

# TRAINING CALENDAR

NOVEMBER 2025 to JUNE 2026



Shared iQ

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 [www.sharediq.org](http://www.sharediq.org)



# Shared iQ

## ABOUT US

We are a leading Corporate Training Company specializing in employee learning, development, and consulting services.

## OUR VISION

To be a trusted source of high-quality corporate training and professional events in the markets we serve.

## OUR MISSION

To meet our customers' learning needs by providing relevant, current, and measurable training while fostering lasting relationships.

## WHY CHOOSE US?

Through our public training courses and customized in-house corporate training programs, we aim to transform workplace standards by upskilling and empowering support staff and those new to management.

By choosing Shared IQ for your corporate training needs, you are investing in a proven, high-quality learning experience. Our expert trainers provide an engaging and interactive program that will result in tangible benefits for both the individual and the organization.

### Canada Office



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Calgary, AB  
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### South Africa Office



177 Crescendo  
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# INTERNATIONAL RELATIONS, DIPLOMACY AND PROTOCOL



## COURSE OVERVIEW

In an era where the international order is being reshaped, treaties are unraveling, and tariffs dominate global discourse, understanding the intricacies of international relations has never been more critical.

Trade wars, geopolitical tensions, and shifting alliances are redefining the way nations interact, making diplomacy and protocol essential tools for navigating this complex landscape.

This **5-day course** dives into the dynamic interplay between global governance, diplomacy, and protocol.

It equips participants with the knowledge and skills to effectively engage in international political and business exchanges, addressing the challenges of a rapidly evolving world.

## COURSE OUTCOMES

At the conclusion of this course, participants will be able to:

- Understand the International System of governance
- Appreciate Geopolitics and how nations relate
- Explain the foundations of Protocol and Diplomacy
- Know and draft the appropriate Diplomatic Correspondence for different scenarios
- Understand the role of multi-lateral organizations
- Master the Order of Precedence especially when hosting dignitaries

## DATES AND VENUES

- **17 - 21 November 2025** Online via Zoom
- **24 to 28 November 2025** in Dubai, UAE
- **26 - 30 January 2026** in Nairobi Kenya
- **16 - 20 March** Online via Zoom
- **25 - 29 May 2026** in Brisbane Australia



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# ADVANCED PLANNING & COMMUNICATION

## FOR ADMINISTRATIVE PROFESSIONALS



## COURSE OVERVIEW

Our most requested course is back, with new topics! Covering modern administrative management practices, this 5 day course is tailored to empower participants with advanced organizational and communication skills.

Additionally, the ethical use of AI in the workplace for planning and scheduling to streamlining administrative processes, will be a recurring theme.

## COURSE OUTLINE

- Advanced Planning, Organizing and Scheduling
- Modern administrative skills required for working in the Executive Office
- How to significantly improve the quality of your business writing
- Interpersonal communication best practices
- Leveraging the benefits of AI to improve task management

## WHO SHOULD ATTEND?

- **Seasoned Administrators:** Perfect for experienced administrators aiming to update their skills.
- **New Administrative Professionals:** Ideal for those new to the job who require the best skills to start right
- **Office Managers:** For office managers seeking to enhance their organizational capabilities.
- **Support Staff:** For support staff looking to climb the career ladder with advanced skills.

## DATES AND VENUES

- 24 - 28 November 2025  
Online via Zoom
- 1 - 5 December 2025 in  
Dubai, UAE
- 9 - 13 February 2026  
Online via Zoom
- 20 - 24 April 2026 in  
Brisbane Australia
- 1 - 5 June 2026 in St. Lucia



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# ACCOUNTS PAYABLE

## Advanced Skills for Finance and Administrative Professionals



### COURSE OVERVIEW

This 5-day practical course is designed to give participants in-depth skills in managing complex invoice workflows, strengthen compliance and fraud prevention practices, and leverage digital tools for streamlined end-to-end AP processing. Strategies for data analysis and process improvement, and deep dives into regulations, cash flow forecasting, and vendor negotiations will be covered. Through case studies, attendees learn to position AP as a driver of operational excellence and business partnership within their organizations.

### COURSE OBJECTIVES

- Implement and monitor strong internal controls, including three-way matching, exception reporting, and vendor master management to prevent errors and minimize fraud risk.
- Analyze payment terms and cash flow data to identify cost-saving opportunities such as early payment discounts, and negotiate favorable vendor contracts
- Troubleshoot complex issues, such as high-volume discrepancies, disputed invoices, and system integration challenges.
- Communicate confidently with internal teams, auditors, and external vendors, providing meaningful data-driven insights and supporting business decision-making.

### WHO SHOULD ATTEND

- Experienced admin and finance staff seeking to deepen their technical and analytical skills in Accounts Payable.
- Office Professionals looking to take on more complex processes.
- Those working with external customers and need to improve their Accounts Payable skills.

### DATES AND VENUES

- **23 - 27 February 2026** Sandton, Johannesburg, South Africa
- **4 - 8 May 2026** Online via Zoom



# EFFECTIVE RISK MANAGEMENT

## PRACTICAL STRATEGIES FOR THE MODERN WORKPLACE

### COURSE OVERVIEW

This 5-day course empowers support staff to identify, assess, and manage risks in day-to-day office environments with confidence. Through practical scenarios, participants will learn the essentials of risk awareness, active prevention, and effective response to common workplace challenges. The course's focus is on building a clear, hands-on understanding of risk management so that all staff can contribute to a safer, more resilient organization. Interactive activities promote skills that can be applied to process improvement, safety, data handling, and service delivery.

### LEARNING OBJECTIVES

**In this course, participants will:**

- Recognize common types of workplace risk –including operational, compliance, and safety issues.
- Apply the best techniques for identifying and documenting potential risks in daily work.
- Assess risks and decide on proportionate, practical ways to manage or escalate them.
- Communicate risk concerns clearly with colleagues and supervisors, supporting a culture of openness.
- Respond to emerging or unexpected issues effectively, limiting disruption to the team's work.

### WHO SHOULD ATTEND

- Administrative Professionals who encounter and manage risks during their duties.
- HR, operations, and facilities staff with responsibilities for policies, safety, or compliance.
- Any employee seeking to foster a more proactive, resilient workplace culture.

### DATES AND VENUES

- **23 – 27 March 2026** in Sandton, Johannesburg, South Africa
- **15 – 19 June 2026** Online via Zoom



# WHO ELSE HAS ATTENDED?

PARTICIPANTS FROM THE FOLLOWING ORGANIZATIONS HAVE BENEFITED FROM SHARED IQ TRAINING.



International  
Rice Research  
Institute



Global Affairs  
Canada  
Affaires mondiales  
Canada



Embassy of the  
Kingdom of the Netherlands



OXFAM



ROYAL NORWEGIAN EMBASSY



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CENTRALE BANK VAN ARUBA



Ministry of General  
Affairs, Sint  
Maarten



Foreign, Commonwealth  
& Development Office



دائرة المراجعة  
SUPREME AUDIT INSTITUTION



Department of  
Children & Family Services  
Cayman Islands Government



Environmental  
Protection  
Agency - Guyana



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**CONTACT US FOR INQUIRIES OR BOOKINGS**



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