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GLOBAL AXIS TRAINING INSTITUTE

Training calendar

Management, Leadership and HR, Africa, December 2026

DATES LISTED

120 dates

FIELDS OF PRACTICE

1 field

LOCATIONS

12 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
7 to 9 December 2026	First Line Management Essentials	Windhoek, Namibia	3	R12,000
7 to 9 December 2026	Senior Leadership and Organisational Judgement	Durban, South Africa	3	R12,000
7 to 11 December 2026	Corporate Strategy from Analysis to Execution	Cairo, Egypt	5	US\$1,500
7 to 9 December 2026	Board Effectiveness and Directors Duties	Cairo, Egypt	3	US\$1,200
7 to 9 December 2026	Designing Performance Management That Works	Durban, South Africa	3	R12,000
7 to 9 December 2026	Strategic Talent Acquisition	Accra, Ghana	3	US\$1,200
7 to 9 December 2026	Handling Employee Relations Cases	Maseru, Lesotho	3	R12,000
7 to 9 December 2026	Business Writing and Report Craft	Durban, South Africa	3	R12,000
7 to 11 December 2026	Achieving Administrative Excellence Training	Accra, Ghana	5	US\$1,500
7 to 11 December 2026	Achieving Leadership Excellence Programme	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Adaptive Leadership: Tools and Tactics Programme	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Administration and Office Management: Best Practices and Technology	Gaborone, Botswana	5	R15,000
7 to 11 December 2026	Administrative Operation and Coordination in Oil and Gas Industry	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Advance Secretary Skills	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Advanced Administration and Office Management Skills	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Advanced and Effective Leadership and Management Skills for the 21st Century	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Advanced Document and Record Management Compliance	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Advanced Document Controlling and Office Management	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Advanced Human Resources Management Programme	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Advanced Legal Translation and Memo Writing	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Advanced Office Management and Effective Administration Skills Workshop	Durban, South Africa	5	R15,000
7 to 11 December 2026	Advanced Secretarial Course and Office Management	Accra, Ghana	5	US\$1,500

DATES	PROGRAMME	WHERE	DAYS	FEE
7 to 11 December 2026	Aligning Training with Organisational Development	Durban, South Africa	5	R15,000
7 to 11 December 2026	Analytical Thinking & Problem Solving	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Balanced Scorecard Professional (BSP) Certification Boot Camp	Accra, Ghana	5	US\$1,500
7 to 11 December 2026	Best Practices for Performance Management in a Multi-Cultural Environment	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Best Practices in Communication and Relational Skills	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Building and Leading Successful Teams	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Building and Managing Employee Relations	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Building and Managing Superior Skills	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Building High Performance Teams Capturing the Magic of Synergistic Efforts	Gaborone, Botswana	5	R15,000
7 to 11 December 2026	Business Analysis and Process Improvement	Accra, Ghana	5	US\$1,500
7 to 11 December 2026	Business Analysis: Exam Preparation	Accra, Ghana	5	US\$1,500
7 to 11 December 2026	Career Development and Succession Planning	Durban, South Africa	5	R15,000
7 to 11 December 2026	Certificate in Advanced Compensation and Benefits	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	Certificate in Electronic Document & Records Management (EDRM)	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Certificate in Enterprise Risk Control and Management	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Certificate in High Impact Business Communication	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Certificate in International Oil and Gas Business Management	Maseru, Lesotho	5	R15,000
7 to 11 December 2026	Certificate in Leadership & Strategic Impact	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Certificate in Leadership and Management Excellence	Gaborone, Botswana	5	R15,000
7 to 11 December 2026	Certificate in Strategy Management, Strategic Planning & Organising Skills	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Certified Advanced Employee Relations and Talent Management	Durban, South Africa	5	R15,000
7 to 11 December 2026	Certified Compensation and Benefit Specialist	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Certified Master Trainer Programme	Dar es Salaam, Tanzania	5	US\$1,500

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7 to 11 December 2026	Certified Organisational Strategic Planning for Managers	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Certified Public Relation Professional	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Certified Six Sigma Yellow Belt Programme	Durban, South Africa	5	R15,000
7 to 11 December 2026	Certified Talent Acquisition Professional	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Certified Train the Trainer Programme	Durban, South Africa	5	R15,000
7 to 11 December 2026	Certified Training Manager Skills Programme	Cape Town, South Africa	5	R15,000
7 to 11 December 2026	Claims Management and EOT: Best Practices in Claims Management	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	Coaching: A Leadership Skill	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Communication and Planning Skills for Administrative Professionals	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Communication Skills Writing, Reporting & Communication with Co-Workers	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Communication Skills: Results Through Collaboration	Durban, South Africa	5	R15,000
7 to 11 December 2026	Communication, Coordination and Leadership: Enhancing Leadership and Supervisory Skills	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Compliance and Business Ethics	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Creative Problem Solving and Decision Making	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Critical Thinking, Problem Solving and Decision Making	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	Customer Experience Perfection Certificate for Modern Managers	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Customer Services Skills & Supervisory Skills Training	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Data Analytics and Business Decision Making	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Decisions, Dynamics and Leadership Styles	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Developing Competency Framework Training	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Developing Emotionally Intelligent Management and Leadership Skills	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Developing the Skills of Training Coordinators and Specialists	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Developing Training Design and Delivery Skills	Port Louis, Mauritius	5	US\$1,500

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

DATES	PROGRAMME	WHERE	DAYS	FEE
7 to 11 December 2026	Fundamentals of Asset Management: PAS 55 and ISO 55000 Standards, Processes and Implementation Guidance	Gaborone, Botswana	5	R15,000
7 to 11 December 2026	How to Write Effective Policies and Procedures	Cape Town, South Africa	5	R15,000
7 to 11 December 2026	HR Next: HR Management Best Practices	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	HR Strategic Role in the Organisation: Transforming Human Resources into a Cornerstone of Organisational Success and Excellence	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Human Resources Compliance: Purpose and Risk	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Human Resources KPIs: Benchmarking HR Performance	Gaborone, Botswana	5	R15,000
7 to 11 December 2026	Improving Employee Relations and Performance	Cape Town, South Africa	5	R15,000
7 to 11 December 2026	Innovations in Workforce Planning & Organisational Development	Lagos, Nigeria	5	US\$1,500
7 to 11 December 2026	Inspirational Leadership and Team Building Training	Accra, Ghana	5	US\$1,500
7 to 11 December 2026	Internal Communications Master Class	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	International Management and Strategic Execution: Putting Strategy into Action	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	International Public Relations, Ceremonies, Protocol and Events	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	Interpersonal Communication Skills Training	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Knowledge of Tools and Processes of Training Programme Administration	Windhoek, Namibia	5	R15,000
7 to 11 December 2026	KPIs: Keeping Score Using the Right Metrics	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Leadership & Management Skills for New Managers	Durban, South Africa	5	R15,000
7 to 11 December 2026	Leadership & Team Development for Managerial Success	Kampala, Uganda	5	US\$1,500
7 to 11 December 2026	Leadership Acceleration Programme: Leading Business into the Future	Durban, South Africa	5	R15,000
7 to 11 December 2026	Leadership Agility for Organisational Excellence	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Leadership and Management Excellence Innovation, Decisions, Dynamics and Enterprise Skill	Kampala, Uganda	5	US\$1,500

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7 to 11 December 2026	Leadership and Management Putting Motivational Theories into Action Training	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Leadership and Management Skills for Supervisors	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Leadership and Management Skills for the New Manager and Supervisor	Durban, South Africa	5	R15,000
7 to 11 December 2026	Leadership Fundamentals and Supervisory Skills	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Leadership Journey Toward Excellence	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Leadership Skills for Supervisors	Cape Town, South Africa	5	R15,000
7 to 11 December 2026	Leadership, Communications and Interpersonal Skills	Port Louis, Mauritius	5	US\$1,500
7 to 11 December 2026	Leadership, Creativity and Peak Performance: Implementing Creative Leadership	Dar es Salaam, Tanzania	5	US\$1,500
7 to 11 December 2026	Leadership, Critical Thinking and Innovation	Nairobi, Kenya	5	US\$1,500
7 to 11 December 2026	Leading Strategic HR Transformation Training	Cairo, Egypt	5	US\$1,500
7 to 11 December 2026	Leading with Confidence: Managing and Building Confidence Through Communications	Maseru, Lesotho	5	R15,000

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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