

PROFESSIONAL LICENSING PROGRAMME MODULES

Fast-Track Intensive (Minimum group size of 25 - 30)

Module 1

- A) **Chartered Professional Administrator (ChPA)** **Ghc 4,250.00**
- Filling of Internship Manual
 - Management Challenge Project Part 1 & 2 :
Situation Analysis and problem definition
Objective Setting and Decision-making (Administrative and Performance Theories)
 - Professional Administration Practice and Internal Consultancy
 - Baseline Studies, Needs Assessment and Stakeholder Engagement
 - Administrative Law
 - Public Administration
 - Health Safety and Work Environment Management
 - Professional Ethics and Codes of Practice
 - Management of White-Collar Crime

Award: Chartered Professional Administrator Certificate (**ChPA**)

Duration: 5 days of lecture, 6 months internship, 3 months to submit assignments and complete projects for defense. An investigative report presentation session will be held before a panel of examiners.

Module 2

- B) **Management Consultancy & Training Professional Development** **GHc 3,500.00**

Management Consultancy Practice

- Consultancy Theory
- Concept Paper
- Expression of Interest
- Technical and Financial proposal
- Contract Negotiation and Contract Law
- Marketing of Consultancy Services

Training Professionals Development

- Roles and Competencies of Trainers
- Theories of Adult Learning and Training Needs Assessment
- Training Manual Development
- Budgeting for Training and
- Post Training Audit

Award: Advanced Certificate in Management Consultancy Practice

Duration: 4 days of lecture, and three (3) months to complete assignments and a competitive bidding project. A competitive presentation session will be held before a panel of examiners.

Module 3

Strategic Auditing & Legal Studies

Ghc 2,750.00

Strategic Auditing

- Corporate Performance Evaluation
- Operational and Financial Appraisal (Balanced Score Card and Ratio Analysis)
- Worksheet Analysis Approach
- SWOT, TOWS and QSP Matrix
- Procurement Law

Legal Studies

- Procurement Law and Contract Negotiation
- Administrative Law
- Labour Law
- Constitutional Law
- Arbitration and Mediation

Award: Advanced Certificate in Strategic Auditing and
Advanced Certificate in Legal Studies

Duration: 4 days of lecture, and three (3) months to complete assignments. A presentation session will be held before a panel of examiners.

PROFESSIONAL LICENSING PROGRAMME MODULES

Regular Individual Registration

1. Part 1 - Chartered Professional Administrator (ChPA) Ghc4,250.00

- Filling of Internship Manual
- Management Challenge Project Part 1 & 2:
 Situation Analysis and problem definition
 Objective Setting and Decision-making (Administrative and Performance Theories)
- Professional Administration Practice and Internal Consultancy
- Baseline Studies, Needs Assessment and Stakeholder Engagement
- Administrative Law
- Public Administration
- Health Safety and Work Environment Management
- Professional Ethics and Codes of Practice
- Management of White-Collar Crime

Award: Advanced Certificate in Management Consultancy (**ChPA**)

Duration: 4 days of lecture, 6 months internship, 3 months to submit assignments and complete projects for defense. An investigative report presentation session will be held before a panel of examiners.

2. Part 2 – Management Consultancy Practice Ghc3,500.00

- Consultancy Theory
- Concept Paper
- Expression of Interest
- Technical and Financial proposal
- Contract Negotiation and Contract Law
- Marketing of Consultancy Services

Award: Advanced Certificate in Management Consultancy Practice

Duration: 4 days of lecture, and three (3) months to complete assignments and a competitive bidding project. A competitive presentation session will be held before a panel of examiners.

3. Part 3 - Strategic Auditing Ghc3,000.00

- Corporate Performance Evaluation
- Operational and Financial Appraisal (Balanced Score Card and Ratio Analysis)
- Worksheet Analysis Approach
- SWOT, TOWS and QSP Matrix
- Procurement Law

Award: Advanced Certificate in Strategic Auditing

Practice Duration: 4 days of lecture, and three (3) months to complete assignments and a competitive bidding project. A competitive presentation session will be held before a panel of examiners.

4. Part 4 - Training Professionals Development

Ghc 2,500.00

- Roles and Competencies of Trainers
- Theories of Adult Learning and Training Needs Assessment
- Training Manual Development
- Budgeting for Training and
- Post Training Audit

Award: Advanced Certificate in Training Professionals

Duration: 4 days of lecture, and three (3) months to complete assignments and a competitive bidding project. A presentation session will be held before a panel of examiners

5. Part 5 - Legal Studies Applicable to Administration & Consultancy - Ghc2,500.00

- Procurement Law and Contract Negotiation
- Administrative Law
- Labour Law
- Constitutional Law
- Arbitration and Mediation

Award: Certificate in Legal Studies Applicable to Administration and Consultancy

Duration: 4 days of lecture, and three (3) months to complete assignments. A presentation session held will be before a panel of examiners