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2025 TRAINING PROGRAMS



ENGAGE US TODAY
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Occupational Health and Safety (OHS)

1. Workplace Health & Safety Essentials
2. Hazard Identification & Risk Assessment
3. Emergency Preparedness & Fire Safety
4. Construction Site Safety Management
5. Ergonomics in the Workplace
6. Incident Investigation and Reporting
7. First Aid and CPR Certification
8. Safety Leadership and Culture
9. Chemical and Hazardous Materials Safety
10. Personal Protective Equipment (PPE) Training

Finance & Accounting

11. Finance for Non-Finance Managers
12. Budgeting and Forecasting Techniques
13. Financial Statement Analysis
14. Cash Flow Management
15. Internal Controls and Audit Readiness
16. Costing and Pricing Strategies
17. Business Tax Essentials
18. Corporate Finance and Investment Analysis
19. Understanding Financial Ratios
20. Strategic Financial Planning



Retirement Planning & Wealth Building

21. Retirement Planning: Building a Secure Future
22. Pension Fund Management
23. Personal Financial Planning
24. Investment Strategies for Beginners
25. Creating Multiple Income Streams
26. Estate Planning Basics
27. Retirement Risk Management
28. Financial Literacy for Employees
29. Tax-efficient Retirement Planning
30. Building Wealth Through Real Estate



Leadership, Management & Performance

31. Effective Leadership and People Management
32. Change Management and Organizational Transformation
33. Emotional Intelligence at Work
34. Conflict Resolution and Negotiation Skills
35. Time and Priority Management
36. Strategic Thinking for Leaders
37. Coaching and Mentoring Skills
38. Communication Skills for Managers
39. Performance Management Systems
40. Balanced Scorecard: Strategy Execution & Measurement



Human Resources & People Development

- 41. HR for Non-HR Professionals
- 42. Talent Management and Succession Planning
- 43. Diversity, Equity & Inclusion (DEI) Training
- 44. Labor Laws and Employee Rights
- 45. Employee Engagement and Retention Strategies
- 46. Competency-Based HR Planning
- 47. HR Metrics and Workforce Analytics
- 48. Managing Poor Performance Legally
- 49. Psychological Safety in the Workplace
- 50. Developing a Culture of Feedback

Communication Skills

- 51. Business Writing and Email Etiquette
- 52. Presentation and Public Speaking Skills
- 53. Assertive Communication Skills
- 54. Active Listening and Empathy at Work
- 55. Communicating Under Pressure
- 56. Cross-Cultural Communication
- 57. Nonverbal Communication and Body Language
- 58. Influencing Without Authority
- 59. Communication Strategies for Remote Teams
- 60. Difficult Conversations in the Workplace



Team Synergies & Collaboration

- 61. Building Synergies for High-Performing Teams
- 62. Enhancing Cross-Functional Collaboration
- 63. Trust-Building for Remote and Hybrid Teams
- 64. Creating Shared Purpose and Team Vision
- 65. Conflict Management in Team Environments
- 66. Strengthening Team Communication Styles
- 67. High-Performance Team Dynamics
- 68. Inclusive Team Culture Development
- 69. Virtual Team Engagement Strategies
- 70. Team Roles and Belbin Theory Workshop

CORPORATE
SYNERGIES®

Technology & Digital Skills

- 71. Digital Transformation for Non-Tech Professionals
- 72. Cybersecurity Awareness for Employees
- 73. Microsoft Excel for Financial Analysis
- 74. Data Visualization with Power BI
- 75. Introduction to Artificial Intelligence in Business
- 76. Project Management Tools: Trello, Asana, Jira
- 77. Agile and Scrum Fundamentals
- 78. Data-Driven Decision Making
- 79. Introduction to Google Workspace Tools
- 80. Managing Digital Files and Productivity Tools



Compliance, Risk & Quality Management

- 81. ISO 45001 – Occupational Health and Safety Management
- 82. ISO 9001 – Quality Management Systems
- 83. Risk Assessment and Mitigation Strategies
- 84. Business Continuity and Disaster Recovery Planning
- 85. Anti-Corruption and Bribery Compliance
- 86. ESG Reporting and Sustainability Practices
- 87. Internal Auditing and Control Frameworks
- 88. Legal Compliance in Operational Environments
- 89. Data Privacy and GDPR Essentials
- 90. Quality Assurance and Continuous Improvement

Personal Development & Productivity

- 91. Time Management and Workload Prioritization
- 92. Stress Management and Employee Wellbeing
- 93. Critical Thinking and Problem-Solving
- 94. Personal Goal Setting and Motivation
- 95. Negotiation and Influence for Professionals
- 96. Mindfulness and Mental Resilience at Work
- 97. Adaptability and Growth Mindset Training
- 98. Emotional Agility and Self-Awareness
- 99. Building a Personal Brand at Work
- 100. Career Development and Self-Leadership

Digital Marketing & Social Media

- 101. Introduction to Digital Marketing
- 102. Social Media Management for Businesses
- 103. Content Marketing Strategy
- 104. Search Engine Optimization (SEO) Basics
- 105. Social Media Advertising (Facebook, Instagram, LinkedIn)
- 106. Email Marketing Campaigns and Automation
- 107. Google Ads & Pay-Per-Click (PPC) Fundamentals
- 108. Marketing Analytics and Data Tracking
- 109. Influencer Marketing Strategy
- 110. Creating Digital Content with Canva & AI Tools

Customer Service & Customer Experience

- 111. Customer Service Excellence
- 112. Handling Difficult Customers Professionally
- 113. Building a Customer-Centric Culture
- 114. Complaint Handling and Service Recovery
- 115. Telephone and Call Center Etiquette
- 116. Measuring and Improving Customer Satisfaction
- 117. Service Quality and First Impression Management
- 118. Active Listening and Emotional Intelligence in Service
- 119. Upselling and Cross-Selling Techniques
- 120. Writing Effective Customer Service Emails

Front Office Operations and Reception Management

- 122. Administrative and Clerical Skills Training
- 123. Professional Telephone Handling Skills
- 124. Appointment Scheduling and Calendar Management
- 125. Office Etiquette and Professionalism
- 126. Effective Office Communication
- 127. Handling Confidential and Sensitive Information
- 128. Visitor and Guest Handling Procedures
- 129. Document and Mail Management
- 130. Multi-tasking and Time Efficiency at the Front Desk.



Records & Information Management

- 131. Introduction to Records Management
- 132. Document Control and Archiving
- 133. Electronic Records and Data Management Systems
- 134. Developing Filing Systems and Retention Schedules
- 135. Regulatory Compliance in Records Handling
- 136. Information Security and Privacy Policies
- 137. Records Lifecycle Management
- 138. Disaster Recovery Planning for Records
- 139. Digitization and Electronic Document Management
- 140. Managing Public vs Confidential Records.

Hospitality & Guest House Management

- 141. Guest House Operations and Management
- 142. Hospitality Management Principles
- 143. Housekeeping Standards and Practices
- 144. Food & Beverage Service Essentials
- 145. Reservation and Booking Management Systems
- 146. Managing Staff in Guest Houses & Lodges
- 147. Customer Care in the Hospitality Industry
- 148. Hospitality Health and Safety Regulations
- 149. Front Office Hospitality Software Training
- 150. Hospitality Etiquette and Guest Interaction

Facility Management

- 151. Introduction to Facility Management
- 152. Space Planning and Office Utilization
- 153. Maintenance Planning and Asset Management
- 154. Cleaning and Sanitation Management
- 155. Vendor and Contractor Management
- 156. Energy Efficiency in Facility Operations
- 157. Security and Access Control Systems
- 158. Fire Safety and Emergency Preparedness in Facilities
- 159. Sustainability in Facility Management
- 160. Health, Safety & Environmental Compliance for Facilities