Who Are We?

With over 10 years of existence in the tertiary education sector, Whitefield Business School offers professional courses to help organisations enhance their operational efficiency and resilience. Our team is composed of experts in the field of business management and information technology who understand the changing market regulations and dynamics that impact a company’s operations. We have created tailor-made courses that help our clients transform their business and operating models to respond to their competitive threats.
Courses Portfolio
Skills Development Courses

- **Advanced Excel**
  To learn the basic of spreadsheets to Store, Manipulate, Share & Analyse Data

- **Public Speaking**
  Understand the art of Public Speaking, Meet Audience Needs & Expectations, Apply Communication Strategies.

- **Corporate Grooming**
  Project a confident personality and professional appearance & Create Right First Impression in social and professional circles

- **Applied Routing & Switching**
  Learn the knowledge and skills to install, configure and operate a small to medium sized network & Gain a foundation in the essentials of networking, security and automation.

- **Computer Forensics & Investigation**
  The computer Forensic and Investigation course is a basic level course covering the essentials of cyber investigation and forensics.
Soft Skills Courses

21st Century Communication Skills
Developing communication skills can help us avoid conflicts, compromise and help in better decision making.

A good communicator fosters an open environment by being approachable and friendly, but they also listen to others with an open mind.

Turning Problems into Possibilities
Entrepreneurs find it frustrating when the present moments and existing situations mismatch their desirable and planned expectations of the development process for their business. This course will allow participants to develop an opportunity, seek elegance and connect to higher purpose, not simply a quick solution.

Finance for Non-Financial Executives
Emphasizing the importance of financial data on the decision-making process, Finance and Accounting for the non-financial executives to become better users of financial information so they can be more strategic contributors to their organization. Many executives rise to positions of great responsibility with less knowledge of these finance and accounting basics than they’d like to have. Finance and Accounting for the Nonfinancial Executive will demystify the data, clarify key concepts, and teach you important frameworks and fundamentals.
Legal & Compliance Courses

1. Attendees will be exposed to the local and international legal and institutional frameworks and the roles of regulatory bodies to combat money laundering and terrorism financing.

2. This course is designed to assist organisations in the design and implementation of this approach, taking into account national risk assessments and the national legal and regulatory frameworks and other factors. The practical examples will further assist in understanding the various elements of this approach.

3. This course will assist delegates in recognizing the differences between fraud deterrence and fraud detection and identifying reasons why traditional internal controls often fail to deter fraud through effective fraud Risk management.

4. The recent dynamic changes to the regulatory environments have resulted in a growing need for compliance professionals to develop a thorough grasp of compliance fundamentals and their actual application. Thus, this course will help you to understand the holistic compliance process and define the international and local regulatory landscapes.

- **Anti Money Laundering (AML/CFT Updates and Analysis)**
  - August Intake
  - 7 Hrs Duration

- **Risk Based Approach to AML/CFT**
  - August Intake
  - 7 Hrs Duration

- **Fraud Detection and Prevention**
  - September Intake
  - 7 Hrs Duration

- **Compliance Management**
  - September Intake
  - 7 Hrs Duration
Team Building Courses and Activities

Our team building session will make the workplace more enjoyable and help to get everyone “onto the same page” including goal setting. It helps participants to learn more about themselves, Identify & utilize the strengths of team members and teach the team self-regulation strategies. The objectives are to build well knitted team with a creative flair, enhance the group with problem solving, idea generation strategy, collaborative & communication skills.
Team Building in a Hotel or Domaine

Package
Full Day or Half Day (Tea Breaks and Lunch included)

Course
Briefing Sessions, Fun Activities related to training objectives

HRDC Approved
Up to 75% Refundable by HRDC, Assist your organization with G1 and G3 forms
Indoor Team Building

Boost your Team
Complete indoor challenges to score the maximum points to make your team win.

- Full Day or Half Day package
- Briefing session and Fun activities
- Tea Breaks and Lunch
- HRDC Approved
Contact
Our Team

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Why Partner with Us

We can work with you in developing a training program that meets your organization’s requirements.

The courses can be delivered face to face and online depending on your training needs.

All our courses are HRDC Approved and therefore eligible for refund at HRDC up to 75%.

We are a group of experienced professionals involved in education for the past 15 years.
# Training Calendar

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<th>Course Title</th>
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<tr>
<td>Applied Routing &amp; Switching</td>
<td>10 April 21</td>
<td>Corporate Grooming</td>
<td>21 May 2021</td>
<td>Computer Forensics and Investigation</td>
<td>June 2021</td>
<td>Turning Problems into Possibilities</td>
<td>July 2021</td>
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<td>Advanced Excel</td>
<td>22 April 21</td>
<td>Advanced Excel</td>
<td>27 May 2021</td>
<td>Public Speaking</td>
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Thank You
Professional Learning & Development