GATI

GLOBAL AXIS TRAINING INSTITUTE

Training calendar

Management, Leadership and HR

DATES LISTED
120 dates

FIELDS OF PRACTICE
1 field

LOCATIONS
14 cities

What this covers

Dates published to 18 December 2026. This copy was produced on 30 October 2026; anything published after that is not in it.

Fees are per delegate and cover tuition, programme materials and the certificate. Travel, accommodation and visas are arranged by the delegate. Registration closes two weeks before a programme starts.

More dates are published than this document lists. Filter the calendar on the website by field, city or month for a complete list of a narrower selection.

Any of these programmes can also be run privately for a single organisation, on dates that suit it.

November 2026

DATES	PROGRAMME	WHERE	DAYS	FEE
23 to 25 November 2026	**Leading Teams Through Operational Change**	Durban, South Africa	3	**R12,000**
23 to 25 November 2026	**First Line Management Essentials**	Dar es Salaam, Tanzania	3	**US$1,200**
23 to 25 November 2026	**Senior Leadership and Organisational Judgement**	Cape Town, South Africa	3	**R12,000**
23 to 27 November 2026	**Corporate Strategy from Analysis to Execution**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 25 November 2026	**Board Effectiveness and Directors Duties**	Durban, South Africa	3	**R12,000**
23 to 25 November 2026	**Designing Performance Management That Works**	Dar es Salaam, Tanzania	3	**US$1,200**
23 to 25 November 2026	**Strategic Talent Acquisition**	Kampala, Uganda	3	**US$1,200**
23 to 25 November 2026	**Handling Employee Relations Cases**	Dubai, United Arab Emirates	3	**US$1,200**
23 to 25 November 2026	**Business Writing and Report Craft**	Dar es Salaam, Tanzania	3	**US$1,200**
23 to 25 November 2026	**Negotiation and Commercial Influence**	Nairobi, Kenya	3	**US$1,200**
23 to 27 November 2026	**Achieving Administrative Excellence Training**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Achieving Leadership Excellence Programme**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Achieving Supervisory Excellence Managing People and Increasing Workplace Performance**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Adaptive Leadership: Tools and Tactics Programme**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Administration and Office Management: Best Practices and Technology**	Nicosia, Cyprus	5	**US$1,500**
23 to 27 November 2026	**Administrative Operation and Coordination in Oil and Gas Industry**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Advance Secretary Skills**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Advanced Administration and Office Management Skills**	Windhoek, Namibia	5	**R15,000**
23 to 27 November 2026	**Advanced and Effective Leadership and Management Skills for the 21st Century**	Maseru, Lesotho	5	**R15,000**
23 to 27 November 2026	**Advanced Document and Record Management Compliance**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Advanced Document Controlling and Office Management**	Port Louis, Mauritius	5	**US$1,500**
23 to 27 November 2026	**Advanced Human Resources Management Programme**	Nairobi, Kenya	5	**US$1,500**

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23 to 27 November 2026	**Advanced Leadership and Management Skills for the 21st Century**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Advanced Legal Translation and Memo Writing**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Advanced Management: Achieving Superior Performance and Strategic Success**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Advanced Management: The Art of Leadership and Management**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Advanced Office Management and Effective Administration Skills Workshop**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Advanced Secretarial Course and Office Management**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Aligning Training with Organisational Development**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Analytical Thinking & Problem Solving**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Balanced Scorecard Professional (BSP) Certification Boot Camp**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Best Practices for Performance Management in a Multi-Cultural Environment**	Dar es Salaam, Tanzania	5	**US$1,500**
23 to 27 November 2026	**Best Practices in Communication and Relational Skills**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Board Secretary Masterclass: A Catalyst for Effective Board Governance**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Building and Leading Successful Teams**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Building and Managing Employee Relations**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Building and Managing Superior Skills**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Building High Performance Teams Capturing the Magic of Synergistic Efforts**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Building Skills for Working in Teams: Igniting Passion and Activating Potential in Teams**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Business Analysis and Process Improvement**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Business Analysis: Exam Preparation**	Gaborone, Botswana	5	**R15,000**
23 to 27 November 2026	**Business Continuity Management and IT Disaster Recovery**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Career Development and Succession Planning**	Gaborone, Botswana	5	**R15,000**

DATES	PROGRAMME	WHERE	DAYS	FEE
23 to 27 November 2026	**Certificate in Advanced Compensation and Benefits**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Certificate in Electronic Document & Records Management (EDRM)**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Certificate in Enterprise Risk Control and Management**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Certificate in High Impact Business Communication**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Certificate in International Oil and Gas Business Management**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Certificate in Leadership & Strategic Impact**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Certificate in Leadership and Management Excellence**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Certificate in Leading Innovation and Organisational Transformation**	Nicosia, Cyprus	5	**US$1,500**
23 to 27 November 2026	**Certificate in Strategy Management, Strategic Planning & Organising Skills**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Certified Administration Secretary Programme**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Certified Advanced Employee Relations and Talent Management**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Certified Compensation and Benefit Specialist**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Certified Document Control, Archiving & Documentation**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Certified Master Trainer Programme**	Windhoek, Namibia	5	**R15,000**
23 to 27 November 2026	**Certified Organisational Strategic Planning for Managers**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Certified Public Relation Professional**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Certified Six Sigma Yellow Belt Programme**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Certified Talent Acquisition Professional**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Certified Train the Trainer Programme**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Certified Training Manager Skills Programme**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Claims Management and EOT: Best Practices in Claims Management**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Coaching and Mentoring Skills for Managers and Supervisors**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Coaching: A Leadership Skill**	Dar es Salaam, Tanzania	5	**US$1,500**

DATES	PROGRAMME	WHERE	DAYS	FEE
23 to 27 November 2026	**Communication and Planning Skills for Administrative Professionals**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Communication Skills Writing, Reporting & Communication with Co-Workers**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Communication Skills: Results Through Collaboration**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Communication, Coordination and Leadership: Enhancing Leadership and Supervisory Skills**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Compensation and Reward Management Training**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Complex Negotiation Skills in the Oil & Gas Training**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Compliance and Business Ethics**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Controlling and Managing Human Errors in Workplace**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Creative Problem Solving and Decision Making**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Critical Thinking, Problem Solving and Decision Making**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Customer Experience Perfection Certificate for Modern Managers**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Customer Services Skills & Supervisory Skills Training**	Dar es Salaam, Tanzania	5	**US$1,500**
23 to 27 November 2026	**Data Analytics and Business Decision Making**	Windhoek, Namibia	5	**R15,000**
23 to 27 November 2026	**Decisions, Dynamics and Leadership Styles**	Dar es Salaam, Tanzania	5	**US$1,500**
23 to 27 November 2026	**Delegation and Empowerment Training Programme**	Dar es Salaam, Tanzania	5	**US$1,500**
23 to 27 November 2026	**Developing Competency Framework Training**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Developing Effective Talent Management Strategies**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Developing Emotionally Intelligent Management and Leadership Skills**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Developing the Skills of Training Coordinators and Specialists**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Developing Training Design and Delivery Skills**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Document Control Audits and Best Practices**	Gaborone, Botswana	5	**R15,000**

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23 to 27 November 2026	**Document Controlling and Office Management**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Due Diligence in Petroleum Business Development**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**E-government Digital Transformation in Government, Innovation Public Policy & Service**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Effective Business Decisions Using Data Analysis**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Effective Communication Skills Advanced**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Effective Corporate Communication for the Oil and Gas Industries**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Effective Government Relations for the Oil and Gas Sector**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Effective Management and Leadership Styles**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Effective Negotiation Skills Programme**	Lagos, Nigeria	5	**US$1,500**
23 to 27 November 2026	**Effective Strategies for Management and Communication Skills**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Effective Teamwork & Collaboration Skills in the Workplace**	Nairobi, Kenya	5	**US$1,500**
23 to 27 November 2026	**Effective Time Task and Work Planning**	Nicosia, Cyprus	5	**US$1,500**
23 to 27 November 2026	**Electronic Secretary and Office Management (Time, Task, Work Planning)**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**Employee Relations Investigation Skills (Advanced)**	Accra, Ghana	5	**US$1,500**
23 to 27 November 2026	**Enhancing the Communication, Leadership & Teamwork Skills**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Essential Management Skills for New Manager**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Essential Skills for Executive Secretaries, Personal Assistants, Office Managers and Administrative**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Essential Skills for the HR Professional: Enhancing HR Competencies and Employee Engagement**	Port Louis, Mauritius	5	**US$1,500**
23 to 27 November 2026	**Event Management and Planning**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Events and Conferences Management: Principles and Best Practices**	Gaborone, Botswana	5	**R15,000**
23 to 27 November 2026	**Excellence & Creativity in Administrative Development & Human Resources Development**	Dubai, United Arab Emirates	5	**US$1,500**

DATES	PROGRAMME	WHERE	DAYS	FEE
23 to 27 November 2026	**Executive Secretary: A Comprehensive Training Course**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Facilities Management Procedures and Practices**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**Fundamentals of Asset Management: PAS 55 and ISO 55000 Standards, Processes and Implementation Guidance**	Kampala, Uganda	5	**US$1,500**
23 to 27 November 2026	**High Performance Leadership Best Practice Techniques for C-Suite**	Port Louis, Mauritius	5	**US$1,500**
23 to 27 November 2026	**How to Write Effective Policies and Procedures**	Port Louis, Mauritius	5	**US$1,500**
23 to 27 November 2026	**HR Next: HR Management Best Practices**	Dubai, United Arab Emirates	5	**US$1,500**
23 to 27 November 2026	**HR Strategic Role in the Organisation: Transforming Human Resources into a Cornerstone of Organisational Success and Excellence**	Dar es Salaam, Tanzania	5	**US$1,500**
23 to 27 November 2026	**Human Resources Compliance: Purpose and Risk**	Gaborone, Botswana	5	**R15,000**
23 to 27 November 2026	**Human Resources KPIs: Benchmarking HR Performance**	Cape Town, South Africa	5	**R15,000**
23 to 27 November 2026	**Improving Employee Relations and Performance**	Cairo, Egypt	5	**US$1,500**
23 to 27 November 2026	**Innovations in Workforce Planning & Organisational Development**	Durban, South Africa	5	**R15,000**
23 to 27 November 2026	**Inspirational Leadership and Team Building Training**	Port Louis, Mauritius	5	**US$1,500**

Booking a place

1 **Choose the date**
Every date in this document has its own page on the website, with the full outline, who it is for and what a delegate leaves able to do.

2 **Register the delegate**
Registration takes a few minutes and closes two weeks before a programme starts. An advisor confirms the place before anything is payable.

3 **Settle the fee**
By invoice to your organisation, by bank transfer, or by card. A sponsored or funded place can be recorded instead.

Speak to an advisor

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