CORPORATE TRAINING - 2026

BondRich
ADVISORY GROUP LTD
Possible together

Unlock Your Team's Potential with
One day In-person Training

UPCOMING TRAININGS

JANUARY TO MARCH 2026

4 February 2026

Effective Communication and Presentation Skills

7 February 2026

Performance Management

21 February 2026

Monitoring and Evaluation Training

28 February 2026

Human Resource Policy Formulation and Implementation

7 March 2026

Tally Computerized Accounting

14 March 2026

Project Proposal Writing Skills Training

21 March 2026

Strategic Leadership and Supervisory Skills

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Effective Communication and Presentation Skills
(7ᵗʰ Feb 2026, One-Day Training)

What the Training will cover:

- Principles of Effective Communication in the Workplace
- Structuring and Delivering Persuasive Presentations
- Non-Verbal Communication and Body Language Mastery
- Audience Engagement and Handling Q&A Sessions
- Using Visual Aids and Technology in Presentations
- Overcoming Public Speaking Anxiety
- Developing an Authentic Presentation Style

Training Overview

In today's fast-paced business environment, clear and compelling communication is essential. This course equips professionals with the skills to communicate confidently, present ideas persuasively, and engage audiences effectively—whether in meetings, pitches, or public forums.

How will this Training Course be Presented?

Interactive workshops, video feedback sessions, role-playing, and real-time presentation drills.

What are the goals?

By the end of this training course, delegates will be able to:

- Deliver clear, structured, and impactful presentations
- Use body language and voice modulation to enhance message delivery
- Handle difficult questions and engage diverse audiences
- Build confidence in public speaking and professional communication

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Team Leaders
- Managers
- Sales Professionals
- Trainers, and anyone required to present or communicate formally.

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Performance Management
(14ᵗʰ Feb 2026, One-Day Training)

What the Training will cover:

- Understanding Performance Management
- Setting SMART Goals and KPIs
- Conducting Effective Performance Reviews
- Providing Constructive Feedback and Coaching
- Managing Underperformance and Recognizing Excellence
- Aligning Individual Performance with Organizational Goals
- Using Performance Management Tools and Systems
- Leadership traits for high performance teams

Training Overview

Effective performance management drives productivity, engagement, and growth. This workshop provides managers with the frameworks and skills to evaluate, develop, and motivate their teams systematically.

How will this Training Course be Presented?

Case studies, manager role-plays, toolkits, and interactive discussions.

What are the goals?

By the end of this training course, delegates will be able to:
- Implement a fair and motivating performance management cycle
- Conduct meaningful performance conversations
- Use feedback to drive improvement and accountability
- Foster a high-performance culture

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Managers
- Supervisors
- HR Professionals
- Team Leaders

Monitoring and Evaluation Training
(21st Feb 2026 One-Day Training:)

What the Training will cover:

- Fundamentals of M&E Frameworks
- Purpose and Importance of M&E in the Project Cycle
- Developing Indicators and Data Collection Tools
- Data Analysis and Reporting Techniques
- Using M&E for Decision-Making and Learning
- Evaluating Project Impact and Outcomes
- Introduction to M&E Software and Dashboards
- Generating effective M&R Reports

Training Overview

Monitoring and Evaluation is critical for project success and accountability. This training equips participants with practical skills to design, implement, and use M&E systems to track progress and demonstrate impact.

How will this Training Course be Presented?

Hands-on exercises, template development, group projects, and tool demonstrations.

What are the goals?

By the end of this training course, delegates will be able to:

- Design an M&E plan for projects or programs
- Collect, analyze, and present M&E data effectively
- Use findings to improve project implementation
- Communicate results to stakeholders

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Project Managers
- M&E Officers, NGO Staff
- Program Coordinators
- Development Practitioners

Human Resource Policy Formulation and Implementation
(28th Feb 2026, One-Day Training)

What the Training will cover:

- Principles of Effective HR Policy Development
- The strategic role of HR policies.
- The policy development process
- Aligning Policies with Labor Laws and Organizational Strategy
- Writing Clear and Enforceable Policy Documents
- Communicating and Rolling Out Policies to Staff
- Monitoring Compliance and feedback
- Handling Policy Violations, Updates and Reviews

Training Overview

Well-crafted HR policies create clarity, fairness, and legal compliance. This workshop guides HR professionals and managers through the end-to-end process of creating, implementing, and maintaining effective HR policies.

How will this Training Course be Presented?

Policy drafting sessions, legal overviews, group critiques, and implementation planning.

What are the goals?

By the end of this training course, delegates will be able to:

- Develop legally compliant and organizationally aligned HR policies
- Communicate policies effectively to ensure understanding and adoption
- Establish a process for regular policy review and updates

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- HR Managers
- Compliance Officers
- Business Owners
- Senior Managers

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Tally Computerized Accounting
(7th Mar 2026 One-Day Training)

What the Training will cover:

- Introduction to Tally ERP
- Setting Up Company and Ledgers
- Recording Day-to-Day Transactions
- Managing Inventory and stock levels in Tally
- Generating Financial Statements
- Managing Inventory and Payroll in Tally
- Advanced Data Backup and Security Features in Tally

Training Overview

Tally is a leading accounting software used for efficient financial management. This hands-on training provides a solid foundation in Tally operations, from basic data entry to advanced reporting.

How will this Training Course be Presented?

Live software demonstrations, guided practice exercises, and real-time troubleshooting.

What are the goals?

By the end of this training course, delegates will be able to:
- Confidently navigate and use Tally for accounting tasks
- Record transactions accurately and generate key financial reports
- Manage inventory and payroll modules
- Ensure data integrity and security

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Accountants
- Bookkeepers
- Finance Officers
- Small Business Owners
- Accounting Students

Project Proposal Writing Skills Training
(14th Mar 2026 One-Day Training)

What the Training will cover:

- Understanding Donor/Stakeholder Requirements
- Structuring a Winning Proposal: Logframe Approach
- Writing Clear Objectives, Outcomes, and Activities
- Budget Preparation and Justification
- Evidence-Based Needs Assessment and Problem Analysis
- Editing, Formatting, and Submission Best Practices

Training Overview

A well-written proposal can secure funding and support for projects. This training provides a step-by-step guide to crafting persuasive, clear, and compliant project proposals.

How will this Training Course be Presented?

Template-based drafting, peer reviews, sample proposals, and practical writing sessions.

What are the goals?

By the end of this training course, delegates will be able to:
- Develop a compelling and logically structured project proposal
- Align proposals with donor guidelines and criteria
- Create realistic budgets and M&E plans
- Enhance clarity, persuasiveness, and professionalism in writing

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Project Coordinators
- Fundraising Officers
- NGO Staff
- Consultants
- Researchers

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Strategic Leadership and Supervisory Skills
(21st Mar 2026, One-Day Training)

What the Training will cover:

- Understanding Leadership vs. Management
- Essential traits for strategic leaders
- Strategic Thinking and Decision-Making leadership role
- Motivating and Developing High-Performing Teams
- Conflict Resolution and Influencing Skills
- Effective Delegation and Supervision Techniques
- Leading Change and Driving Organizational Goals
- Driving accountability and managing performance

Training Overview

Strategic leadership is essential for guiding teams and achieving long-term success. This workshop enhances the ability to lead with vision, manage with empathy, and supervise with effectiveness.

How will this Training Course be Presented?

Leadership simulations, case studies, self-assessments, and group strategy exercises.

What are the goals?

By the end of this training course, delegates will be able to:
- Apply strategic thinking to daily leadership challenges
- Inspire and manage teams toward goal achievement
- Resolve conflicts and foster a positive work environment
- Delegate effectively and hold teams accountable

Who is this Training Course for?

This training course is suitable to a wide range of professionals but will greatly benefit:

- Supervisors
- Managers
- Department Heads
- Team Leaders
- Aspiring Leaders.

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