



# GATI

GLOBAL AXIS TRAINING INSTITUTE

# Training calendar

Management, Leadership and HR, December 2026

## DATES LISTED

120 dates

## FIELDS OF PRACTICE

1 field

## LOCATIONS

14 cities

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### 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              |
|-----------------------|----------------------------------------------------------------------------------------------|-----------------------------|------|------------------|
| 7 to 9 December 2026  | <b>Leading Teams Through Operational Change</b>                                              | Dubai, United Arab Emirates | 3    | <b>US\$1,200</b> |
| 7 to 9 December 2026  | <b>First Line Management Essentials</b>                                                      | Windhoek, Namibia           | 3    | <b>R12,000</b>   |
| 7 to 9 December 2026  | <b>Senior Leadership and Organisational Judgement</b>                                        | Durban, South Africa        | 3    | <b>R12,000</b>   |
| 7 to 11 December 2026 | <b>Corporate Strategy from Analysis to Execution</b>                                         | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 9 December 2026  | <b>Board Effectiveness and Directors Duties</b>                                              | Cairo, Egypt                | 3    | <b>US\$1,200</b> |
| 7 to 9 December 2026  | <b>Designing Performance Management That Works</b>                                           | Durban, South Africa        | 3    | <b>R12,000</b>   |
| 7 to 9 December 2026  | <b>Strategic Talent Acquisition</b>                                                          | Accra, Ghana                | 3    | <b>US\$1,200</b> |
| 7 to 9 December 2026  | <b>Handling Employee Relations Cases</b>                                                     | Maseru, Lesotho             | 3    | <b>R12,000</b>   |
| 7 to 9 December 2026  | <b>Business Writing and Report Craft</b>                                                     | Durban, South Africa        | 3    | <b>R12,000</b>   |
| 7 to 9 December 2026  | <b>Negotiation and Commercial Influence</b>                                                  | Dubai, United Arab Emirates | 3    | <b>US\$1,200</b> |
| 7 to 11 December 2026 | <b>Achieving Administrative Excellence Training</b>                                          | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Achieving Leadership Excellence Programme</b>                                             | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Achieving Supervisory Excellence Managing People and Increasing Workplace Performance</b> | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Adaptive Leadership: Tools and Tactics Programme</b>                                      | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Administration and Office Management: Best Practices and Technology</b>                   | Gaborone, Botswana          | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Administrative Operation and Coordination in Oil and Gas Industry</b>                     | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advance Secretary Skills</b>                                                              | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Administration and Office Management Skills</b>                                  | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced and Effective Leadership and Management Skills for the 21st Century</b>          | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Document and Record Management Compliance</b>                                    | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Document Controlling and Office Management</b>                                   | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Human Resources Management Programme</b>                                         | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |

| DATES                 | PROGRAMME                                                                                       | WHERE                       | DAYS | FEE              |
|-----------------------|-------------------------------------------------------------------------------------------------|-----------------------------|------|------------------|
| 7 to 11 December 2026 | <b>Advanced Leadership and Management Skills for the 21st Century</b>                           | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Legal Translation and Memo Writing</b>                                              | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Management: Achieving Superior Performance and Strategic Success</b>                | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Management: The Art of Leadership and Management</b>                                | Nicosia, Cyprus             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Advanced Office Management and Effective Administration Skills Workshop</b>                  | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Advanced Secretarial Course and Office Management</b>                                        | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Aligning Training with Organisational Development</b>                                        | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Analytical Thinking &amp; Problem Solving</b>                                                | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Balanced Scorecard Professional (BSP) Certification Boot Camp</b>                            | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Best Practices for Performance Management in a Multi-Cultural Environment</b>                | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Best Practices in Communication and Relational Skills</b>                                    | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Board Secretary Masterclass: A Catalyst for Effective Board Governance</b>                   | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Building and Leading Successful Teams</b>                                                    | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Building and Managing Employee Relations</b>                                                 | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Building and Managing Superior Skills</b>                                                    | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Building High Performance Teams Capturing the Magic of Synergistic Efforts</b>               | Gaborone, Botswana          | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Building Skills for Working in Teams: Igniting Passion and Activating Potential in Teams</b> | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Business Analysis and Process Improvement</b>                                                | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Business Analysis: Exam Preparation</b>                                                      | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Business Continuity Management and IT Disaster Recovery</b>                                  | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Career Development and Succession Planning</b>                                               | Durban, South Africa        | 5    | <b>R15,000</b>   |

| DATES                 | PROGRAMME                                                                             | WHERE                       | DAYS | FEE              |
|-----------------------|---------------------------------------------------------------------------------------|-----------------------------|------|------------------|
| 7 to 11 December 2026 | <b>Certificate in Advanced Compensation and Benefits</b>                              | Windhoek, Namibia           | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certificate in Electronic Document &amp; Records Management (EDRM)</b>             | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certificate in Enterprise Risk Control and Management</b>                          | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certificate in High Impact Business Communication</b>                              | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certificate in International Oil and Gas Business Management</b>                   | Maseru, Lesotho             | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certificate in Leadership &amp; Strategic Impact</b>                               | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certificate in Leadership and Management Excellence</b>                            | Gaborone, Botswana          | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certificate in Leading Innovation and Organisational Transformation</b>            | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certificate in Strategy Management, Strategic Planning &amp; Organising Skills</b> | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Administration Secretary Programme</b>                                   | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Advanced Employee Relations and Talent Management</b>                    | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certified Compensation and Benefit Specialist</b>                                  | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Document Control, Archiving &amp; Documentation</b>                      | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Master Trainer Programme</b>                                             | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Organisational Strategic Planning for Managers</b>                       | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Public Relation Professional</b>                                         | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Six Sigma Yellow Belt Programme</b>                                      | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certified Talent Acquisition Professional</b>                                      | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Certified Train the Trainer Programme</b>                                          | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Certified Training Manager Skills Programme</b>                                    | Cape Town, South Africa     | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Claims Management and EOT: Best Practices in Claims Management</b>                 | Windhoek, Namibia           | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Coaching and Mentoring Skills for Managers and Supervisors</b>                     | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Coaching: A Leadership Skill</b>                                                   | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |

| DATES                 | PROGRAMME                                                                                      | WHERE                       | DAYS | FEE              |
|-----------------------|------------------------------------------------------------------------------------------------|-----------------------------|------|------------------|
| 7 to 11 December 2026 | <b>Communication and Planning Skills for Administrative Professionals</b>                      | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Communication Skills Writing, Reporting &amp; Communication with Co-Workers</b>             | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Communication Skills: Results Through Collaboration</b>                                     | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Communication, Coordination and Leadership: Enhancing Leadership and Supervisory Skills</b> | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Compensation and Reward Management Training</b>                                             | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Complex Negotiation Skills in the Oil &amp; Gas Training</b>                                | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Compliance and Business Ethics</b>                                                          | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Controlling and Managing Human Errors in Workplace</b>                                      | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Creative Problem Solving and Decision Making</b>                                            | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Critical Thinking, Problem Solving and Decision Making</b>                                  | Windhoek, Namibia           | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Customer Experience Perfection Certificate for Modern Managers</b>                          | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Customer Services Skills &amp; Supervisory Skills Training</b>                              | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Data Analytics and Business Decision Making</b>                                             | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Decisions, Dynamics and Leadership Styles</b>                                               | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Delegation and Empowerment Training Programme</b>                                           | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Developing Competency Framework Training</b>                                                | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Developing Effective Talent Management Strategies</b>                                       | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Developing Emotionally Intelligent Management and Leadership Skills</b>                     | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Developing the Skills of Training Coordinators and Specialists</b>                          | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Developing Training Design and Delivery Skills</b>                                          | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Document Control Audits and Best Practices</b>                                              | Durban, South Africa        | 5    | <b>R15,000</b>   |

| DATES                 | PROGRAMME                                                                                                  | WHERE                       | DAYS | FEE              |
|-----------------------|------------------------------------------------------------------------------------------------------------|-----------------------------|------|------------------|
| 7 to 11 December 2026 | <b>Document Controlling and Office Management</b>                                                          | Lagos, Nigeria              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Due Diligence in Petroleum Business Development</b>                                                     | Cape Town, South Africa     | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>E-government Digital Transformation in Government, Innovation Public Policy &amp; Service</b>           | Maseru, Lesotho             | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Effective Business Decisions Using Data Analysis</b>                                                    | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Communication Skills Advanced</b>                                                             | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Corporate Communication for the Oil and Gas Industries</b>                                    | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Government Relations for the Oil and Gas Sector</b>                                           | Gaborone, Botswana          | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Effective Management and Leadership Styles</b>                                                          | Port Louis, Mauritius       | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Negotiation Skills Programme</b>                                                              | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Strategies for Management and Communication Skills</b>                                        | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Teamwork &amp; Collaboration Skills in the Workplace</b>                                      | Kampala, Uganda             | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Effective Time Task and Work Planning</b>                                                               | Windhoek, Namibia           | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Electronic Secretary and Office Management (Time, Task, Work Planning)</b>                              | Durban, South Africa        | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Employee Relations Investigation Skills (Advanced)</b>                                                  | Dubai, United Arab Emirates | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Enhancing the Communication, Leadership &amp; Teamwork Skills</b>                                       | Nairobi, Kenya              | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Essential Management Skills for New Manager</b>                                                         | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Essential Skills for Executive Secretaries, Personal Assistants, Office Managers and Administrative</b> | Accra, Ghana                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Essential Skills for the HR Professional: Enhancing HR Competencies and Employee Engagement</b>         | Cairo, Egypt                | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Event Management and Planning</b>                                                                       | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Events and Conferences Management: Principles and Best Practices</b>                                    | Dar es Salaam, Tanzania     | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Excellence &amp; Creativity in Administrative Development &amp; Human Resources Development</b>         | Kampala, Uganda             | 5    | <b>US\$1,500</b> |

| DATES                 | PROGRAMME                                                                                                                              | WHERE                   | DAYS | FEE              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------|------------------|
| 7 to 11 December 2026 | <b>Executive Secretary: A Comprehensive Training Course</b>                                                                            | Accra, Ghana            | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Facilities Management Procedures and Practices</b>                                                                                  | Nairobi, Kenya          | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Fundamentals of Asset Management: PAS 55 and ISO 55000 Standards, Processes and Implementation Guidance</b>                         | Gaborone, Botswana      | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>High Performance Leadership Best Practice Techniques for C-Suite</b>                                                                | Nicosia, Cyprus         | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>How to Write Effective Policies and Procedures</b>                                                                                  | Cape Town, South Africa | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>HR Next: HR Management Best Practices</b>                                                                                           | Windhoek, Namibia       | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>HR Strategic Role in the Organisation: Transforming Human Resources into a Cornerstone of Organisational Success and Excellence</b> | Nairobi, Kenya          | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Human Resources Compliance: Purpose and Risk</b>                                                                                    | Dar es Salaam, Tanzania | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Human Resources KPIs: Benchmarking HR Performance</b>                                                                               | Gaborone, Botswana      | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Improving Employee Relations and Performance</b>                                                                                    | Cape Town, South Africa | 5    | <b>R15,000</b>   |
| 7 to 11 December 2026 | <b>Innovations in Workforce Planning &amp; Organisational Development</b>                                                              | Lagos, Nigeria          | 5    | <b>US\$1,500</b> |
| 7 to 11 December 2026 | <b>Inspirational Leadership and Team Building Training</b>                                                                             | Accra, Ghana            | 5    | <b>US\$1,500</b> |

# Booking a place

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## 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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