Management & It Disaster Recovery	Date	Venue
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
	25 – 28 Feb	Cape town
Business Continuity Management Implementation- Iso 22301 /Iso 9001: R2016	Date	Venue
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
Business Continuity & Disaster Recovery Architecture Design	Date	Venue
	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
	Date	Venue
	18 – 22 Nov	Sandton
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	Date	Venue
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
	25 – 29 Nov	Sandton

Forensic Auditing and Cyber Crime Investigations	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
	2 – 6 Dec	Pretoria
Cyber Security for Industrial Control Systems	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
	9 – 13 Dec	Pretoria
It Strategy & Architecture Principles and Practices	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
International Professional Practices Framework (Ippf) & The Risk Based Internal Auditing (Rbia) Process	Date	Venue
	11 – 15 Feb	Cape town
	15 – 19 Apr	Pretoria
	17 – 21 Jun	Cape town
	26 – 30 Aug	Pretoria
	28 – 31 Oct	Cape town
Special Programs		
Electrical Faults: Causes, Analysis, Detection & Remedies	Date	Venue
	18 – 22 Feb	Cape town
	22 – 26 Apr	Pretoria
	24 – 28 Jun	Cape town
	2 – 6 Sep	Johannesburg ORT
	4 – 8 Nov	Sandton
Demand Planning And Demand Management	Date	Venue
	25 – 28 Feb	Cape town
	6 – 10 May	Johannesburg ORT
	8 – 12 Jul	Sandton
	9 – 13 Sept	Johannesburg ORT
	11 – 15 Nov	Sandton
	Date	Venue

Legal Training For Child Protection And Welfare Practitioners	4 – 8 Mar	Sandton
	13 – 17 May	Johannesburg ORT
	15 – 19 Jul	Sandton
	16 – 20 Sept	Johannesburg ORT
	18 – 22 Nov	Sandton
Child Abuse, Sexual Exploitation And Grooming	Date	Venue
	14 – 18 Jan	Johannesburg ORT
	11 – 15 Mar	Sandton
	20 – 24 May	Johannesburg ORT
	22 – 26 Jul	Sandton
	23 – 27 Sept	Johannesburg ORT
25 – 29 Nov	Sandton	
Child Protection Through Sport Or Leisure Activities	Date	Venue
	21 – 25 Jan	Johannesburg ORT
	18 – 22 Mar	Sandton
	27 – 31 May	Johannesburg ORT
	5 – 9 Aug	Pretoria
	7 – 11 Oct	Cape town
2 – 6 Dec	Pretoria	
Child Protection Against Bullying / Cyberbullying & E-Safety	Date	Venue
	28 -31 Jan	Johannesburg ORT
	25 – 29 Mar	Sandton
	3 – 7 Jun	Cape town
	12 – 16 Aug	Pretoria
	14 – 18 Oct	Cape town
9 – 13 Dec	Pretoria	
Child Protection Against Social Media Exploitation	Date	Venue
	4 – 8 Feb	Cape town
	8 – 12 Apr	Pretoria
	10 – 14 Jun	Cape town
	19 – 23 Aug	Pretoria
	21 – 25 Oct	Cape town
Sports Leadership & Management skills for Sports Administrative Personnel	Date	Venue
	11 – 15 Feb	Johannesburg ORT
	15 – 19 Apr	Sandton
	17 – 21 Jun	Cape town
	26 – 30 Aug	Johannesburg ORT
	28 – 31 Oct	Cape town

REGISTRATION FORM

COURSE NAME: _____

To secure your booking, please complete, sign and email a scanned copy to registrations@acaeglobal.com

Approving Manager Details:

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position
 Organization Email
 Physical Address..... Signature.....

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Participant Details:

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

KINDLY CHOOSE YOUR CONVENIENT FEE OPTION

Date: _____

- Fee Option 1:**
5 day Workshop = **USD 3,550.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments
- Fee Option 2:**
5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

Group Rates of 3 and above

- Fee Option 1:**
5 day Workshop = **USD 3,350.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments
- Fee Option 2:**
5 day Workshop = **USD 2,000.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking? Yes No

Payment Details

Payment Method (*Please choose one) Cash Direct Deposit Bank Transfer (EFT)

Our Banking Details

Bank:	STANDARD BANK	Account Name:	AFRICA CENTRE FOR ADMINISTRATIVE EXCELLENCE
Account Number:	303049537	Branch Code:	001255
Branch Name:	Rivonia	Swift Code:	SBZAJJ

IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.

CANCELLATION AND POSTPONEMENT POLICY

All cancellations or postponements must be confirmed in writing and e-mailed to info@acaeglobal.com. Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

GENERAL NOTES

In the event of unforeseen circumstances, ACAE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.