



HUMAN CAPITAL DEVELOPMENT & MANAGEMENT

Consultancy · Capacity Building · Resourcing · Africa

Training Catalogue

120 Specialized Programmes across 6 Disciplines

Peil Consultancy Ltd is a world-class partner in human capital development, capacity building and management — adding excellent value to our clients' business as a supportive business partner for over four decades.



The Peil Consultancy team & faculty

OUR SERVICES

- Consultancy
- Business Development
- Resourcing
- Industrial Security & Safety Management
- Capacity Building
- IT Management
- Outsourcing & Labour Supply
- Office & Security Equipment Supply

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Specialized Areas of Training

Each discipline offers twenty (20) programmes, delivered by trainers with advanced-level competencies and effective post-training follow-up.

01 Management & Leadership

EXECUTIVE · 20 COURSES

01 Strategic Leadership for Senior Executives	11 Talent Management & Succession Planning
02 Emotional Intelligence for Leaders	12 Strategic Human Resource Management
03 Change Management & Organizational Transformation	13 Managing Workplace Diversity & Inclusion
04 Performance Management Systems	14 Executive Communication & Public Speaking
05 Coaching & Mentoring for Managers	15 Project Leadership & Delivery
06 Effective Delegation & Team Empowerment	16 Finance for Non-Finance Managers
07 Corporate Governance & Board Effectiveness	17 Time & Priority Management for Executives
08 Decision-Making & Problem Solving	18 Ethics & Integrity in Leadership
09 Leading High-Performance Teams	19 Women in Leadership & Management
10 Conflict Resolution & Negotiation Skills	20 Innovation & Design Thinking for Leaders

02 Information Management

SYSTEMS · 20 COURSES

01 Fundamentals of Information Management	11 Document & Workflow Automation
02 Data Governance & Quality Management	12 Metadata Management & Classification
03 Knowledge Management Strategies	13 Digital Asset Management
04 Enterprise Content Management	14 Data Protection & Regulatory Compliance
05 Information Lifecycle Management	15 Information Governance Frameworks
06 Master Data Management	16 Cloud Information Management
07 Information Architecture & Taxonomy Design	17 Data Visualization & Dashboards
08 Big Data Analytics for Decision Making	18 Managing Information Systems Projects
09 Business Intelligence & Reporting	19 Records & Information Management Integration
10 Information Security & Privacy Management	20 Ethics in Information Handling

03 Business Continuity Management

RESILIENCE · 20 COURSES

01 Introduction to Business Continuity Management	11 IT Service Continuity Management
02 Business Impact Analysis (BIA)	12 Pandemic & Health Emergency Preparedness
03 Risk Assessment & Treatment	13 Incident Management & Response
04 Developing a Business Continuity Plan	14 Continuity Strategy Development

05 Disaster Recovery Planning	15 Building Organizational Resilience
06 Crisis Management & Communication	16 Business Continuity Auditing
07 Emergency Response Planning	17 Recovery Time & Point Objectives Planning
08 ISO 22301 Implementation	18 Third-Party & Vendor Risk Continuity
09 Business Continuity Testing & Exercises	19 Crisis Leadership & Decision-Making
10 Supply Chain Resilience	20 Continuity Programme Governance & Maintenance

04 Record Management

ARCHIVAL · 20 COURSES

01 Fundamentals of Records Management	11 Vital Records Protection
02 Records Classification & Filing Systems	12 Managing Email & Digital Correspondence
03 Electronic Records Management (ERM)	13 Metadata for Records Management
04 Records Retention & Disposition Scheduling	14 Records Auditing & Quality Control
05 Archival Management & Preservation	15 Managing Confidential & Sensitive Records
06 Managing Physical Records Storage	16 Records Management for HR & Payroll
07 Digitization & Document Imaging	17 Financial Records Management
08 Freedom of Information & Access Management	18 Migration to Records Management Systems (RMS)
09 Records Management Policy Development	19 Managing Records Through the Lifecycle
10 Compliance & Regulatory Recordkeeping	20 Ethics & Legal Aspects of Recordkeeping

05 Industrial Security & Safety

PROTECTION · 20 COURSES

01 Occupational Health & Safety (OHS) Fundamentals	11 Personal Protective Equipment (PPE) Management
02 Industrial Security Management	12 Incident Investigation & Reporting
03 Fire Safety & Prevention	13 Loss Prevention & Asset Protection
04 Hazard Identification & Risk Assessment (HIRA)	14 Crowd & Event Security Management
05 Workplace Safety Auditing & Inspection	15 Working at Heights & Confined Spaces Safety
06 Physical Security & Access Control	16 Chemical & Hazardous Materials Handling
07 Emergency Evacuation & Response	17 Surveillance Systems & CCTV Operations
08 First Aid & CPR	18 Executive Protection & Close Guarding
09 Security Personnel Training & Supervision	19 Behaviour-Based Safety
10 Safety Management Systems (ISO 45001)	20 Security Threat & Vulnerability Assessment

06 Information Technology Management

DIGITAL · 20 COURSES

01 IT Governance & Strategy	11 Data Centre Management
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02 IT Service Management (ITIL)	12 Digital Transformation Strategy
03 Cybersecurity Management	13 Systems Analysis & Design
04 Network Administration & Management	14 IT Risk & Compliance Management
05 Cloud Computing & Virtualization	15 Business Process Automation
06 IT Project Management	16 AI & Machine Learning Fundamentals
07 Database Administration & Management	17 IT Vendor & Contract Management
08 Enterprise Resource Planning (ERP) Systems	18 Help Desk & Technical Support Management
09 Software Development Lifecycle Management	19 Web & Mobile Application Management
10 IT Infrastructure Management	20 Emerging Technologies & Innovation

To request a proposal or schedule any programme, contact us at peilconsultancyLtd@gmail.com or call 01-792 5334.