AOCI PROFESSIONAL TRAINING PORTFOLIO

Proposed programme rollout: 30 November 2026 onwards

01 | Governance, Leadership and Organisational Strategy

- Strategic Leadership and Execution
- Leadership for a Digital and Disrupted Economy
- CEO Excellence: Strategic Thinking, Decision-Making and Organisational Performance
- Board Governance, Effectiveness and Fiduciary Responsibilities
- Board Secretary and Corporate Governance Practice
- Effective Board Reporting and Executive Presentations
- Leading Organisational Change and Business Transformation
- Management and Leadership Masterclass
- New Managers: Transitioning into High-Performance Leadership
- Supervisory Leadership and Frontline Management
- Coaching Skills for Managers and Team Leaders
- Managing Remote, Hybrid and Multigenerational Teams
- Business Continuity and Organisational Resilience
- Enterprise Risk Management for Executives
- Strategic Planning, Performance Execution and Balanced Scorecards
- Business Model Innovation and Sustainable Growth
- Benchmarking and Organisational Excellence
- Resource Mobilisation, Fundraising and Grant Proposal Development
- Ethical Leadership, Integrity and Accountability
- Decision-Making in Complex and Uncertain Environments

02 | Occupational Safety, Health and Workplace Wellbeing

- Occupational Safety and Health Management Systems: Implementation and Auditing
- Workplace Risk Assessment and Practical Risk Control
- Incident Investigation, Root Cause Analysis and Corrective Action
- Safety Leadership and Behaviour-Based Safety
- Contractor Safety Management and Control of Work
- Permit-to-Work Systems and Isolation Management
- Workplace Inspections, Compliance Audits and Safety Reporting
- Emergency Preparedness, Response and Business Continuity
- Fire Safety Management, Evacuation Planning and Fire Warden Skills
- First Aid and Workplace Emergency Response
- Occupational Hygiene: Noise, Dust, Chemicals and Exposure Control
- Ergonomics, Manual Handling and Musculoskeletal Risk Prevention
- Psychosocial Risk Management and Workplace Mental Wellbeing
- Workplace Violence, Harassment and Bullying Prevention
- Safety Culture Assessment and Improvement
- Occupational Health Surveillance and Fitness-for-Work Management
- Safety Performance Indicators, Dashboards and Data-Led Prevention
- OSH Legal Compliance for Employers, Managers and Supervisors
- Health and Safety Committee Effectiveness
- Safety Management for SMEs and Informal Workplaces
- Workplace Health Promotion and Employee Wellbeing
- Safe Work at Height and Work Equipment Risk Management
- Electrical Safety Awareness and Safe Systems of Work
- Confined Space Safety Awareness and Control
- Road Risk Management and Fleet Safety Leadership
- Driver Safety, Journey Management and Defensive Driving Awareness
- Fatigue, Distraction and Driver Wellness Management

- Warehouse, Loading Bay and Materials Handling Safety
- Construction Safety Management and Site Supervision
- Safety in Oil, Gas, Energy and Industrial Operations
- Food Safety, Hygiene and Workplace Sanitation
- Event Safety and Crowd Risk Management
- Home Safety, Family Wellbeing and Residential Risk Awareness

03 | Environment, Climate and Sustainability

- Environmental Management Systems: Implementation and Internal Auditing
- Environmental Aspects, Impacts and Compliance Evaluation
- Environmental Risk Assessment and Pollution Prevention
- Waste Management, Segregation and Circular Economy Practices
- Water Stewardship, Effluent Management and Pollution Control
- Air Quality, Emissions and Environmental Monitoring
- Climate Risk, Adaptation and Organisational Resilience
- Carbon Footprinting, Greenhouse Gas Accounting and Net-Zero Planning
- ESG Strategy, Reporting and Performance Measurement
- Sustainability Leadership and Responsible Business Practice
- Environmental and Social Impact Assessment: Practical Application
- Environmental and Social Safeguards for Projects and Supply Chains
- Biodiversity, Nature-Positive Business and Ecosystem Protection
- Climate-Smart Supply Chains and Sustainable Procurement
- Environmental Compliance for SMEs and Industrial Facilities
- Community Engagement and Social Performance Management
- Responsible Business Conduct and Human Rights Due Diligence

04 | Quality, Operational Excellence and Asset Reliability

- Quality Management Systems: Implementation and Internal Auditing
- Quality Assurance, Quality Control and Process Improvement
- Integrated Management Systems: Quality, Environment and OH&S
- ISO Management Systems: Understanding Requirements and Implementation
- Internal Auditor Skills for Management Systems
- Lean Management and Continuous Improvement
- Lean Six Sigma: Problem Solving and Process Improvement
- Root Cause Analysis and Corrective and Preventive Action
- Business Process Mapping, Re-engineering and Automation
- Operational Excellence and Performance Improvement
- Key Performance Indicators and Management Dashboards
- Asset Management and Maintenance Strategy
- Preventive and Predictive Maintenance Planning
- Reliability-Centred Maintenance Fundamentals
- Facilities Management: Systems, Standards and Performance
- Service Quality and Customer-Focused Process Design
- Monitoring, Evaluation, Accountability and Learning (MEAL)
- Quality and Operational Risk in Service Organisations

05 | Human Capital, HR and Workplace Relations

- Strategic Human Resource Management
- HR Audit, Policy Review and Legislative Compliance
- Job Analysis, Job Evaluation and Competency Frameworks
- Writing Effective Job Descriptions and Role Profiles
- Recruitment, Selection and Competency-Based Interviewing
- Advanced Interviewing and Assessment Centre Practice
- Performance Management: KPIs, OKRs and Appraisal Systems
- Talent Management, Succession Planning and Career Development

- People Analytics and HR Metrics
- HR Information Systems and Digital HR Transformation
- Employee Relations, Grievance Handling and Workplace Discipline
- Industrial and Labour Relations
- Employee Engagement, Motivation and Retention
- Workplace Diversity, Equity, Inclusion and Belonging
- Neurodiversity-Inclusive Workplaces: Awareness and Practical Adjustments
- Managing Conflict and Difficult Workplace Conversations
- Organisational Culture and Behavioural Change
- Learning Needs Analysis and Training Impact Evaluation
- Competency-Based Learning and Development
- Training of Trainers and Facilitation Skills
- Coaching, Mentoring and Knowledge Transfer
- Learning Agility and Continuous Professional Development
- Managing Organisational Change and Employee Transition

06 | Digital Transformation, AI and Data Capability

- Artificial Intelligence Literacy for Professionals and Managers
- Generative AI for Productivity, Research and Business Communication
- Responsible AI: Governance, Ethics, Risk and Human Oversight
- AI for HR, Recruitment and People Analytics
- AI for Finance, Accounting and Internal Audit
- AI for Procurement, Logistics and Supply Chain
- AI for Project Management and Business Operations
- AI for Marketing, Customer Experience and Business Development
- AI for Safety, Health and Environmental Risk Intelligence
- AI for Environmental Monitoring and ESG Reporting
- AI for Legal, Compliance and Contract Management
- AI for Cybersecurity and Information Risk Awareness
- Applied Data Analytics for Business Decisions
- Advanced Microsoft Excel for Business Analysis
- Power BI: Data Modelling, Dashboards and Reporting
- Data Visualisation and Executive Storytelling
- Data Governance, Data Quality and Information Management
- Data Protection, Privacy and Records Management
- Cybersecurity Awareness and Organisational Resilience
- Digital Transformation Strategy and Change Management
- Microsoft 365, SharePoint and Collaborative Workflows
- Business Process Automation and Low-Code Tools
- Digital Records and Electronic Document Management
- Digital Risk, Fraud Prevention and Information Security
- Blockchain and Emerging Technologies: Business Applications

07 | Project, Programme and Development Management

- Project Management: Planning, Delivery and Control
- Project Management for Non-Project Managers
- Project Design, Appraisal and Feasibility Assessment
- Project Planning, Scheduling and Cost Control
- Project Risk Management and Issue Resolution
- Project Monitoring, Evaluation and Learning
- Results-Based Management and Theory of Change
- Project Analyst and Project Coordinator Skills
- Primavera P6: Planning and Scheduling
- Project Management with Agile and Hybrid Approaches
- Managing Donor-Funded and Development Projects

- Grant Management, Compliance and Donor Reporting
- Safeguarding and Accountability in Development Programmes
- Stakeholder Engagement and Community Participation
- Project Procurement and Contract Administration
- Benefits Realisation and Post-Project Evaluation

08 | Procurement, Logistics and Supply Chain

- Strategic Procurement and Supply Chain Management
- Procurement Planning, Sourcing and Supplier Evaluation
- Public Procurement, Ethics and Compliance
- Contract Management and Supplier Performance
- Negotiation and Commercial Contract Management
- Supply Chain Risk, Resilience and Business Continuity
- Inventory, Stores and Materials Management
- Warehouse Operations, Layout and Productivity
- Transport and Fleet Operations Management
- Logistics Management for Humanitarian and Development Operations
- Last-Mile Distribution and Route Optimisation
- Cold Chain and Temperature-Controlled Logistics
- Freight Forwarding, Cargo Handling and Documentation
- Customs, Cross-Border Trade and Trade Facilitation
- Procurement Fraud, Ethics and Anti-Corruption Controls
- Sustainable Procurement and Supplier ESG Due Diligence
- AI and Digital Technologies in Procurement and Logistics
- Supply Chain Visibility, Traceability and Performance Analytics
- Warehouse Safety and Dangerous Goods Awareness
- Fleet Risk, Driver Competence and Journey Management

09 | Finance, Accounting, Audit and Risk

- Finance for Non-Finance Managers
- Financial Management and Decision-Making for Executives
- Budgeting, Forecasting and Cost Control
- Zero-Based Budgeting and Resource Optimisation
- Cash Flow and Working Capital Management
- Financial Modelling and Advanced Excel
- Power BI for Finance Professionals
- Financial Statement Analysis and Interpretation
- Internal Audit: Risk-Based Planning and Reporting
- Internal Controls and Fraud Risk Management
- Fraud Detection, Prevention and Investigation Fundamentals
- Enterprise Risk Management and Risk Registers
- Credit Risk Assessment and Debt Management
- Credit Control and Ethical Debt Collection
- Cash, Treasury and Liquidity Management
- Capital Raising and Investment Readiness
- Asset and Investment Portfolio Management
- Tax Compliance and Tax Risk Management
- International Tax Principles and Cross-Border Considerations
- Anti-Money Laundering and Counter-Terrorist Financing Compliance
- Banking Risk and Regulatory Compliance
- Basel Frameworks: Risk and Capital Overview
- Financial Technology and Digital Finance Fundamentals
- Pension Governance, Fund Administration and Investment Oversight
- Claims Management and Insurance Operations

10 | Legal, Governance, Ethics and Compliance

- Compliance Management Systems and Compliance Officer Skills
- Regulatory Compliance Monitoring and Assurance
- Corporate Governance and Board Oversight
- Business Ethics, Integrity and Anti-Bribery Controls
- Anti-Corruption Risk Assessment and Prevention
- Whistleblowing Systems and Speak-Up Culture
- Data Protection and Privacy Compliance
- Legal Risk Management for Managers
- Contract Drafting, Review and Administration
- Commercial and Business Contract Management
- Competition, Consumer Protection and Fair Business Practice
- Employment Law and Workplace Compliance
- Regulatory Change Management
- Third-Party and Supply Chain Due Diligence
- Investigations, Evidence Handling and Case Management

11 | Customer Experience, Marketing and Business Growth

- Customer Experience Strategy and Service Design
- Customer Service Excellence and Complaint Resolution
- Customer Relationship Management and Client Retention
- Contact Centre Management and Service Quality
- Customer Journey Mapping and Experience Metrics
- Sales Management and High-Performance Sales Teams
- Key Account Management and Strategic Client Relationships
- Business Development and Proposal Writing
- Strategic Marketing and Brand Management
- Digital Marketing, Social Media and Content Strategy
- E-Commerce and Digital Business Models
- Market Research and Competitive Intelligence
- Negotiation, Influence and Stakeholder Management
- Public Relations and Corporate Communications
- Media Relations and Crisis Communication
- Event, Conference and Protocol Management

12 | Executive Support, Administration and Professional Skills

- Executive Assistant and Senior Administrator Masterclass
- Office Management and Administrative Excellence
- Personal Assistant Skills for the Modern Workplace
- AI-Enabled Executive and Administrative Support
- Meeting Management, Minute Writing and Board Secretariat Support
- Professional Business Writing and Report Writing
- Public Speaking, Presentation and Facilitation Skills
- Business Communication and Interpersonal Effectiveness
- Emotional Intelligence and Self-Leadership
- Time, Priority and Workload Management
- Negotiation and Conflict Resolution
- Business Etiquette, Protocol and Professional Image
- Microsoft Word and PowerPoint for Business Professionals
- Travel, Events and Executive Office Coordination
- Records Management and Information Governance

13 | Sector-Focused and Emerging Practice

- Occupational Compliance for Small and Medium Enterprises

- Integrated Risk Management for Multi-Site Organisations
- Safety and Environmental Management in Road Transport
- Oil and Gas Logistics: Operational Risk and Compliance
- Humanitarian Logistics and Emergency Supply Chain Management
- Healthcare Facility Safety, Infection Prevention and Patient Environment
- Laboratory Safety, Biosafety and Chemical Risk Awareness
- Food Safety Management and HACCP Fundamentals
- Construction Project Risk and Contractor Management
- Security Risk Management and Business Travel Safety
- Social Safeguards and Responsible Supply Chains
- Safeguarding, Prevention of Sexual Exploitation, Abuse and Harassment
- Community Health, Safety and Security in Projects
- SME Governance, Risk and Compliance
- Responsible Business and Sustainability for African Enterprises

Priority signature programmes for competitive differentiation

- **AOCI Workplace Compliance & Assurance Practitioner —** A practical programme covering compliance registers, inspections, audit evidence, corrective actions and management reporting.
- **African SME Safety, Health & Environment Management —** A scalable, proportionate approach to OSH and environmental compliance for SMEs, contractors and growing businesses.
- **Road Transport Safety & Fleet Risk Management —** Journey management, driver competence, fatigue risk, vehicle-road interactions, incident learning and fleet safety assurance.
- **Safety Leadership for Directors and Senior Managers —** Board oversight, due diligence, safety culture, leading indicators and accountability for operational risk.
- **Integrated HSE, Quality and Operational Risk Auditor —** Risk-based audit planning, field verification, evidence gathering, findings grading and close-out verification.
- **Environmental Compliance and ESG Reporting for African Enterprises —** Practical environmental obligations, monitoring, waste and water controls, climate risk and credible ESG data.
- **Contractor and Supply Chain HSE Management —** Prequalification, contractor onboarding, interface risk, performance monitoring and assurance across outsourced work.
- **Workplace Wellbeing, Psychosocial Risk and Neuroinclusion —** Work design, psychosocial hazards, supportive leadership, reasonable adjustments and inclusive work practices.
- **Humanitarian and Development Project Safeguards —** Environmental and social risk, community health and safety, safeguarding, stakeholder engagement and monitoring.
- **AI-Enabled HSE and Compliance Analytics —** Responsible use of AI and data tools for inspections, trend analysis, risk intelligence and performance dashboards.