



**Integrating Human to Quality  
High Impact Training Professional Courses**

## 2011 WEEKEND CLASS PROGRAM

|   | Jun   | Jul   | Aug   | Sept  | Oct   | Nov   | Dec   | Day | USD |
|---|-------|-------|-------|-------|-------|-------|-------|-----|-----|
| Health Management and Leadership                                      |       | 23-24 |       |       | 8-9   |       |       | 2   | 180 |
| High Impact Leadership Training                                       |       |       | 6-7   |       |       |       | 3-4   | 2   | 160 |
| Advanced TOT on Methodology   |       | 30-31 |       |       | 15-16 |       | 24-25 | 2   | 155 |
| Advanced TOT on Presentation Skill                                    | 18-19 |       |       |       |       |       |       | 2   | 155 |
| Management on Training and Coaching                                   |       |       |       | 17-18 |       | 19-20 |       | 2   | 180 |
| Conflict resolution and Negotiation                                   |       |       |       | 10-11 |       |       |       | 2   | 155 |
| Contract, Procurement and Negotiation                                 |       | 01-02 |       |       | 22-23 |       |       | 3   | 165 |
| Financial Leadership Management                                       |       |       |       | 10-11 |       |       |       | 2   | 155 |
| Grants Management   | 11-12 |       |       | 17-18 |       | 19-20 |       | 2   | 155 |
| <b>Series training courses on Advanced Human Resource Management:</b> |       |       |       |       |       |       |       |     |     |
| Successful Recruitment Process  |       |       |       |       |       | 12-13 |       | 2   | 165 |
| Training, Development and Staff Retentions                            | 12-13 |       | 6-7   |       |       |       |       | 2   | 160 |
| Organization Policy and Benefits                                      | 25-26 | 2-3   | 27-28 | 10-11 |       |       |       | 2   | 250 |
| Social Marketing for Health Services                                  |       | 25-26 |       |       |       | 22-23 |       | 2   | 180 |
| Advanced Office Management Skills                                     |       | 11-12 |       |       | 3-4   |       |       | 2   | 160 |
| Project Management and Communication                                  |       |       | 16-17 |       |       | 1-2   |       | 2   | 180 |
| Proposal Development -Proposal Development and Writing                | 21-22 |       |       |       | 3-4   |       | 5-6   | 2   | 160 |
| Social Performance Management   |       |       |       | 20-21 |       |       | 5-6   | 2   | 180 |
| Teams - Building and Leading Skills                                   |       |       |       | 13-14 |       |       | 19-20 | 2   | 155 |

### Organization's Specific Training Needs

- ◆ Leadership Development
- ◆ Employment and Labor Law
- ◆ Dispute Resolution in the workplace
- ◆ Financial Leadership
- ◆ Proposal Writing and Fundraising

### Customized Services

IHQ offers competitive rate for its customized training courses to meet your organization needs. The fee is calculated based on the content, materials, resource needed and number of participants.

### Consultancy and Managed Services

IHQ provides consultancy services on employment contract - forming and termination of the contract, personnel policy, mediation and business development. IHQ's provides managed services to help organizations by fully managing specific projects or business functions. Often, these services are provided for specific time period and are geared toward giving the organizations the ability to run the function in house. This will often entail transferring significant expertise and knowledge to the customer organizations.

### Program Notes

- ◆ 9 participants for intensive course
- ◆ Daily and course-end evaluation
- ◆ The schedule will be updated to reflect participants on-going

*We build success on innovation and change*