

2016 – LIST OF AVAILABLE COURSES

	#	CK #	# of days	Course Title	Price USD Per person
	1	500	3 days	Credit and Collection Management	\$1,895.00
*	2	500 B	3 days	Advanced Credit and Collection Management	\$1,895.00
	3	600	3 days	Debt Collection and Revenue Management	\$1,895.00
	4	600 A	3 days	Debt Collection and Revenue Management Utility Corporations	\$1,895.00
	5	600B	3 days	Advanced Debt Collection and Revenue Management	\$1,895.00
*	6	600 M	3 days	Debt Collection Strategies for Regional Medical Health Systems	\$1,895.00
*	7	600N	3 days	Debt Collection Strategies for Regional and National Insurance Schemes	\$1,895.00
	8	700	3 days	Debt Collection Strategies and Techniques	\$1,895.00
*	9	700 A	3 days	Debt Collection Strategies and Techniques for Utility Corporations	\$1,895.00
	10	800	3 days	Customer Services, Marketing, Sales and Public Relations Procedures	\$1,780.00
*	11	800 A	3 days	Customer Service, Sales, Marketing and Public Relations Procedures for Utility Corporations	\$1,780.00
	12	900	3 days	Call Center and Contact Center Procedures for Private and Public Sector Corporation	\$1,780.00
*	13	900 A	3 days	Call Center and Contact Center Procedures for Utility Corporation	\$1,780.00
	14	1100	3 days	Marketing and Public Relation Management	\$1,780.00
*	15	1100 B	3 days	Advanced Marketing and Public Relation Management	\$1,890.00
	16	1400	3 days	Human Resources Management	\$1,780.00
*	17	1400 B	3 days	Advanced Human Resources Management	\$1,890.00
	18	2000	3 days	Supervisory Management Techniques for Public and Private Sector Corporations	\$1,780.00
*	19	2000 A	3 days	Supervisory Management Techniques for Utility Corporations	\$1,780.00
*	20	2000 B	3 days	Advanced Supervisory Management Techniques	\$1,890.00
*	21	2000 G	3 days	Supervisory Management Techniques for Government and Statutory Corporations	\$1,780.00
	22	2003	3 days	Leadership and Communication Management	\$1,780.00
*	23	2003 B	3 days	Advanced Leadership and Communication Management	\$1,895.00

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*	24	2003G	3 days	Leadership and Communication Management for Government and Statutory Corporations	\$1,780.00
*	25	2003 L	3 days	Leadership and Communication Management for Law Enforcement Officers	\$1,780.00
	26	2004	3 days	Coaching and Mentoring Management	\$1,780.00
*	27	2004 B	3 days	Advanced Coaching and Mentoring Management	\$1,895.00
	28	2007	3 days	Training Design and Presentation Delivery (Train-the-Trainer)	\$1,895.00
*	29	2007 B	3 days	Advanced Training Design and Presentation Delivery (Train-the-Trainer)	\$2,200.00
*	30	2000 A	3 days	Management Strategies for Utility Corporations	\$1,895.00
*	31	2009 B	3 days	Advanced Management Strategies	\$1,895.00
	32	2100	3 days	Project Management Procedures	\$1,780.00
*	33	2100 B	3 days	Advanced Project Management Procedures	\$1,895.00
	34	3000	3 days	Financial Risk Management Procedures and Supervision	\$1,895.00
	35	3200	3 days	Crisis Management Procedures & Supervision	\$1,780.00
*	36	3200 A	3 days	Crisis Management Procedures & Supervision for Utility Corporations	\$2,200.00
*	37	3200 B	3 days	Advanced Crisis Management Procedures & Supervision	\$2,200.00
	38	4000	3 days	Disaster Preparedness Management	\$2,200.00
*	39	4000 A	3 days	Disaster Preparedness Management for Utility Corporation	\$2,500.00
*	40	4000 B	3 days	Advanced Disaster Preparedness Management for Utility Corporation	\$2,500.00
	41	4500	3 days	Anti-Money Laundering Compliance Procedures and Supervision	\$1,895.00
*	42	4500 B	3 days	Advanced Anti-Money Laundering Compliance Procedures and Supervision	\$2,200.00
	43	4700	3 days	Business Continuity Planning Procedures and Management	\$1,895.00
*	44	4700 A	3 days	Business Continuity Planning Procedures and Management for Utility Corporations	\$2,200.00
*	45	4700 B	3 days	Advanced Business Continuity Planning Procedures and Management	\$2,200.00
	46	4900	3 days	Financial Fraud Prevention Procedures and Supervision	\$1,895.00

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	#	CK #	# of days	Course Title	Price USD Per person
*	47	4900 B	3 days	Advanced Financial Fraud Prevention Procedures and Supervision	\$2,200.00
	48	5100	3 days	Performance Review and Job Evaluation Management	\$1,895.00
*	49	5100 A	3 days	Performance Review and Job Evaluation Management for Utility Corporations	\$2,200.00
*	50	5100 B	3 days	Advanced Performance Review and Job Evaluation Management	\$2,200.00
*	51	5100 G	3 days	Performance Review for Government and Statutory Corporations	\$1,895.00
*	52	5100 L	3 days	Performance Review and Job Evaluation Management Law Enforcement Officers	\$2,200.00
	53	5200	3 days	Call Center and Contact Center Management	\$1,895.00
*	54	5200 A	3 days	Call Center and Contact Management for Utility Corporation	\$2,200.00
	55	5600	3 days	Customer Service Management and Supervision	\$1,895.00
*	56	5600 A	3 days	Customer Service Management and Supervision for Utility Corporation	\$1,895.00
	57	5600 B	3 days	Advanced Customer Service Management and Supervision	\$2,200.00
	58	5700	3 days	Business Office Writing and Communication Management	\$1,895.00
*	59	5700 B	3 days	Advanced Business Office Writing and Communication Management	\$2,200.00
	60	6112	3 days	Treasury Department Management	\$1,895.00
	61	6113	3 days	Automated Clearing House Procedures and Management	\$1,895.00
*	62	6114 G	3 days	Government Revenue, Tax and Debt Collection Management	\$1,895.00
*	63	6114 B	3 days	Advanced Government Revenue, Tax and Debt Collection Management	\$2,200.00
	64	6116	3 days	Banks Main Branch or Head Office Audit Procedures and Compliance	\$1,895.00
	65	6117	3 days	Trust Department Audit of Banks and Other Financial Institutions	\$1,895.00
	66	6118	3 days	Financial Risk Based Auditing of Banks and Other Financial Institutions	\$1,895.00
	67	6119	3 days	Banks Cash and Demand Deposit Audit and Compliance Procedures	\$1,895.00
	68	6120	3 days	Banks Branch Audit and Compliance Procedures	\$1,895.00
	69	6121	3 days	Banks Loans Audit and Compliance Procedures	\$1,895.00

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	#	CK #	# of days	Course Title	Price USD Per person
*	70	6121 B	3 days	Advanced Bank Loans Audit and Compliance Procedures	\$2,200.00
	71	6122	3 days	Banks IT Audit and Compliance Procedures	\$1,895.00
	72	6123	3 days	Banks Oversight Requirements and Procedures	\$2,200.00
*	73	6123 B	3 days	Advanced Banks Oversight Requirements and Procedures	\$2,200.00
*	74	6124 G	3 days	Government Revenue, Tax and Debt Collection Procedures for New and Experienced Collectors and Tax Compliance Officers	\$1,895.00
	75	6125	3 days	Bank Loan Portfolio Administration and Management	\$1,895.00
	76	6126	3 days	Credit and Collection Counseling Management	\$1,895.00
	77	6142	3 days	Credit Bureau and Credit Counseling Management Procedures	\$1,895.00
*	78	6143 B	3 days	Advanced Executive Assistant Management	\$2,200.00
	79	6144	3 days	Loan Modification and Collections Procedures for Financial Institutions	\$1,895.00
*	80	6144 B	3 days	Advanced Loan Modification and Collections Procedures for Financial Institutions	\$2,200.00
	81	6145	3 days	The Foreign Account Tax Compliance Act (FATCA), Compliance Procedures	\$1,895.00
*	82	6145 B	3 days	Advanced Foreign Account Tax Compliance Act (FATCA) Compliance Procedures	\$2,200.00
	83	6146	3 days	Performance Management for Financial Institutions and Private Sector Corporations	\$1,895.00
*	84	6146 A	3 days	Performance Management for Utility Corporations	\$1,895.00
*	85	6146 B	3 days	Advanced Performance Management for Financial Institutions and Private Sector Corporations	\$2,200.00
	86	6147	3 days	Change Management Procedures for Private and Public Sector Corporations	\$1,895.00
*	87	6147 A	3 days	Change Management Procedures for Utility Corporations	\$1,895.00
*	88	6147 B	3 days	Advanced Change Management Procedures for Private and Public Sector Corporation	\$2,200.00
*	89	6147 G	3 days	Change Management Procedures for Government and Statutory Corporation	\$1,895.00
*	90	6147 L	3 days	Change Management Procedures for Law Enforcement Officers	\$1,895.00
	91	6148	3 days	Business Ethics and Professional Management Procedures	\$1,895.00
	92	6150	3 days	Airport Debt Collection and Revenue Management	\$1,895.00

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	#	CK #	# of days	Course Title	Price USD Per person
	93	6154	3 days	9-1-1 Emergency Call Procedures & Standards	\$1,895.00
	94	6156	3 days	Conflict Resolution Management Procedures	\$1,895.00
*	95	6156 B	3 days	Advanced Conflict Resolution Management Procedures	\$2,200.00
*	96	6156 G	3 days	Conflict Resolution Management Procedures for Government and Statutory Corporation	\$1,895.00
	97	6157	3 days	Credit Underwriting Management	\$1,895.00
*	98	6157 B	3 days	Advanced Credit Underwriting Management	\$2,200.00
	99	6158	3 days	Utility Regulatory Management Procedures	\$2,200.00
	100	6159	3 days	Health and Safety Management Compliance Procedures for Private and Public Sector Corporation	\$2,200.00
*	101	6159 B	3 days	Advanced Health and Safety Management Compliance Procedures for Private and Public Sector Corporations	\$2,500.00
	102	6169	3 days	Mail Service Provider Operational Procedures and Customer Service	\$2,200.00
	103	6174	3 days	Technical Writing Procedures for Public and Private Sector Organizations	\$1,895.00
*	104	6174 A	3 days	Technical Writing Procedures for Utility Corporations	\$1,895.00
*	105	6174 L	3 days	Technical Writing Procedures for Law Enforcement Officers	\$1,895.00
	106	6175	3 days	Recruitment and Selection Management Procedures	\$2,200.00
	107	6180	3 days	Time Management Procedures	\$1,895.00
	108	6181	3 days	Hazardous Work Environment Management	\$2,200.00
	109	6182	3 days	Industrial Security Management	\$2,200.00
	110	6183	3 days	Media Presentation and Public Relations Management Procedures for Public and Private Sector Companies	\$2,200.00
*	111	6183A	3 days	Media Presentation and Public Relations Management Procedures for Utility Corporations	\$2,200.00
	112	6184	3 days	Shareholders Relationship Management Procedures	\$2,200.00
	113	6185	3 days	Facilities Management Procedures for Private and Public Corporation	\$1,895.00
*	114	6186 A	3 days	Facilities Management for Utility Corporations	\$1,895.00
*	115	6186 G	3 days	Facilities Management for Government and Statutory Corporations	\$2,500.00

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	#	CK #	# of days	Course Title	Price USD Per person
	116	6187	3 days	Records Management Procedures for Private and Public Sector Corporations	\$1,895.00
	117	6188	3 days	Disaster Preparedness Media Management Procedures for Private and Public Sector Corporations	\$2,200.00
	118	6189	3 days	Anti - Money Laundering and FATCA Compliance Procedures	\$2,500.00
	119	6192	3	Procurement Management Procedures	\$2,500.00
	120	6193	3	Water Infrastructure Management Procedures	\$2,500.00
	121	6194	3	Environmental Safety Management Procedures	\$2,500.00
	122	6195	3	Credit Card Fraud Management Procedures	\$2,500.00
	123	6196	3	Water Distribution Management Procedures	\$2,500.00
	124	6197	3	Electricity Theft Prevention Management Procedures	\$2,500.00

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Courses **Missing from this list:**

CK 6141B Advanced Strategic Management Procedures for Financial Institutions, and the Public & Private Sectors **\$2,200.00**