



# 2025 CORPORATE TRAINING BROCHURE





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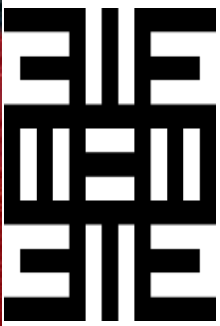
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## WHO WE ARE



*Excel Plus Consult* is a consulting firm with specialty in corporate training, management workshops and business consultancy. The firm leverages on diversified expertise of professionals, business consultants and experienced academics to provide cutting edge training solutions to corporate clients.

We are known for our cutting-edge management training, hand-on workshops packages. Our corporate training packages are designed to sharpen the skillset of our trainees and empower them with positive attitudes. We are always proud to see our trainees become more and smarter and empowered to improve productivity after each training session.

Our clientele includes business organizations across sectors-oil and gas, hotel and hospitality, schools, manufacturing and extraction organizations. We also trained officers for NGOs-faith-based organizations, and secular NGOs.

This year, we have designed training packages to meet the need of all corporate stakeholders:

- ✚ Executive workshops for top level managers, business owners and corporate board members.
- ✚ Leadership capacity building for head of departments, functional unit heads and supervisors.
- ✚ Skill training for accounting and finance staff, procurement and logistics officers, client service officers
- ✚ Customized organizational training for employees across the organization.

*Subscribe for a workshop/training package with us this year, and experience the Excel Advantage.*



## A MESSAGE FROM THE ARCH TRAINER



*"An employer once said "What if I train my employees and they leave", I say what if you don't train them, and they stay"- Evan Kirshenbaum.*

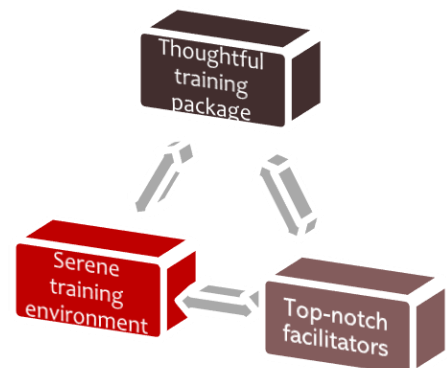
The risk of your trained employees leaving your organization is scary. It is however scarier if you do not train them and they stay. An investment in capacity building and training for yourself and team is, thus, not a waste of resources.

You will be proud to see your team improve in skill, attitude and mindset, when they participate in any of our workshops.

Aside capacity development, sponsoring training of your work team members has many motivational benefits. Our recent post-training survey indicates that employees feel a higher sense of being valued when they are sponsored for external training/workshop. You cannot also underestimate the psychological benefits your employees derive from a day or two out from routine work schedules.

Our capacity building/training programs stands out, with respect to the design, facilitators and the environment. Our programs are consciously designed to engage the minds, heart and hands of our trainees. Our trainings are facilitated by top-notch practitioners, experts and experienced academics. We also pay very good attention to the learning environment and logistics.

Select and sponsor your team members for a relevant workshop/training programs in our catalogue. You may also reach out to us to design a customized workshop/training if our catalogue did not capture your unique training need.



## THE 2025 TRAINING SCHEDULE IN BRIEF

No.	Workshop/Training	Who to attend	Date
1	Scientific business management.	Managers/Business owners/Entrepreneurs	04 June, 2025
2	Organizational succession planning and wills making.	Business owners/Entrepreneurs	05 June, 2025
3	Good corporate governance and boardroom management.	Executive Directors of companies/ Top level management	18 June, 2025
4	Strategic management.	Management level staff/Head of departments/CEOs	19 June, 2025
5	Leadership, team management and coaching	Management level staff/Department heads /Supervisors/CEOs	16 July, 2025
6	Contemporary customer service management	Front line officers for schools, hospitals and health facilities, hotel and restaurants, retail shops	17 July, 2025
7	Change management, conflict resolution and management.	Directors/ management level staff/ line managers of medium and large organizations	23 July, 2025
8	Essential Accounting and Finance for managers.	Managers, owners of businesses (especially those who do not have accounting and finance background)	24 July, 2025
9	Microsoft Excel skills for smart performance.	Organizational officers whose work schedules require the use of Microsoft office Excel (spreadsheets).	13 August, 2025
10	Financial modelling for Accountants.	Accountants and finance managers	14 August, 2025
11	Handling tax and external audits.	Accountants, finance officers, Internal Auditors, Staff of accounting and audit firms, Managers, CEOs.	20 August, 2025
12	Performance of Tax health checks.	Accountants, internal auditors, and officers working with Audit/Accounting firms.	21 August, 2025
13	Smart Procurement and logistics management.	Managers of businesses, procurement manager, head of department, logistics officers/managers	03 September, 2025
14	Digital advertisement and sales	Managers of businesses, marketing officers, sales executives, and managers	04 September, 2025
15	Corporate ethics, values and organizational renewal	Employees across all levels in the organization	Based on negotiation

## METHODOLOGY

**Design:** Our workshops are designed to build on practical experience and current skill set of the trainees. The workshops are facilitated by top-notch trainers who have practical expertise in the subject area.

To optimize trainee participation, we cap the number of trainees per session to fifteen (15). There are also embedded activities to provide assurance that the training objectives are met.

**Approach:** We adopt a good blend of lecture styles, case analysis and role play, focus group discussions and hands-on approaches. The ultimate goal is to ensure our trainees see themselves as co-creators of the knowledge.

**Place:** To ensure trainee focus, we strategically select a serene location, outside the working space of the trainees. This year, the workshops will be held at a serene hotel or at the conference room of Excel plus Consult (Apolo, Takoradi).

The workshop on corporate values, ethics and organizational renewal will take place at the conference room for each subscribing organization.

**Duration/Time of training:** Depending on the training package, the training may last between 1 day

# 1. SCIENTIFIC BUSINESS MANAGEMENT

## *About the Workshop*

This leadership capacity workshop aims at building capacity trainees to take business decisions using scientific business techniques.

The workshop will expose trainees to the science of managing with budgets and cashflows. It will also deal with service/product costing, and competitive pricing models. The training will also deal with staff performance evaluation and management.

By end of the workshop, the participants should be able to deploy these scientific business management techniques, and reduce extensive reliance on emotions for vital business decision-making.

## *Key Content*

- ✚ Budgeting and budgetary control;
- ✚ Cost management and control;
- ✚ Cashflow management
- ✚ Employee performance management.

## *Who should attend*

- ✚ Owners/managers/proprietors of schools, hospitals and health facilities, hotel and restaurants, retail shops, and other owner-managed firms/organizations.

***Duration of workshop:*** 1 day

***Venue/ Date:*** Takoradi 04 June, 2025

***Rate:*** GHS1,600 (including snacks, lunch and certificate)



## 2. ORGANISATIONAL SUCCESSION PLANNING & WILLS MAKING

### *About the Workshop*

Can your organization thrive in your absence? Who will succeed you as the leader when you take your needed leave or you finally retire from active service? How will you manage your life when you retire?

In this workshop, we map-out succession strategies for owner managers who intend to hand over a resilient business to the next generation of leaders.

### *Key Content*

- ✚ Professionalizing management
- ✚ Activation of family succession plans
- ✚ Retirement planning
- ✚ Wills making and managing wills

### *Who should attend*

Owners/proprietors of family businesses

*Duration of workshop:* 1 day

*Venue/ Date:* Takoradi: 05 June, 2025

*Rate:* GHS1,600 (including snacks, lunch and certificate)

### 3. GOOD CORPORATE GOVERNANCE AND BOARDROOM MANAGEMENT

#### *About the Workshop*

This workshop is targeted at top level management, members of governing board/board of directors of organizations, and shareholders.

The workshop seeks to engender proper understanding of the check and balance relationship that ought to exist between the shareholders, the governing board, and management.

The workshop will also address issues of role conflicts, board effectiveness and contemporary good corporate governance practices.

#### *Key Content*

- ✚ Duties, and liabilities of directors (Act 992);
- ✚ Boardroom efficiency;
- ✚ Contemporary good corporate governance systems
- ✚ Balancing the act of effective board oversight and ugly interference of management.

#### *Who should attend*

Directors/Shareholders/Council members/ Top management of organizations

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 18 June, 2025**

***Rate:* GHS2,000 (including snacks, lunch and certificate)**

## 4. STRATEGIC MANAGEMENT

### *About the Workshop*

This workshop seeks to build capacity of business managers and top corporate executives to conceptualize and develop corporate missions, vision and core values. The workshop also will assist the participants to develop corporate objectives and key performance indicators. The workshop will also assist participants to develop corporate strategic plans.

### *Key Content*

- ✚ Corporate vision, mission, values
- ✚ Developing SMART corporate objectives and KPIs
- ✚ Performance of competitor analysis
- ✚ Hands-on development of a business strategic plan

### *Who should attend*

**Owners of businesses/CEOs/Top Management**

*Duration of workshop:* 1 day

*Venue/ Date:* Takoradi: 19 June, 2025

*Rate:* GHS2,000 (including snacks, lunch and certificate)

## 5. LEADERSHIP, TEAM MANAGEMENT AND COACHING

### *About the Workshop*

Our business thrives when we are able to attract and retain customers. This feat has become sophisticated in light of intense market place competition and market maneuvers. This workshop aims at developing capacity of frontline staff to be able to win and retain clients. The workshop deals with pertinent issues of client psychology, and customer service management. The participants will also be exposed to technological tools and techniques for optimizing client information and customer service ethics.

### *Key Content*

- ✚ Understanding clients and their needs
- ✚ Customer service etiquette
- ✚ Emerging trends in client service management
- ✚ Client database management;

### *Who should attend*

**Front line managers/officers for** schools, hospitals and health facilities, hotel and restaurants, retail shops, and other owner-managed firms/organization

***Duration of workshop:*** 1 day

***Venue/ Date:*** Takoradi: 16 July, 2025

***Rate:*** GHS1,600 (including snacks, lunch and certificate)



## 6. CONTEMPORARY CUSTOMER SERVICE MANAGEMENT

### *About the Workshop*

Our business thrives when we are able to attract and retain customers. This feat has become sophisticated in light of intense market place competition and market maneuvers. This workshop aims at developing capacity of frontline staff to be able to win and retain clients. The workshop deals with pertinent issues of client psychology, and customer service management. The participants will also be exposed to technological tools and techniques for optimizing client information and customer service ethics.

### *Key Content*

- ✚ Understanding clients and their needs
- ✚ Customer service etiquette
- ✚ Emerging trends in client service management
- ✚ Client database management

### *Who should attend*

**Front line managers/officers for** schools, hospitals and health facilities, hotel and restaurants, retail shops, and other owner-managed firms/organization

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 17 July, 2025**

***Rate:* GHS1,600 (including snacks, lunch and certificate)**

## 7. CHANGE MANAGEMENT, NEGOTIATION AND CONFLICT RESOLUTION

### *About the Workshop*

Change management, negotiation and conflict resolution are essential skillsets needed to sustain business in the 21<sup>st</sup> century. Without effective change management, the organization risks left behind. Change comes with conflicts, which when not managed properly can become a major source of organizational bottleneck.

This workshop seeks to equip participants with essential techniques required to navigate the complexities of leading and managing organizational change. The workshop also seeks to equip participants with winning negotiation skills and conflict management/resolution techniques.

### *Key Content*

- ✚ Necessity of organizational change and renewal
- ✚ Strategies for leading and managing change
- ✚ The art of negotiation;
- ✚ Organizational conflict resolution and management

### *Who should attend*

Directors/ management level staff/line managers of small and medium and large organizations

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 23 July, 2025**

***Rate:* GHS1,600 (including snacks, lunch and certificate)**

## 8. ESSENTIAL ACCOUNTING AND FINANCE FOR MANAGERS

### *About the Workshop*

This workshop is designed to empower managers/business owners/entrepreneurs with practical accounting and finance skillset/technique needed to take cogent decisions.

The workshop will empower the participants to be able to interpret management reports, analyze cashflow, evaluate financing options and apply contemporary management accounting practices for decision -making.

### *Key Content*

- ✚ Templates for management reports
- ✚ Interpretation of management reports
- ✚ Analysis of cashflow;
- ✚ Evaluating financing options,
- ✚ Application of contemporary management accounting practices.

### *Who should attend*

Managers, owners of businesses (especially those who do not have accounting and finance background)

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 24 July, 2025**

***Rate:* GHS1,600 (including snacks, lunch and certificate)**

## 9. MICROSOFT EXCEL FOR SMART PERFORMANCE

### *About the Workshop*

Your officers would have been more efficient and smarter on their jobs if only they are trained to utilize functions and formulae's embedded in the Microsoft office Excel spreadsheet they have on their computers. This workshop is designed to empower your officers to enhance their knowledge and application of some Microsoft excel tools.

On successful completion of the workshop, the participants should become smarter and more efficient by utilizing various Microsoft Excel functions to solve real-world business problems

### *Key Content*

- + Data presentation, and formatting
- + Referencing to calculate in blocks Lookup functions (Index Match, Vlook up)
- + Logic Functions (IF, AND, OR)
- + Power Functions (Sumif, Sumifs, Countif, Averageif)

### *Who should attend*

**Organizational officers whose work schedules require the use of Microsoft office Excel (spreadsheets).** This includes accountants, payroll officers, operation managers, general managers.

***Duration of workshop:*** 1 day

***Venue/ Date:*** Takoradi: 13 August, 2025

***Rate:*** GHS2,000 (including snacks, lunch and certificate)



## 10. FINANCIAL MODELLING FOR ACCOUNTANTS

### *About the Workshop*

This workshop is designed for Accountants and Finance managers who already have basic knowledge in Microsoft Excel.

On successful completion, the participants should be empowered to work with, and apply advance Microsoft Office Excel tools and functions.

### *Key Content*

- ✚ Data entry, formatting and validation
- ✚ formulae and functions,
- ✚ scenario analysis using goal seek,
- ✚ Power Query and tools.
- ✚ Lookup functions (Index Match, Vlook up)

### *Who should attend*

Accountants and finance managers

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 14 August, 2025**

***Rate:* GHS2,000 (including snacks, lunch and certificate)**

## 11. HANDLING TAX AND EXTERNAL AUDITS

### *About the Workshop*

The news of tax/external audits come with some level of anxiety and uneasiness for the duty bearers. This can be reduced if our duty bearers fully understand the process, right, and obligations of those audits. The process also requires tactfulness in information disclosures and good negotiation skills.

This workshop seeks to equip participants with skills and expertise to efficiently handle tax and other external audits. The trainees will acquire comprehensive understanding of tax audit requirements, regulations and practices.

### *Key Content*

- ✚ Preparing to receive tax/external auditors
- ✚ Analysing gaps and potential tax issues before the tax audit;
- ✚ Managing correspondence and communication during tax audit
- ✚ responding and handling post-tax audit communications;
- ✚ Optimizing avenues to achieve tax advantage.

### *Who should attend*

Accountants, finance officers, Internal Auditors, Staff of accounting and audit firms, Managers, CEOs.

***Duration of workshop:*** 1 day

***Venue/ Date:*** Takoradi: 20 August, 2025

***Rate:*** GHS2,000 (including snacks, lunch and certificate)

## 12. PERFORMANCE OF TAX HEALTH CHECKS

### *About the Workshop*

One effective means of reducing tax exposure of your organization is to periodically self-assess your tax "health" and take voluntary actions to comply with the tax laws. Relatedly, tax health check performance affords you to restructure and present your transactions to ensure minimum tax exposure.

This workshop seeks to equip participants with to perform tax health check needed to anticipate tax risk and exposures, plan corrective/preventive actions to minimize tax liability shocks and tax exposures.

### *Key Content*

- ✚ Performance of tax health checks
- ✚ Transaction structuring and presentation
- ✚ Tax avoidance and tax evasion

### *Who should attend*

Accountants, finance officers, Internal Auditors, Staff of accounting and audit firms, Managers, CEOs.

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 22 August, 2025**

***Rate:* GHS2,000 (including snacks, lunch and certificate)**

## 13. SMART PROCUREMENT AND LOGISTICS MANAGEMENT

### *About the Workshop*

This workshop is to empower the participants to think strategically about their procurement processes and procedures; develop criteria for evaluating received tenders; prepare tender documents to meet requirements of clients, and appreciate and use modern technological tools for organizing logistics and ensure delivery of goods and services to final consumers in right quality, quantity, right time and at the right place.

### *Key Content*

- ✚ Strategic procurement
- ✚ Developing smart request for tenders/RFQ and evaluating tenders
- ✚ Preparing tender documents and responding to RFQs
- ✚ Technological tools for logistics management

### *Who should attend*

Managers of businesses, procurement manager, head of department, logistics officers/managers

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 03 September, 2025**

***Rate:* GHS1,600 (including snacks, lunch and certificate)**



## 14. DIGITAL MARKETING AND SALES

### *About the Workshop*

Emergence of social media and digital platforms present an opportunity for businesses to project, market and sell. To harness this opportunity, one must be able to understand the dynamics of these platforms and map out appropriate message, campaigns and strategies.

This workshop seeks to empower the participants to understand digital marketing, build effective advertising campaigns & enhance sales through strategies leveraging on data analytics.

### *Key Content*

- ✚ Understanding digital marketing
- ✚ Building effective advertising Campaigns
- ✚ Development of digital marketing plans
- ✚ deployment of comprehensive digital Marketing strategies.

### *Who should attend*

Managers of businesses, marketing officers, sales executives, and managers

***Duration of workshop:* 1 day**

***Venue/ Date:* Takoradi: 04 September, 2025**

***Rate:* GHS1,600 (including snacks, lunch and certificate)**

## 15. CORPORATE ETHICS, VALUES AND ORGANIZATIONAL RENEWAL

### *About the Workshop*

As organizations grow, old staff members leave and give way for new members. This normal transition could lead to a fading of organizational identity and loss of essential foundational organizational values. Relatedly, there is the need for a workshop to build trust among the various work teams and to (re)create a strong sense of organizational belongingness among members.

The workshop seeks to develop ethics capacity and reactivate a spirit of integrity among organizational members. The training also seeks to renew members' sense of belongingness and social identification with the organization.

### *Key Content*

- ✚ Ethical Decision making, emphasizing integrity-based climate in the organization
- ✚ Trust building
- ✚ Corporate value and organizational renewal.

### *Who should attend*

Organizations with staff strength of 12 are encouraged to arrange this workshop for members after every 2 years.

***Duration of workshop:* 1 day**

***Venue/ Date:* Subscribing organization's office premises**

***Rate:* Based on negotiation**

## PROFILE OF OUR LEAD FACILITATORS

### Dr Holy Kwabla Kportorgbi

Dr. Holy Kwabla Kportorgbi (Managing Partner) For over 10 years, Holy has been at the for front of providing smart accounting solutions and management consultancy solutions to corporate organizations across various sectors in Ghana. He devotes an average of 1,040 professional hours annually and leads over 50 corporate engagements annually. He has been the lead financial consultant for companies across sectors.

Holy's portfolio also includes supervision of several retainer-based accounting services. Holy also manages the audit portfolio of Suglo and Associates (Chartered Accountants) in the Western and Central regions of Ghana.

Holy is an avid corporate trainer and a Senior lecturer at Ghana Institute of Management and Public Administration. He has over 10 publications in referred peer reviewed journals. He leads a dozen of high-profile corporate trainings annually.

Holy holds PhD in Accounting from the University of Ghana; Master of Commerce (Accounting) and Bachelor of Commerce from the University of Cape Coast. Holy is also a Chartered Accountant and a member of the Institute of Chartered Accountants Ghana.

### **Dr. Andriana Narkwa Anderson**

Adriana is a lecturer with Takoradi Technical University and GIMPA. She has working experience spanning twenty years, both in academia and industry. She holds Masters and PhD in Human Resource Management and Tourism Management. She also has experience in banking, developing and validating of curriculum for CTNET in area tourism and hospitality management. Her current interest areas are destination management, sustainability, tourism and human resource management.

### **Sharon Donnir**

Sharon is a Chartered Accountant and member of the Institute of Chartered Accountants, Ghana. She is also a lecturer with the Department of Accounting, University of Professional Studies, Accra. Sharon holds Master of Commerce and Bachelor of Commerce from the University of Cape Coast and PhD candidate at Open University of Malaysia.

She has ten years working experience in both industry and academia. In industry, Sharon worked and obtained varied experience from the fields of banking, consulting, quarry and auditing. She has also chaired the audit committee of a public educational institution. She has obtained significant experience in academia through research and teaching and her research interests include corporate governance, auditing, corporate sustainability performance and disclosures.



### Winfred Kponor

(BEd; MCom, CA; MCIT)

Winfred is an experienced tax practitioner and Chartered Accountant of over a decade of professional practice. His wealth of experience as tax practitioner covers both SMEs and multinational enterprises.

He has proven track records in tax health check, tax representation, statutory financial statement audit, accounting system design and control.

He is currently the head of finance of a multinational company that provides oil and gas support services to Tullow and its offshore partners.

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## Emmanuel Davidson

(B. Com; MBA; CIPS, LLB, LLM, BL (Candidate))

Emmanuel is a Law lecturer and corporate trainer with over 10 years' experience.

He is a renowned speaker at seminars and conferences. Emmanuel has been at the forefront of capacity development in the areas of family life, professionalism, and relationship building. He won several awards on customer relations and innovative training.

Emmanuel holds Bachelor of Commerce degree, Masters in Business Administration, and LLB. He also holds LLM. Emmanuel is currently at the Ghana School of Law for his BL.

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## Samuel Gameli Gadzo

(B. Com; MCOM; PGDTLHE, CA, CFIAG PhD Candidate)

Samuel Gameli Gadzo is a distinguished consultant with over a decade of experience in finance, corporate governance, and financial innovation. He is a Senior Lecturer in Finance at the University of Education and has proven track record of excellence in both academia and industry. His expertise encompasses financial literacy, fintech, blockchain technology, corporate finance, mergers and acquisitions, taxation, and fiscal policy. Samuel's commitment to advancing financial knowledge and practice has garnered him numerous accolades, including the Most Influential Lecturer Award and the Best Lecturer Award.

His consulting expertise includes developing strategies for tax optimization and fiscal management and credit risk management. Samuel has consistently demonstrated a strong commitment to coaching and mentorship.

He holds a Bachelor of Commerce (B. Com) and a Master of Commerce (M. Com) from the University of Cape Coast, Ghana, and is currently a PhD Candidate in Economics. He is a member of the Institute of Chartered Accountants Ghana and the Chartered Institute of Financial and Investment Analysts-Ghana. He has authored several articles in Accounting and Finance in international peer-reviewed journals and books in accounting and finance.

### Anthony Kobina Emil Jnr

(BSc IT; ICM, UK; MSc IT, PhD Candidate)

Anthony is a seasoned IT professional with over a decade of experience. He has worked on numerous IT projects. He is an expert in website developing and designing, software engineering, business process re-engineering, digital marketing, and technology transfer solutions.

Tony the founder and CEO of Tonem MultiTech-an IT consultancy firm. He worked as an IT administrator at the University of Cape Coast's School of Medical Sciences. Tony is also an Assistant Lecturer at the Department of Computer Science at Takoradi Technical University.

Tony is passionate about using technology to help businesses increase efficiency and profitability.

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## Justice Elikem Vulley

(BSc, MSc, ICAG, MCIT, AFM)

Elikem is an accomplished finance expert with over 8 years of experience. He possesses exceptional financial modelling, forecasting, and strategic planning skills.

As Finance Manager for Red River Foods INC and METSS Ghana, Elikem oversees complex financial operations, ensures regulatory compliance, and drives initiatives that foster sustainable business growth.

His expertise encompasses developing robust financial models, leading cross-functional projects, and delivering actionable insights that inform strategic decision-making. Furthermore, Elikem possesses extensive experience working on high-profile projects with esteemed organizations such as USAID and Mastercard.

Elikem holds an MSc in Development Finance from the University of Ghana and a BSc in Accounting from the University of Professional Studies. He is also a Chartered Accountant and member of the Institute of Chartered Accountants, Ghana and the Chartered Institute of Taxation, Ghana.

### Dr Seyram Kawor

Dr. Seyram Kawor is a senior lecturer at the University of Cape Coast business school. He has over 15 years' experience as a lecturer and a corporate trainer. He is a regular radio and TV resource person on issues bordering on finance, economics, investment, and family life.

Seyram has been at the forefront of capacity development in the areas of family life, professionalism, and relationship building. He won several awards for innovative training. Seyram is married and has two children.

Seyram holds PhD in Economics, MBA Finance and Bachelor of Commerce.

He is also a chartered Management Accountant (GCMA, ACMA)

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## SUBSCRIBE FOR A WORKSHOP

Steps...

1. Call/Whatsapp our hotline (054 171 9036/0246547009) to enquire about the workshop you are interested in.
2. Fill in your online registration by clicking <https://forms.gle/kwxM8h6R6RJQuy99A>
3. Leave the rest for us to handle...

