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GLOBAL AXIS TRAINING INSTITUTE

Training calendar

Management, Leadership and HR, November 2026

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.

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

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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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