



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

## **LIST OF RECOMMENDED TRAININGS FOR THE CAPACITY BUILDING PROGRAMME FOR THE EMPLOYEES OF THE ECOWAS INSTITUTIONS AND SPECIALIZED AGENCIES**

1. ADMINISTRATION AND OFFICE MANAGEMENT TRAINING
2. BILINGUAL SECRETARY TRAINING
3. BUSINESS ADMINISTRATION TRAINING
4. PUBLIC ADMINISTRATION TRAINING
5. PARLIAMENTARY MANAGEMENT TRAINING
6. AGRICULTURAL MARKETING TRAINING
7. AGRICULTURE AND FOOD POLICY TRAINING
8. MEDIA AND COMMUNICATIONS
9. TRAINING IN LEISURE AND TOURISM MANAGEMENT
10. ON-LINE TRAINING IN PUBLIC ADMINISTRATION
11. TRAINING IN HUMAN RESOURCES MANAGEMENT
12. TRAINING IN ADMINISTRATION
13. DRIVER/CHAUFFEUR TRAINING
14. DRIVER SAFETY AWARENESS AND DEFENSIVE DRIVING
15. ROAD PROJECT MANAGEMENT TRAINING
16. MACROECONOMIC FORECASTING
17. DIGITAL ECONOMICS
18. BUSINESS INCUBATION MANAGEMENT AND ENTERPRISE DEVELOPMENT
19. TRAINING IN ADULT LEARNING FUNDAMENTALS
20. TRAINING IN APPLIED ACCOUNTING
21. BUDGETING, PLANNING AND MANAGEMENT REPORTING
22. GENERAL FINANCIAL TRAINING
23. FINANCIAL RISK MANAGEMENT & TRAINING No.
24. ELECTRONIC BANKING
25. FORENSIC ACCOUNTING MANAGEMENT TRAINING
26. INTERNATIONAL FINANCIAL REPORTING STANDARDS, IFRS
27. CERTIFICATE IN INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)
28. TRAINING IN GLOBAL MONEY TRANSFER
29. GENDER AND DEVELOPMENT
30. ARBITRATION CERTIFICATE PROGRAM
31. CRIMINOLOGY
32. ADMINISTRATIVE JUSTICE COURSE-DECISION WRITING

33. TRAINING IN INTERNATIONAL HUMAN RIGHTS
34. INTRODUCTION TO LAW FOR NON-LAWYERS
35. INTERNATIONAL AND COMPARATIVE COMPETITION LAW
36. INTERNATIONAL LABOUR LAW
37. JUDICIAL CASE MANAGEMENT
38. PARALEGAL TRAINING PROGRAM
39. LAW-MAKING AND LEGISLATIVE DRAFTING
40. ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS
41. NEGOTIATIONS AND CONFLICT MANAGEMENT IN ORGANIZATIONS
42. PUBLIC-PRIVATE PARTNERSHIP (PPP) CONTRACT MANAGEMENT
43. CLIMATE CHANGE
44. TRAINING IN DISASTER AND EMERGENCY MANAGEMENT
45. ADVANCED FIELD EPIDEMIOLOGY PROGRAMME
46. MIDWIFERY THEORY AND PROFESSIONALISM
47. NURSE REFRESHER TRAINING
48. DELIMITATION OF MARITIME BOUNDARIES
49. PEACE AND SECURITY
50. RIGGING AND SLINGING SAFETY
51. SECURITY MANAGEMENT
52. INTRODUCTION TO SECURITY SECTOR GOVERNANCE AND REFORM
53. CLOSE PROTECTION TRAINING
54. HOW TO LEAD INNOVATION
55. BEHAVIOURAL SKILLS
56. POWERFUL AND SYNERGISTIC TEAMWORK
57. INTERPERSONAL COMMUNICATION
58. ORGANIZATIONAL SKILLS
59. EFFECTIVE LISTENING SKILLS
60. MANAGING STRESS IN THE WORKPLACE
61. MANAGEMENT DEVELOPMENT PROGRAM
62. ENTREPRENEURSHIP ESSENTIALS
63. MANAGEMENT ESSENTIALS
64. COACHING AND MENTORING INDIVIDUALS AND TEAMS
65. RESULT BASED MANAGEMENT
66. PROFESSIONAL COMMUNICATION CERTIFICATE
67. LANGUAGE AND DIPLOMACY
68. ENGLISH LANGUAGE CLASSES
69. TRANSLATION INTO FRENCH
70. FRENCH LANGUAGE CLASSES
71. PORTUGUESE LANGUAGE CLASSES
72. PORTUGUESE-FRENCH TRANSLATION
73. (A) LANGUAGE INTERPRETER TRAINING & (B) TRANSLATING FOR BUSINESS AND INTL INSTITUTIONS
74. COPYRIGHT FOR EDUCATORS & LIBRARIANS
75. TRAINING IN RECORDS MANAGEMENT
76. CIRCULATION AND INTER-LIBRARY LOAN MANAGEMENT
77. FUNDAMENTALS OF CATALOGUING
78. TOTAL COMPENSATION
79. EMPLOYEE ENGAGEMENT: PRACTICES AND STRATEGIES TO MAXIMIZE MOTIVATION
80. HUMAN RESOURCES MANAGEMENT TRAINING

81. CHANGE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT (CMOD) TRAINING
82. HR STRATEGY TO BUSINESS STRATEGY
83. SUPPLY CHAIN MANAGEMENT FOR PUBLIC PROCUREMENT
84. SUPPLY CHAIN ANALYTICS SPECIALIZATION
85. WAREHOUSE MANAGEMENT AND INVENTORY CONTROL
86. TRANSPORTATION, LOGISTICS & DISTRIBUTION MANAGEMENT
87. MASTERING MATERIALS MANAGEMENT
88. AIR TRANSPORT PLANNING AND MANAGEMENT
89. AIR CONDITIONING AND REFRIGERATION SERVICE CERTIFICATE
90. INDUSTRIAL ELECTRICAL MAINTENANCE TECHNICIAN CERTIFICATE
91. BUILDING AND FACILITIES MAINTENANCE MANAGEMENT TRAINING
92. ADVANCED GENERATOR MAINTENANCE TRAINING
93. ELECTRICAL SAFETY MANAGEMENT
94. ELECTRONIC OFFICE MACHINE REPAIR/PHOTOCOPIER TECHNICIAN
95. HANDS-ON PLUMBING MAINTENANCE
96. AUTOMOBILE MECHANICS
97. EVENT SETUP FOR AV TECHNICIANS
98. USE OFFICE EQUIPMENT
99. ASSET MANAGEMENT PROFESSIONAL (AMP) PROGRAM
100. DIGITAL TRANSFORMATION PROGRAM
101. CYBER SECURITY FUNDAMENTALS CERTIFICATE / CERTIFICATE IN ADVANCED CYBER SECURITY
102. CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA®)
103. (ISC)<sup>2</sup> CCSP TRAINING BOOTCAMP
104. NETWORK SECURITY
105. DATA SCIENCE
106. DATA CENTRE OPERATIONS MANAGEMENT
107. BASIC COMPUTER SKILLS CERTIFICATE
108. FUTURE OF TECHNOLOGY: TRENDS, STRATEGIES, AND INNOVATION OPPORTUNITIES
109. CISCO CCNA ASSOCIATE & CYBEROPS ASSOCIATE TRAINING BOOTCAMP WITH DUAL CERTIFICATION
110. CERTIFICATE IN CLOUD COMPUTING STRATEGY
111. WINDOWS SERVER 2019 ADMINISTRATION TRAINING
112. ITIL® 4 FOUNDATION TRAINING
113. MICROSOFT SYSTEM CENTRE TRAINING
114. COBIT® 2019 FOUNDATION CERTIFICATION
115. IT MANAGEMENT SKILLS
116. SOFTWARE QUALITY ASSURANCE
117. SAP ADMINISTRATION AND OFFICE MANAGEMENT
118. MICROSOFT EXCEL DIPLOMA – CPD ACCREDITED
119. MICROSOFT POWERPOINT DIPLOMA – CPD ACCREDITED
120. MICROSOFT WORD DIPLOMA – CPD ACCREDITED
121. INTRODUCTION TO MICROSOFT PROJECT 2016
122. MICROSOFT OUTLOOK DIPLOMA – CPD ACCREDITED
123. MICROSOFT PUBLISHER 2019
124. ADOBE SUITE MASTERCLASS
125. AUTOCAD ESSENTIALS
126. INTRODUCTION TO CORELDRAW
127. ADOBE CREATIVE CLOUD CLASS FOR VIDEO AND EFFECTS
128. ADOBE AUDITION CC

129. INTRODUCTION TO SPSS
130. DO IT YOURSELF GEO APPLICATION
131. PRINCE2® PROJECT MANAGEMENT CERTIFICATION
132. AMADEUS – TRAINING
133. GALILEO COMPREHENSIVE COURSE
134. AUTODESK ROBOT STRUCTURAL ANALYSIS
135. ONLINE TRANSLATOR – TRADOS STUDIO TRAINING
136. COMPREHENSIVE ANGULAR 10 TRAINING
137. CAATs COURSE
138. INTRODUCTION TO VISUL BASIC
139. E LIBRARY MANAGEMENT TECHNIQUES TRAINING
140. ELECTRONIC DOCUMENT MANAGEMENT SYSTEM TECHNIQUES
141. CERTIFIED ENTRY LEVEL PYTHON PROGRAMMER CERTIFICATION
142. WEB DEVELOPMENT DIPLOMA
143. BUDGET MONITORING ESSENTIALS WORKSHOP
144. MANAGING COMPLEX PROJECTS
145. THE PROJECT MANAGEMENT COURSE
146. PROGRAM MANAGEMENT
147. PROJECT PORTFOLIO MANAGEMENT
148. BEST PRACTICES FOR MANAGING DONOR FUNDING FLEX
149. IMPACT EVALUATION OF POLICIES, PROGRAMMES AND PROJECTS
150. GRADUATE CERTIFICATE IN FUNDAMENTALS OF SURVEY METHODOLOGY
151. FOSTERING THE SOCIAL AND PROFESSIONAL REINTEGRATION OF RETURNING MIGRANTS
152. INTERNATIONAL DIPLOMACY
153. INTERNATIONAL RELATIONS
154. ELECTION MANAGEMENT TRAINING (EMT)
155. POLITICS, GOVERNANCE AND PUBLIC POLICY
156. PROFESSIONAL COMMUNICATION MANAGEMENT
157. CORPORATE IDENTITY & BRAND MANAGEMENT
158. MULTICULTURAL MARKETING
159. WRITING FOR SOCIAL MEDIA & THE WEB
160. DIGITAL PHOTOGRAPHY
161. PRINT MEDIA TRAINING
162. FUNDAMENTALS OF TYPOGRAPHY
163. SEARCH ENGINE OPTIMIZATION
164. PUBLIC RELATIONS
165. STRATEGIC MANAGEMENT
166. GLOBAL TRADE AND CUSTOMS
167. TRADE FACILITATION IMPLEMENTATION TRAINING
168. GLOBAL TRADE COMPLIANCE
169. CONFERENCE AND EVENT MANAGEMENT
170. EFFECTIVE MEETING FACILITATION
171. PROTOCOL AND TRAVEL MANAGEMENT