Continuing Professional Development (CPD) activities in the Centre are generated by workshops, seminars and conferences as well as career management with the aim of advancing knowledge and developing skills in areas that are critical for both employees and employing organizations.

The Centre's CPD methods range from in-house to external training activities. Length of courses depend on the particular programme involved but these range from three-day to six-week courses. The centre assists its clients in setting up internal training consultancy units within their organizations in the attempt to promote regular assessment of training needs and delivery of training and development programmes.

FOR FURTHER ENQUIRIES CONTACT:

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WESLEYAN CENTRE FOR CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT
(METHODIST UNIVERSITY COLLEGE GHANA)

SKILLS AND COMPETENCY BASED COURSES FEBRUARY – NOVEMBER 2013

1. Effective Negotiation Skills
2. Financial Reporting for Non-Financial Professional
3. Effective Governance in Private Companies
4. Effective Conflict Management
5. Effective Boardroom Practice
6. Building Your Personal Brand
7. Strategic Skills for Secretaries
8. Leadership Skills for Secretaries
9. Effective Data Protection and Management
10. Essentials of Corporate Governance
11. Effective Minutes Writing
12. Effective Presentation Skills
13. Practical Approach to Marketing Research
14. Effective Customer Service
15. Effective Project Management
16. Effective Office Management and Administration
17. Executive and Managerial Skills
18. Strategic Thinking and Governance
19. Administrative and Financial Management Skills for Ministers of Religion
20. Effective Church Administration and Governance
21. Oil & Gas Administration and Governance
22. Administrative and Secretarial Skills
23. Effective Business letter writing

Contact:
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P. O. Box DC 940
Dansoman-Accra
Tuition Fee: moderate and competitive
Tuition Centre: MUCG Dansoman Campus and Reputable Hotel Conference Rooms