



Zormelo & Associates

# TRAINING BROCHURE

2026



# ABOUT US

Zormelo & Associates is a Management Consulting firm which works with both private and public sector clients to create world class companies and institutions through advisory services in Human Resources Strategy & Management.

Zormelo & Associates is made up of an outstanding team of highly experienced and qualified permanent staff and associates who together work to add value to clients' businesses. What differentiates the company from others is its in-depth and excellent understanding of the Ghanaian and West African environment.

Our training courses are carefully designed to cater for adult learners. This means we use the experiential learning methodology which focuses on case studies, exercises, and practical approaches to reinforce the learning. We are currently offering all our training programs which can be tailored to meet your company's specific needs virtually.

# VIRTUAL AND FACE-TO-FACE TRAINING



We offer all our courses through virtual platforms using the instructor-led training approach. Wherever they are across the country, participants are able to join our workshops, access and view their training materials, complete tasks and have interactive sessions with our experienced facilitators. We also deliver face-to-face sessions if preferred by our clients.

Our open programmes are advertised on our website from time to time.



# OUR TRAINING PROGRAMMES

# LEADERSHIP DEVELOPMENT

These are fundamental elements in guiding organisations towards achieving goals and increasing productivity

## HIGH POTENTIAL WOMEN IN LEADERSHIP

The programme is designed for women with high leadership potential who want to take their career to the next level and attain leadership roles

Target Audience: Female Managers and Team Leaders

Duration: Two (2) Days

## THE NEW MANAGER

The course is typically designed to help first-time managers transition smoothly into leadership roles. It focuses on the essential skills, mindsets, and tools needed to effectively manage people, tasks, and team performance.

Target Audience: New Managers

Duration: Two (2) Days

## PREPARING FOR LEADERSHIP

This course is designed to equip emerging leaders with the knowledge and skills to immediately apply them in the organisation.

Target Audience: Incoming Managers

Duration: Two (2) Days

## PERSONALIZING YOUR LEADERSHIP BRAND

This course equips participants to clearly communicate who you are, what you value, and the unique strengths you have to offer to move the organisation

Target Audience: Senior Managers, Line Managers, All Managers

Duration: Two (2) Days

# LEADERSHIP DEVELOPMENT

These are fundamental elements in guiding organisations towards achieving goals and increasing productivity

## PERFORMANCE MANAGEMENT

This course equips participants to set goals that drive high performance and deploy a successful methodology for developing and implementing metrics to improve high performance

Target Audience: HR Managers, Line Managers

Duration: Two (2) days

## EFFECTIVE SUPERVISION AND ACCOUNTABLE PERFORMANCE MANAGEMENT

This course will equip participants enhance employee performance through feedback and coaching, objective performance evaluation and review.

Target Audience: Senior Managers, Line Managers, All ManagerS

Duration: Two (2) Days

## LEADING ORGANISATIONAL CHANGE IN THE AGE OF AI

This programme enables you to lead and implement digital transformation initiatives empowered by an understanding of the technologies and strategies needed to succeed

Target Audience: Senior Managers, Line Managers, IT ManagerS

Duration: Two (2) Days

## LEADING FROM BEHIND

This course will highlight effective ways by which the leader can empower others to lead and embed into the management culture of the organisation.

Target Audience: Senior Managers, Line Managers, All Managers

Duration: Two (2) Days

# LEADERSHIP DEVELOPMENT

These are fundamental elements in guiding organisations towards achieving goals and increasing productivity

## DRIVING INNOVATION AND OPERATIONAL EXCELLENCE

This course will equip participants in balancing innovation and operational excellence in an organization for sustained success in a competitive landscape.

Target Audience: Senior Managers, Line Managers, All Managers

Duration: Two (2) Days

## MANAGING RISK AND REPUTATION IN A COMPLEX WORLD

This programme equips participants to think ahead, evaluate and manage risk generated by policymakers, interest groups, stakeholders, and the media.

Target Audience: Senior Management, All Managers, IT Managers, Social Media Managers

Duration: Two (2) Days

## LEADERSHIP AND TEAM BUILDING

This course focuses on what it takes to build and lead an effective team and how to obtain discretionary performance from team members.

Target Audience: Senior Managers, Line Managers, All Managers

Duration: Two (2) Days

## CONFLICTS AND COMPLAINT MANAGEMENT

Participants of this course will be equipped with a range of tools to manage and resolve the inevitable complaints associated with the business environment and conflict within teams

Target Audience: Senior Managers, Line Managers, All Manager

Duration: Two (2) Days

# LIFE SKILLS

These are essential abilities that enable individuals to navigate the challenges and opportunities of everyday life effectively

## CAREER PLANNING AND DEVELOPMENT

This programme provides participants with tools to set goals and develop strategies to achieve their career aspirations.

Target Audience: Graduate Trainees, High Fliers

Duration: Two (2) days

## TIME MANAGEMENT

The workshop is designed to assist participants to use the limited time they have more effectively both at work and in their personal lives.

Target Audience: All Staff

Duration: Two (2) days

## STRESS MANAGEMENT

At the end of the course, participants will have an understanding of their personal profiles and how they respond to stress. They will be exposed to techniques for coping with stress effectively.

Target Audience: All Staff

Duration: Two (2) days

## PERSONAL DEVELOPMENT AND BRANDING

This course enables participants to identify key areas of learning and development they need to focus on in order to build personal brands and develop behavioural attributes.

Target Audience: All Staff

Duration: Two (2) days

# LIFE SKILLS

These are essential abilities that enable individuals to navigate the challenges and opportunities of everyday life effectively

## COMMUNICATION SKILLS

This course will equip participants to communicate effectively in various situations, such as presentations, meetings, interviews, and emails. They would get practical tips to improve their listening, writing and speaking skills

Target Audience: All Staff  
Duration: Two (2) days

## PROBLEM SOLVING SKILLS

Participants will be able to master problem-solving techniques for personal and professional success. They will learn to apply logical thinking, creativity, and decision-making skills.

Target Audience: All Staff  
Duration: Two (2) days

## EMOTIONAL INTELLIGENCE

This programme is designed to equip participants to understand human behaviours and react in an appropriate manner in every situation. It creates self awareness and their impact on others in managing relationships.

Target Audience: All Staff  
Duration: Two (2) days

## WORK LIFE BALANCE

This course enables participants learn ways to focus on priority tasks, set SMART goals and communicate more effectively at work and with members in the family and society..

Target Audience: All Staff  
Duration: Two (2) days

# HUMAN RESOURCE MANAGEMENT

The workforce of the organisation needs to be properly managed to apply their knowledge and skills for the company to achieve its goals.

## RECRUITMENT AND SELECTION

This course focuses on the skills necessary to carry out an effective interview and ensuring businesses avoid the negative impacts of an ineffective recruitment process.

Target Audience: HR Managers and Officers, Line Managers

Duration: One (1) day

## JOB EVALUATION FOR REWARD MANAGEMENT

This course equips participants to understand and apply the role of job design in motivation and appreciate the importance between monetary and non-monetary rewards.

Target Audience: HR Managers, Line Managers

Duration: Two (2) days

## HR FOR NON HR MANAGERS

This course creates an awareness of the basic HR principles for leaders. Participants will also have the opportunity to discuss applicable sections of the Labour Act of Ghana and learn some best practices.

Target Audience: Senior Managers, All Managers

Duration: Two (2) days

# MARKETING

Organisation need to identify, anticipate and satisfy customers' needs in order to remain relevant and coming to them.

## INFLUENCE AND NEGOTIATION STRATEGIES

By the time participants complete this course, they will gain strategies that are critical for negotiation and persuading customers and stakeholders while achieving organizational goals.

Target Audience: All Managers, Marketing Managers and Executives

Duration: Two (2) days

## CUSTOMER FOCUSED INNOVATION

Participants will gain cutting-edge insights about the sources of customer satisfaction by creating products and services that address the evolving needs and challenges of customers

Target Audience: All Managers, Marketing Managers and Executives

Duration: Two (2) days

## THE GROWING COMPANY

This course is solely focused on the needs, challenges, and opportunities of growing companies. Participants will learn how to create strategies to operate and expand into new markets.

Target Audience: All Managers, Marketing Managers and Executives

Duration: Two (2) days

## HOW TO WIN AND RETAIN CUSTOMERS

This course enables participants to win key clients and also develop and learn strategies of keeping them for business growth and productivity.

Target Audience: All Managers, Marketing Managers and Executives

Duration: Two (2) days

# OUR CLIENTS

Our clients span across a wide range of industries both in the public and private sectors; as we work together with them to create shared value through our training services. We work with them to design workshops to suit their sectors and their specific needs



MINISTRY OF FINANCE



# TESTIMONIALS

We interact with clients to understand their actual developmental needs and learning objectives so that these are incorporated in the programmes designs. Here are comments from some participants;

➤ Ecobank Ghana

“Overall, the program was good and directly related to work place issues; the course has improved my skills in managing my time and improving my life.”

“Approach to teaching was good. Excellent delivery and presentation of ideas.”

“The training has been impactful. The training experience was exceptional. Facilitators showed mastery and expertise on the subject. It has given me more insight as to personal development. This was excellent.”

➤ ABSA Bank Ghana

“The course was well structured; it helped me to identify the leadership gaps that I have and provided solutions to lead effectively.”

➤ Transocean

“I learnt that cultural diversity, norms and beliefs should not hinder progress and productivity at our work place. It is good to communicate that properly with the team maters”.

# CONTACT US

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