

# TRAINING CATALOGUE 2022

TUNIS - PARIS - DAKAR



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02 - INSTITUTIONAL SUPPORT

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05 - STUDY TRIPS

INTERNATIONAL SEMINARS  
PROFESSIONAL CERTIFICATIONS



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# CODEV International

We are embarking on a redesign of our curriculum and course offerings to support the overall objective of helping countries achieve micro-economic stability and sustainable growth.

CODEV International stands at the cutting edge in the development of capacity building training to be more responsive to developing countries' needs and purposes for success and prosperity, our in-depth capacity building training highlight real-world examples of policy and regulatory best practices that tackle today's most pressing issues.



CODEV International courses give participants the opportunity to build upon their professional insights, while differentiating themselves by acquiring knowledge in different areas of specialty, they are suitable for professionals at all stages of their career, delivered face to face providing maximum flexibility for participants, to enhance the impact of our trainings and meet the ever-growing demand of our mentees.

By enrolling in CODEV International, you show the initiative for wanting to broaden your skill set, increase your knowledge and enhance your resume.

At CODEV, we blend our core curriculum with innovative offerings and best practice teaching approaches.

Our engaging and challenging courses incorporate reflection and analytical thoughts and we offer a number of seminars to choose from, we provide an environment where participants encounter appropriate challenge in their intellectual pursuits and enhance their skillfulness.

Our participants will have the opportunity to choose from a broad range of topics and subtopics areas, acquire the skills that set them apart as they position themselves for growth, and reinvigorate their career. They will benefit from the connections they forge with professional peers, instructors and expert mentors.

We pride ourselves on being able to meet your exact requirement.



# CODEV International

CODEV International, an independent organization geared towards capacity building and development support missions.

Seeking excellence, which is one of our valuable assets, has empowered us to design effective solutions performance to respond to our participants' needs. Our pragmatic and result-oriented approach has enabled us to succeed in our technical assistance missions to the satisfaction of our mentees and beneficiaries.

CODEV International, specializing in capacity building and technical support interventions in project management, public procurement, public governance and sustainable development. We offer on-site training, tailored to your needs upon request, in various countries, as well as capacity building seminars. CODEV International has succeeded to be one of the main tenors of the continent in its field. We are highly active and we have an impressive network of expert

consultants well recognized in their field of expertise to intervene in a complete panel of coherence and expertise.

Our institute has the objective to promote mentees' capabilities and worth by acquiring resources and integrating them in a way that leads to change in individual behavior and ultimately to more efficient and effective operations of institutions and organizations.

We are present in several sectors of activities, for instance, in public administration, private companies, and local authorities and in development institutions such as :

- + Sustainable development
- + Monitoring and evaluation of development projects and programs
- + Communication
- + Improvement of business climate
- + Environment
- + Agriculture





# OUR MISSION

Our mission keeps us at the vanguard of professional opportunities for the African community; opportunities that make their insertion in a globalized world easier in such a way that will place them in a continuous process of professional evolution, generating new skills and capabilities within a practical, and applicable context.

With a comprehensive portfolio of activities and training programs, mentees will develop new skills through a broad array of expertise that enable them to pursue an applicable experience and professional development. We seek to be part of the professional success of our mentees by sharing our knowledge and expertise to attain the objective pursued through extensive technical cooperation programs

Our training programs embraces a multidimensional approach to sustainable development. In our institute, mentees will undergo several seminars, workshops and specialized activities in order to deliver more effective and engaging training programs, increase learning retention and enhance their methods of delivery.



MEETING WITH  
PROFESSIONAL  
MENTORS

The aim of these appointments organized by CODEV International is to help mentees develop their own skills, strategies and capabilities to tackle the next hurdle more effectively and to provide access to knowledge, situations or networks.



PARTICIPATION  
IN CONFERENCES  
AND FAIRS

In the course of the training program, we offer our mentees the opportunity to attend conferences and fairs in order to raise awareness about a particular theme and to enhance their capacity building.



## OUR VISION

“A world in which knowledge-empowered people, institutions and organizations achieve results to overcome global challenges.”

## Our Mission

“To develop capacities, enhance global decision-making and to support country level action for shaping a better future.”

# CODEV International

## Public Administration

Africa is struggling with the challenge of Human resource development, in particular with its public sector. An efficient and motivated public service is fundamental to governance and to the formulation and implementation of economic and social policy.

Anxious to contribute effectively to the development and improvement of public policies and state governance systems, CODEV International has placed public administration sector at the scale of its priorities. Since its creation, CODEV has pursued its mission to contribute to the emergence of an efficient public sector by helping governments, both at central and sub-national levels, in the implementation of Results Based Management (RBM) while offering innovative solutions to promote the quality of public programs and services.



We provides support and expertise to many public organizations, including cross-sectoral and sectoral ministries, deconcentrated or decentralized public-sector organizations, parastatal organizations, state-owned companies, technical and financial partners, etc, offering a rich and diverse range of consulting services, training programs and decision support system

# Institutional SUPPORT

Institutional strengthening is a high priority for CODEV. It has always been an essential and central element of our activity since our inception.

Our initiative purposefully has paved the way for CODEV International to be the preferred destination for African managers and executives to develop and enhance their skills in a sustainable learning environment that advances capacity-building pursuits and enhance skills acquisition through the delivery of outstanding services, identifiable values, and exceptional experiences.

In short, we have a proven record of accomplishment, no matter what industry you are in; we have the tools and the experience necessary to customize the ideal solution to effectively train your employees.



CODEV provides a positive experience that defines success broadly. We contribute to improved performance in development projects and public institutions through better management of resources and capacity building .

**OUR OATH IS TO PROVIDE OUR PARTICIPANTS WITH A HIGH-QUALITY SERVICE, SUBSTANTIALLY AND CONSTANTLY UPDATED TO MEET THEIR NEEDS AND EXPECTATIONS**

We seek to impart an exceptional educational experience centered on high-quality practical instruction and a relevant curriculum. CODEV International inspires to meet participants' needs, provides a safe environment where diversity is supported and have up-to-date technology and facilities to make sure that participants can immediately begin transferring what they have learned to their daily work.

CODEV International is committed to offering you the best training seminars that help you achieve your goals and succeed in your projects. We seek to provide trainings that prepare each participant to face current and future major professional challenges.

A major part of our effort is to offer training opportunities to improve performance at both the personal and institutional level, which can be applied in a wide range of business sectors.



# CODEV INTERNATIONAL

## *Sustainable Development projects and programs*

The world is faced with challenges in all three dimensions of sustainable development – economic, social and environmental. CODEV International aims towards contributing to the deliberations on sustainable development; strategies need to be ambitious, action-oriented and collaborative and to adapt to different levels of development. Achieving sustainable development will require global actions to deliver on the legitimate aspirations towards further economic and social progress, requiring growth and employment.

Faced with resource scarcity and capital shortages, the main concern of actors and development professionals is to implement actions and interventions that respond to the needs of populations expressed in terms of impacts and, effects and outcomes. CODEV International steps in to provide a coherent set of seminars aimed at project development managers, coordinators and professionals.

Our training programs are designed to meet the required needs of governments, donors and development aid agencies, we seek to lead participants towards the goals that we have defined to help acquire and retain skills longer. We have always endeavored to develop the most effective tools over the years; our mentors are determined to develop procedures for all training programs to identify barriers that are preventing skills from being applied and to increase productivity.



# Mainstreaming Climate Change into NATIONAL DEVELOPMENT

Climate change poses a serious challenge to the attainment of the Millennium Development Goals. It is a major challenge at both national, regional levels. It will certainly affect all ecosystems as well as all human societies in different ways and in different degrees. It is therefore important to manage climate change risks as part of our development approach. Integrating climate change as a crosscutting issue in development plans will protect hard-won advances made to date and to be made in the future in reducing poverty worldwide. Such an integrated approach will make development more resilient by reducing climate impacts and identifying development opportunities that may otherwise be overlooked.



CODEV International provides policy and capacity development services on climate change to support developing countries respond to climate change impacts and integrate climate risks into national planning.

Mainstreaming climate change in planning and decision making processes is a crucial tool to ensure climate change adaptation. This approach involves taking into account risks and opportunities while putting in place adaptation measures that are attuned to the long-term vision of development.

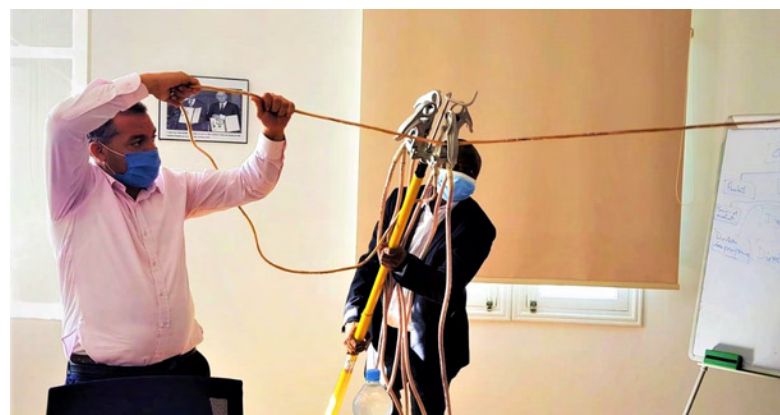


**Through these services, CODEV International supports national and sub-national governments to transform their development path to a low-emission and ecologically sustainable future.**



# Study trips

Anxious to bring a better value to its services, CODEV International has a key role to play in the implementation of lively technical workshops by professionals and visits to major sites to promote the exchange of practices and experiences.





# Cooperative AGREEMENT

## Partnership CODEV – CAFRAD

CODEV International has signed a partnership agreement with the African Training and Research Centre in Administration for Development (CAFRAD) November 16, 2018, in Tangier - Morocco in order to participate actively in the development of the African continent through professional development and promoting partnerships and networking.



## Partnership CODEV – Cadastre Minier RDC

CODEV International has signed a treaty protocol with the DRC's Mining Registry to carry out capacity building missions for the benefit of its managers. A first training workshop was conducted from 03 to 14 June 2019 in Kinshasa on «Skills Assessment Tools and Methods» for the benefit of 60 senior managers of CAMI who are holding the position of Directors, Provincial Directors, Head of Department and Head of Service.



# Cooperative AGREEMENT

## Partnership CODEV – ITAC

The Central African Institute of Labor (ITAC) entrusts CODEV International with the institutional support of its affiliates in 11 countries in Central Africa, namely: Angola, Burundi, Gabon, Cameroon, Equatorial Guinea, Republic, Democratic Republic of Congo, Republic of Congo, Rwanda, Central African Republic, Sao Tome and Principe and Chad for the 2019-2020-2021 mandate.



## Partnership CODEV International - Ministry of the environment and sustainable development The Republic of Tunisia



Following a competitive bidding process, CODEV International has been mandated by the Tunisian Ministry of the environment and sustainable development for the training of teachers and inspectors of primary and basic education on the theme of «Education for Sustainable Development ESD» aimed at raising the awareness of young people and schoolchildren to the respect of the environment and making it possible to simulate changes in their present and environmental concerns.

This activity, held on October 2019, was scheduled in three similar sessions in the North, Center, and South of Tunisia





# International Partners

## One of the strengths of CODEV International is its network of partners

CODEV International works in partnership with several institutions and organizations around the world to support their growth and development by focusing on advisory services, capacity building and development of a practical and operational decision-making system.

### The Millennium Challenge Account Niger (MCA - Niger)

Institutional Capacity Building Missions for Millennium Challenge Account Niger - MCA-Niger.



### Project to Improve Access to Electricity in Guinea (PAAEG)

Training and technical and managerial assistance for the benefit of senior officials of the PAAEG (Project for Improving Access to Electricity in Guinea)



### The National Association of Municipalities of Benin (ANCB) : OMIDELTA

Training missions for executives of the National Association of Municipalities of Benin (OMIDELTA Program) on: "Planning, Execution and Monitoring & Evaluation of projects and programs"





# International Partners

## Ministry of Secondary Education of Niger

Capacity-building missions of the Directors of the Ministry of Education on the following themes:

- Human resources management
- Network administration
- Administrative support
- Education in Emergency Situations



## 225 kV Electricity Interconnection Project Guinea-Mali (PIEGM)

Capacity building of senior executives of the 225 kV Guinea-Mali Electricity Interconnection Project (PIEGM)



## Public Procurement Regulatory Authority - Niger (ARMP-Niger)

Training and technical assistance for public procurement managers - Autorité de Régulation des Marchés Publics – NIGER.



## Niger Basin Authority (ABN)

Institutional capacity building of the Basin Authority Republic of Niger.





# ONLINE TRAININGS

*" Study at your own pace "*

## INNOVATING E-LEARNING FOR CAPACITY DEVELOPMENT

### CUSTOM E-LEARNING

Custom E-learning experience can be created based on role, experience, skill , or need of your employees.

To meet the required needs of its attendees , CODEV International offers all its training courses and workshops online through a platform adapted to the requirements and high standards of the distance learning.

Online training are a powerful tool, not only to transfer knowledge and allow participants to acquire nexus competencies , but more broadly to overcome spatial and temporal restrictions that prevent individuals from pursuing a face-to-face learning.



Convinced of the increase of virtual methods and in alignment with its proactive policy, CODEV International makes available to its participants a set of innovative and interactive teaching tools to enable them to follow all its training remotely while being at home.

Such an initiative can only attest to CODEV's remarkable responsiveness and its continuous commitment to its participants, which makes its distinction.



**Mr. BOURGOU EMMANUEL**

*Head of Department/ Public Procurement Department, Burkina Faso*



I feel privileged to have been able to benefit from this online training. It was very rewarding with a dynamic team and a very pedagogical and attentive trainer, the explanations were very clear and well illustrated.

A complete training with zero kilometers covered, simply to recommend!

Thank you!



**Mr. GILBERT N'GUESSAN**

*Independent Consultant, Côte d'Ivoire*



CODEV International allowed me to identify and appropriate the components of the planning/execution/monitoring and evaluation of development projects.



# CODEV International, Official Partner of the PECB Group Inc.

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CODEV International has signed a strategic partnership with the **PECB Group-Canada** to consolidate efforts to provide a highly qualified and internationally recognized training and certifications.

CODEV International and PECB Group put all their expertise and know-how in the field of **ISO standards** and offer online certification courses based on innovative training methods through its best experts to respond to the evolution of the business lines and achieve real global recognition of prior learning.

## Valeur de notre Certification :

The value of **PECB-CODEV certifications** is validated by the accreditation from the International Accreditation Service (IAS) and the United Kingdom Accreditation Service (UKAS) under **ISO/IEC 17024**.

Our principal objective is to offer training courses that help professionals and organizations show commitment and competence by providing them with valuable education, evaluation and certification against rigorous internationally recognized standards.





**CODEV International launches its new and unique  
certification preparation project**

## **CERTIFICATION PREPARATION PROGRAMMES**

**PeopleCert**<sup>®</sup>  
All talents, certified.

**PM** Project  
Management  
Institute.

 **Scrum.org**  
The Home of Scrum

## MASTER PROJECT, PROGRAM AND PORTFOLIO MANAGEMENT P3O® FOUNDATION

### **P3O® - PORTFOLIO, PROGRAMME AND PROJECT OFFICES**



**PERIOD**  
5 Days

P3O® is a set of principles, processes, roles and techniques aligned with PRINCE2®, MSP® and MoR® that facilitate Portfolio, Program and Project Management.

AXELOS's P3O™ (Portfolio Programme and Project Offices) methodology enables the efficient implementation (or optimization) of a PMO to facilitate project portfolio management.

#### **TRAINING PROGRAM:**

##### **Day 1:**

- Introduction to P3O®
- Presentation of the P3O model®
- Rationale for the need for a P3O model®

##### **Day 2 :**

- Structure "P3O ®"
- Roles and responsibilities

##### **Day 3 :**

- Implementing or Reinvigorating a P3O

##### **Day 4 :**

- Tools and techniques

##### **Day 5 :**

- Exam Preparation "P3O® FOUNDATION": SIMUL EXAM: Blank 70-question exam for 1 hour with correction



#### **INCLUDED:**

- P3O Foundation Review
- AXELOS P3O Official Manual
- Live Expert Trainer
- Exercises and case studies
- Blank exams



## STRENGTHEN YOUR PROJECT MANAGEMENT SKILLS

### **PROJECT MANAGEMENT PROFESSIONAL (PMP)®**



#### **PERIOD**

5 days, 35 hours

**The training is led by a  
certified PMP instructor.**

The Project Management Professional (PMP®) certification was created in 1984 in the United States by the Project Management Institute (PMI®) to validate the skills of project managers to coordinate teams and achieve performance under deadlines, budget, and resources.

This certification has become an international standard, given the changing times of all kinds.

Intended for professionals with significant experience in project management, This training, will allow you to acquire the tools and best practices essential to know in the PMP® certification process. You will be prepared for the exam in support of multiple training and learning activities.

#### **Knowledge and skills acquired:**

- Discover all the areas of knowledge of project management
- Understand and apply the processes and practices required to build effective and effective teams
- Plan the project (budget, schedule, scope, quality, project activities, procurement and closure)
- Execute and deliver the project within time, budget and resource constraints
- Mastering the project management tools
- Know how to communicate correctly on project progress and potential variances
- Prepare for PMP® certification with questions
- Understanding the admission procedure and the preparation of the eligibility file
- Prepare a revision plan for the exam.



#### **INCLUDED:**

- PMBOK Official Guide
- A Test Simulator in English or French (X-AM)
- Framing and coaching sessions (8 sessions)
- A battery of questions with answers and explanations
- An electronic version of the PMP preparation course material

## PROVE YOUR SCRUM KNOWLEDGE AND GET CERTIFIED

### PROFESSIONAL SCRUM MASTER™ I



The Professional Scrum Master™ Level I (PSM I) certification is available to anyone wishing to validate their extensive knowledge of the Scrum Framework and its application. Those who pass the assessment will receive industry-recognized **PSM I** certification to demonstrate their fundamental Scrum proficiency.

Upon completion of the **Scrum Master (PSM I)** training, you will achieve the following objectives:

- Help Scrum teams bring value to their organization. Learn
- the skills, traits and behavioral changes required to be a Scrum Master.
- Initiate, plan and conduct a Scrum project
- Animate and coordinate the different Scrum rituals Bring
- stakeholders together
- Pass the exam and earn your Scrum.org Professional Scrum Master™ PSM I certification

#### TRAINING PROGRAM:

**1 -The concept of enterprise agility**

**2 -The Scrum Framework**

**3 -Investing the role of Agile Manager**

**4 -Lead a project as a Scrum Master**

**5 -Preparation for Professional Scrum Master certification**

- Practical tips for passing the official exam Passing
- a blank exam with collective correction

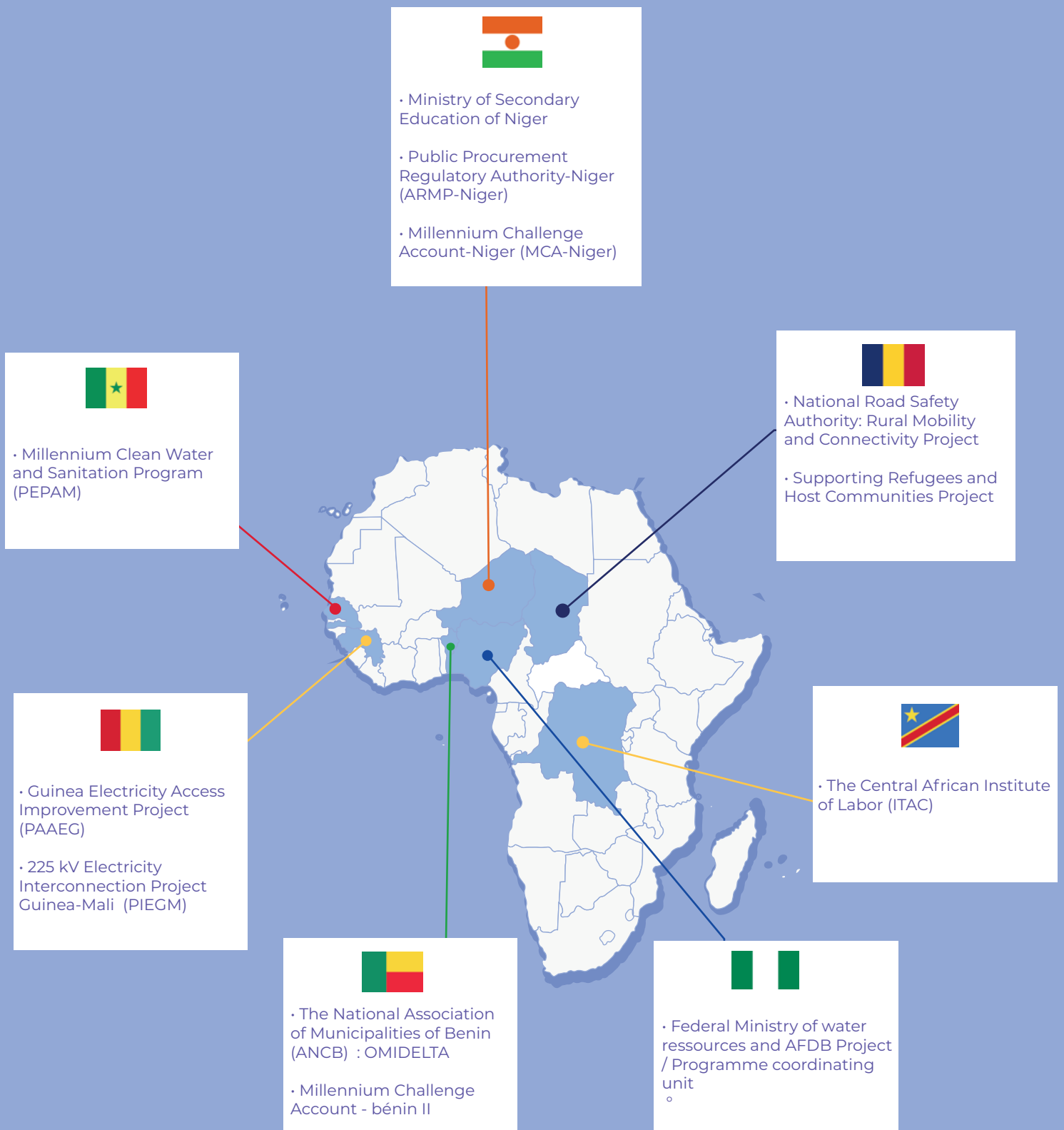


#### INCLUDED:

- Exam and certification PSM I
- Scrum Guide
- Blank exam
- Exercises and case studies



# Recent Interventions 2020-2021



# TRAINING CALENDAR 2022

TUNIS - PARIS - DAKAR





# DEVELOPMENT PROJECTS AND PROGRAMS





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>DEVELOPMENT PROJECTS AND PROGRAMS</b>					
monitoring and evaluation of development projects and programs	CIP1	2 weeks	From 07 to 18 March	Tunis	3 600
Evaluation of educational projects and programs	CIP2	2 weeks	From 14 to 25 March	Tunis	3 600
Preparation and formulation of development projects: from strategy development to the loan negotiation process	CIP3	3 weeks	From 04 to 22 April	Tunis	4 400
Accounting and financial management of projects-preparation of financial statements	CIP4	2 weeks	From 11 to 22 April	Tunis	3 600
Monitoring of projects and programs by geographic information systems (GIS)	CIP5	2 weeks	From 02 to 13 May	Dakar	3 600
Strategic and operational planning of development projects and programs	CIP6	2 weeks	From 02 to 13 May	Tunis	3 600
<b>NEW</b> IT project management (ITPM)	CIP7	2 weeks	From 16 to 27 May	Tunis	3 600
Planning, implementation and monitoring and evaluation of projects and programs	CIP8	2 weeks	From 06 to 17 June	Tunis	3 600
Management of social projects and social coaching	CIP9	2 weeks	From 13 to 24 June	Tunis	3 600
Resource Mobilization Techniques and Tools for Financing Development Projects and Programs	CIP10	2 weeks	From 04 to 15 July	Paris	3 600
Survey, Processing and Statistical Analysis Techniques	CIP11	2 weeks	From 18 to 29 July	Tunis	3 600
Audit and control of development projects and programs	CIP12	2 weeks	From 01 to 12 August	Tunis	3 600
Communication for development C4D	CIP13	2 weeks	From 15 to 26 August	Paris	3 600
IT tools for monitoring and evaluation of development projects and programs	CIP14	3 weeks	From 05 to 23 September	Tunis	4 400
Monitoring & Evaluation of development projects and programs	CIP15	2 weeks	From 03 to 14 October	Tunis	3 600
Development projects and programs Coordinator	CIP16	3 weeks	From 07 to 25 November	Dakar	4 400
Project planning and project management processes (methods and techniques)	CIP17	2 weeks	From 12 to 23 December	Dakar	3 600

# PUBLIC FINANCE

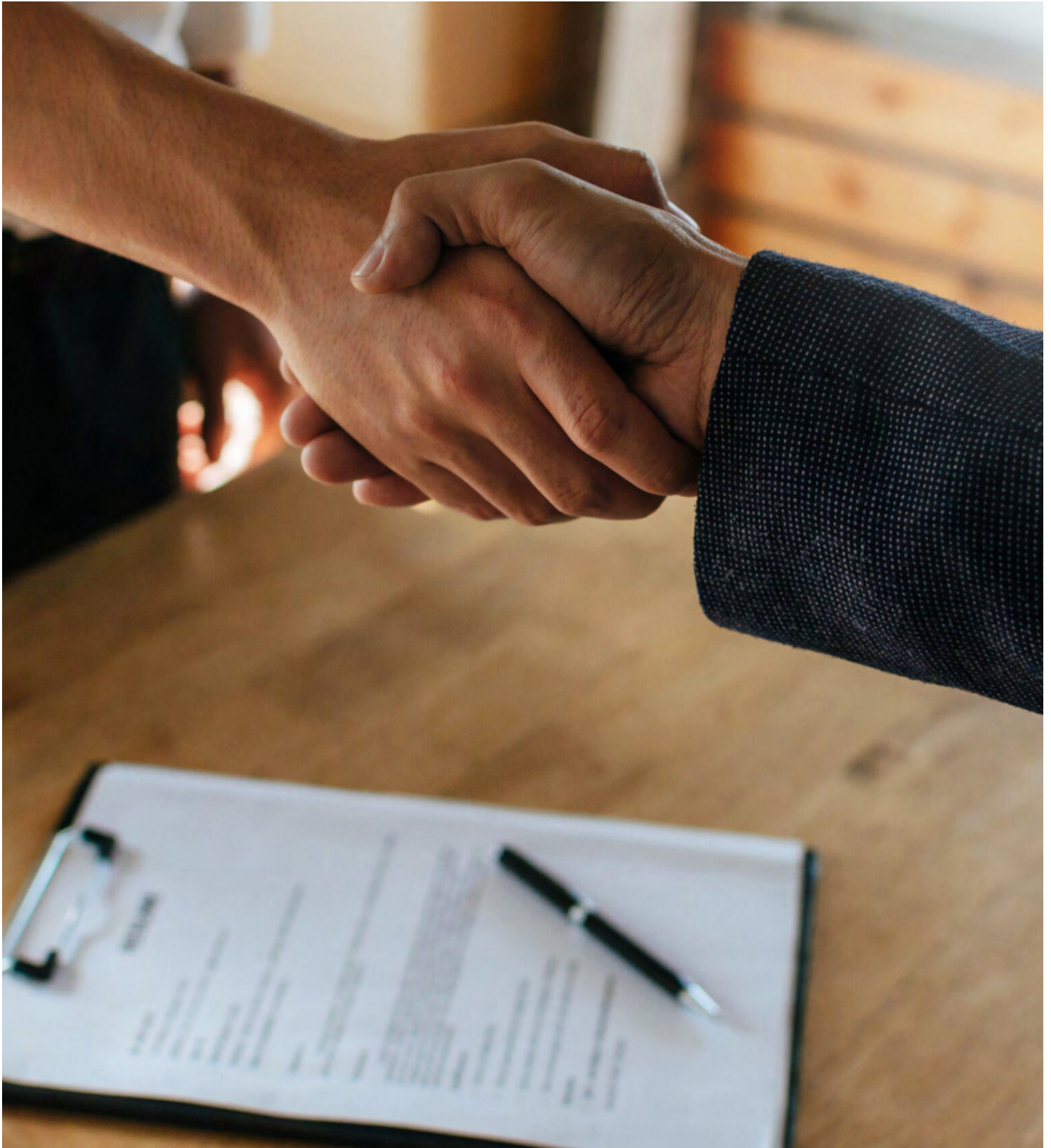


# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>PUBLIC FINANCE</b>					
Budget management, monitoring and analysis.	CIF1	2 weeks	From 14 to 25 March	Tunis	3 600
Macroeconomic forecasts and budgetary framework	CIF2	2 weeks	From 11 to 22 April	Dakar	3 600
Financial and Budget Management Tools (GFOT, MTEF and program budget)	CIF3	3 weeks	From 02 to 20 May	Tunis	4 400
Budget and Accounting of Public Institutions and introduction to IPSAS	CIF5	2 weeks	From 06 to 17 June	Tunis	3 600
Public debt management	CIF6	2 weeks	From 04 to 15 July	Tunis	3 600
Preparation, programming and results-based budget execution (MTEF, program budget)	CIF7	3 weeks	From 04 to 22 August	Tunis	4 400
Public financial management audit	CIF8	2 weeks	From 15 to 26 August	Tunis	3 600
Results Based Management (RBM): Performance management	CIF9	2 weeks	From 05 to 16 September	Tunis	3 600
Implementation of the Institutional Act on Finance legislation (LOLF)	CIF10	2 weeks	From 12 to 23 September	Tunis	3 600
Evaluation of the Public Financial Management System according to the 2016 PEFA Methodology	CIF11	3 weeks	From 03 to 21 October	Paris	4 400
Macroeconomic data modeling a. Practical training : Structural multivariate models b. (VAR and VECM), Panel data models with direct application on Eviews	CIF12	2 weeks	From 10 to 21 October	Tunis	3 600
Control, Audit and Evaluation of Public Expenditure	CIF13	2 weeks	From 07 to 18 November	Tunis	3 600
Principles of Public Accounting: Regulation, Standardization, Accounting Marketing and Financial Analysis of Public Accounts	CIF14	2 weeks	From 14 to 25 November	Dakar	3 600
The new public manager and good governance	CIF15	2 weeks	From 05 to 16 December	Tunis	3 600



# PROCUREMENT



# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>PROCUREMENT</b>					
Accounting and financial monitoring of a public contract	CIM1	2 weeks	From 07 to 18 March	Dakar	3 600
Public Procurement Strategy: Defining and Developing a Public Purchasing Policy	CIM2	2 weeks	From 14 to 25 March	Tunis	3 600
Advanced management of public procurement	CIM3	2 weeks	From 09 to 20 May	Tunis	3 600
Public Procurement: Audit and Control	CIM4	2 weeks	From 13 to 24 June	Tunis	3 600
Public procurement risk management	CIM5	2 weeks	From 11 to 22 July	Dakar	3 600
Public procurement: Prevention and Management of claims and litigation	CIM6	2 weeks	From 01 to 12 August	Tunis	3 600
Procurement and execution of contracts : new reforms of the World Bank and AfDB (2016)	CIM7	3 weeks	From 05 to 23 September	Tunis	4 400
Procurement : Practical training on standard documents	CIM8	2 weeks	From 03 to 14 October	Tunis	3 600
Dashboards in Public Procurement	CIM9	2 weeks	From 17 to 28 October	Tunis	3 600
Governance, management and regulation of procurement	CIM10	3 weeks	From 07 to 25 November	Tunis	4 400
Public Private Partnerships Management (PPP)	CIM11	2 weeks	From 14 to 25 November	Dakar	3 600
Preparation and practical use of FIDIC contracts	CIM12	2 weeks	From 05 to 16 December	Tunis	3 600
Public Procurement Plan, Budget, Program	CIM13	2 weeks	From 12 to 23 December	Tunis	3 600





# MODERNIZATION OF PUBLIC ADMINISTRATION





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>MODERNIZATION OF PUBLIC ADMINISTRATION</b>					
Electronic public contract procedures	CIT1	2 weeks	From 07 to 18 March	Tunis	3 600
Dematerialization of processes and electronic archiving	CIT2	2 weeks	From 04 to 15 April	Tunis	3 600
Change Management in Public Administration	CIT3	2 weeks	From 09 to 20 May	Paris	3 600
Develop and implement an information strategy	CIT4	2 weeks	From 06 to 17 June	Tunis	3 600
Use of ICTs for local development	CIT5	2 weeks	From 04 to 15 July	Tunis	3 600
System Administration	CIT6	2 weeks	From 01 to 12 August	Tunis	3 600
Reform, innovation and modernization of public administration	CIT7	2 weeks	From 15 to 26 August	Paris	3 600
Digital libraries and open archives	CIT8	2 weeks	From 12 to 23 September	Tunis	3 600
Implementation of an information monitoring system within development projects	CIT9	2 weeks	From 03 to 14 October	Tunis	3 600
Networks and IT Security	CIT10	2 weeks	From 07 to 18 November	Tunis	3 600



# INFRASTRUCTURE





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>INFRASTRUCTURE</b>					
Organization, planning and site management	CII1	3 weeks	From 07 to 25 March	Dakar	4 400
Urban Transport Planning	CII2	2 weeks	From 09 to 20 May	Tunis	3 600
Conduct of infrastructure works	CII3	2 weeks	From 13 to 24 June	Paris	3 600
Economic evaluation of road projects	CII4	2 weeks	From 08 to 19 August	Tunis	3 600
Road Safety Audit	CII5	2 weeks	From 15 to 26 August	Tunis	3 600
Governance of Road Safety	CII6	3 weeks	From 05 to 23 September	Tunis	4 400



**Mrs ALLADATIN MIREIZE EMENIQUE**

*Water and Sanitation Engineer / National Association of Municipalities of Benin OMIDELTA*



I was stunned by the open-mindedness and warm welcome of the Tunisians, the well thought-out and well organized training cycle in general, I enjoyed the MS-PROJECT part. the trainers, Mr Ridha and Mr Salah, have particularly impressed me by their ability to transmit their knowledge.





# **WASH** : WATER, SANITATION, AND HYGIENE



# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>WASH, WATER, SANITATION AND HYGIENE</b>					
Geomatics for Integrated Water Resources Management (IWRM)	CIW1	2 weeks	From 09 to 20 May	Dakar	3 600
Management of water and sanitation facilities (drinking water, rainwater and wastewater)	CIW2	2 weeks	From 13 to 24 June	Tunis	3 600
Participatory planning, monitoring and evaluation of drinking water supply and sanitation programs	CIW3	3 weeks	From 04 to 22 July	Tunis	4 400
Hygiene promotion: planning and management for behavioral change	CIW4	2 weeks	From 11 to 22 July	Paris	3 600
Road hydraulics	CIW5	2 weeks	From 15 to 26 August	Tunis	3 600
Promoting integrity in the water sector	CIW6	2 weeks	From 03 to 14 October	Tunis	3 600
Design and dimensioning and modeling of sanitation works	CIW7	2 weeks	From 17 to 28 October	Tunis	3 600
Implementation of infection prevention and control programs in the WASH sector	CIW8	2 weeks	From 07 to 18 November	Tunis	3 600



**Mr MAMADOU DIOULDE BAH**

*Administrative and Financial Assistant/ PBF/ UNDP/ Republic of Guinea*



The CODEV team is very welcoming, dynamic and proactive for take into account participants' concerns, has high-level and competent trainers I thank again all the staff of CODEV and also personally marked for the availability of logistic team that allowed me to make the tourist visit of this beautiful Tunisian city , again Thank you.



**Mr GNIKPO FASSINOU ARISTIDE**

*Deputy Director of Programming and Foresight/ Ministry of Agriculture-ACC-PADDDSA - Benin*



We thank CODEV International for the training module which is a topical theme . Following the economic crisis of the 2000s, the world has resolutely turned to the rationalization of public spending and the search for performance.



# SUSTAINABLE **DEVELOPMENT**





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>SUSTAINABLE DEVELOPMENT</b>					
QHSE system (Quality / Hygiene / Safety / Environment)	CID1	2 weeks	From 08 to 19 August	Tunis	3 600
Mastering the geographic information system (GIS)	CID2	2 weeks	From 05 to 16 September	Tunis	3 600
World Bank Environmental and Social Safeguard Policies	CID3	3 weeks	From 12 to 30 September	Tunis	4 400
Environmental and social impact assessments and monitoring of ESMP	CID4	3 weeks	From 03 to 21 October	Tunis	4 400
Establishment of an environmental management system and standard 14 001	CID5	2 weeks	From 17 to 28 October	Tunis	3 600
Corporate Social Responsibility and Standard ISO 26000	CID6	3 weeks	From 07 to 25 November	Tunis	4 400
Implementation of the occupational health and safety system	CID7	2 weeks	From 14 to 25 November	Tunis	3 600



**Mrs. DAVODOUN EULODIE**

*SE/ ABN Executive Assistant: Niger Basin Authority*



We recommend CODEV because it is a good centre for capacity building. CODEV is equipped with good consultants very flexible in terms of choice of the topic/ date of the training according to your availability.

# CLIMATE CHANGE





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>CLIMATE CHANGE</b>					
Integrating climate change into education programs	CIC1	2 weeks	From 04 to 15 April	Tunis	3 600
Resilience analysis tools and sensitive local planning planning in climate change	CIC2	2 weeks	From 11 to 22 April	Tunis	3 600
Integrating climate change into national development planning and budgeting	CIC3	3 weeks	From 02 to 20 May	Dakar	4 400
Assessing and Preventing environmental risk in urban area	CIC4	2 weeks	From 13 to 24 June	Paris	3 600
Challenges, tools and methods of international negotiations on climate change	CIC5	2 weeks	From 08 to 19 August	Tunis	3 600
Implementation of a national adaptation plan to climate change	CIC6	3 weeks	From 05 to 23 September	Tunis	4 400
Climate-smart agriculture: adaptation and mitigation practices	CIC7	3 weeks	From 03 to 21 October	Dakar	4400
Mainstreaming climate change Adaptation in urban areas	CIC8	2 weeks	From 07 to 18 November	Paris	3 600
Financing tools against climate change	CIC9	2 weeks	From 14 to 25 November	Tunis	3 600
Adaptation to climate change in the health sector	CIC10	2 weeks	From 05 to 16 December	Dakar	3 600



**Mr BALDE ABDOURAHAMANE**

*Engineer/ AGER PAAEG Programme to improve access to electricity in Guinea*

99 A very good organization and the assiduity of the trainers allowed us in an insufficient time to absorb another dimension of rural electrification.

This training, in addition to strengthening our capacity, opens up new perspectives. Congratulations to the entire CODEV International team for its responsiveness, flexibility and professionalism.

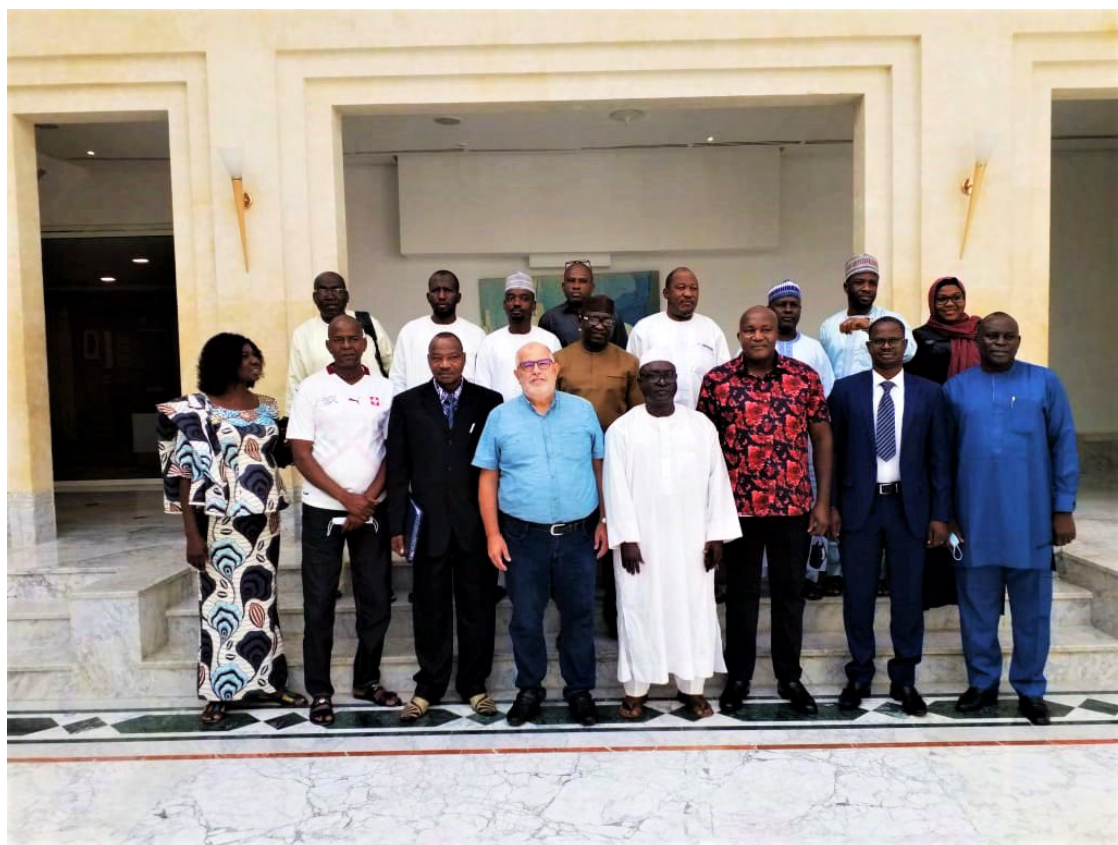
# AGRICULTURE, NUTRITION AND FOOD SECURITY





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>AGRICULTURE, NUTRITION AND FOOD SECURITY</b>					
Assessing Impact of Development Programs on Food Security	CIA1	3 weeks	From 04 to 22 April	Dakar	4 400
Improving nutrition through agriculture and food systems	CIA2	2 weeks	From 02 to 13 May	Paris	3 600
Food Crisis Management: Reporting and Rapid Needs Assessment	CIA3	3 weeks	From 06 to 24 June	Tunis	4 400
Fishery statistics and data collection	CIA4	2 weeks	From 04 to 15 July	Tunis	3 600
Food Security Information Systems and Networks	CIA5	2 weeks	From 18 to 29 July	Tunis	3 600
Food security policies: formulation and implementation	CIA6	3 weeks	From 05 to 23 September	Tunis	4 400
Enhancing Resilience of vulnerable populations to food security	CIA7	3 weeks	From 03 to 21 October	Dakar	4 400
Sector and chain based approach of agricultural and agri-food values	CIA8	2 weeks	From 05 to 16 December	Tunis	3 600
Agricultural Policy Development	CIA9	2 weeks	From 12 to 23 December	Tunis	3 600



# SECRETARIAL **AND ADMINISTRATION**





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>SECRETARIAL AND ADMINISTRATION</b>					
Developing Core Skills for Secretaries	CIS1	2 weeks	From 11 to 22 April	Tunis	3 600
Office and IT tools for secretaries and assistants	CIS2	2 weeks	From 16 to 27 May	Tunis	3 600
<b>NEW</b> Time and Priority Management	CIS3	2 weeks	From 04 to 15 July	Tunis	3 600
<b>NEW</b> Human Resource bases for assistants and secretaries	CIS4	2 weeks	From 08 to 19 August	Tunis	3 600



**Mrs MGOYA MSAMBA CHANTAL**

*Head of Service & Social Assistance / Congolese Control Office / Democratic Republic of Congo DRC*

99 I really enjoyed the Tunisian experience in managing COVID-19. The professor and his assistants have done a magnificent job, their availability and generosity have left a mark on us, and I have added to my knowledge of COVID-19.



# TRADE UNION TRAINING






# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>TRADE UNION TRAINING</b>					
Fighting poverty at work	CIB1	2 weeks	From 02 to 13 May	Dakar	3 600
Master the practice of labor law	CIB2	2 weeks	From 16 to 27 May	Tunis	3 600
Occupational safety and health	CIB3	2 weeks	From 06 to 17 June	Paris	3 600
Trade union laws	CIB4	2 weeks	From 04 to 15 July	Tunis	3 600
Workplace gender equality	CIB5	2 weeks	From 08 to 19 August	Tunis	3 600
Negotiation skills, human resources management and union communication with the media	CIB6	2 weeks	From 05 to 16 September	Paris	3 600
News and innovations in prevention and safety at work	CIB7	2 weeks	From 03 to 14 October	Paris	3 600



**Mr CAMARA MAMADOU 1 MAMA**

*Procurement Expert Assistant / Project Management Unit / Guinea*

 I express my gratitude to the entire staff of CODEV International for welcoming our team during our stay in Tunis from 10 to 27 September, I return to Guinea satisfied and I hope to return to very soon for other modules as part of the performance of our 225KV electrical interconnection project- Guinea -mali.

# HUMAN RESOURCES MANAGEMENT AND ORGANISATIONS





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>HUMAN RESOURCES MANAGEMENT AND ORGANISATIONS</b>					
Knowledge Transfer in Strategic Human Resource Management	CILM1	2 weeks	From 04 to 15 April	Tunis	3 600
Communication and personal development	CILM2	2 weeks	From 18 to 29 April	Tunis	3 600
Organization analysis and development	CILM3	2 weeks	From 02 to 13 May	Dakar	3 600
Leadership and project management	CILM4	2 weeks	From 06 to 17 June	Tunis	3 600
Dynamic Functions of Human Resource Management	CILM5	2 weeks	From 04 to 15 July	Tunis	3 600
Tools and methods for assessing skills	CILM6	2 weeks	From 01 to 12 August	Dakar	3 600
Predictive Management of Jobs and Skills	CILM7	2 weeks	From 05 to 16 September	Tunis	3 600
Social reporting and HR dashboards	CILM8	2 weeks	From 03 to 14 October	Tunis	3 600
Team Building & Team Cohesion	CILM9	2 weeks	From 17 to 28 October	Tunis	3 600
<b>NEW</b> Digitization in Human Resources function	CILM10	1 week	From 07 to 11 November	Tunis	1 800
<b>NEW</b> Conflict management	CILM11	1 week	From 21 to 25 November	Tunis	1 800
<b>NEW</b> Organize, manage and communicate in crisis situations	CILM12	1 week	From 05 to 09 December	Tunis	1 800
<b>NEW</b> Effective strategies and tools for working remotely during a pandemic	CILM13	1 week	From 12 to 16 December	Tunis	1 800



# SHORT TERM TRAINING





# Training calendar 2022

	Code	Period	Date	Location	Price €
<b>SHORT TERM TRAINING</b>					
Database Management	CICD1	1 week	From 18 to 22 April	Tunis	1 800
Project Management in International Cooperation	CICD2	1 week	From 02 to 06 May	Tunis	1 800
Female Entrepreneurship	CICD3	1 week	From 06 to 10 June	Tunis	1 800
Performance indicators for development projects and programs	CICD4	1 week	From 13 to 17 June	Tunis	1 800
Communicating for Food Security	CICD5	1 week	From 11 to 15 July	Tunis	1 800
Project Management with Microsoft Project 2016	CICD6	1 week	From 17 to 21 October	Tunis	1 800
Development of a multimedia communication strategy within development projects and programs	CICD7	1 week	From 14 to 18 November	Tunis	1 800
<b>NEW</b> Gender-responsive budgeting	CICD8	1 week	From 21 to 25 November	Tunis	1 800



# ACCREDITATION IN **AGRICULTURE** **AND FOOD SECURITY**





# ACCREDITATION IN AGRICULTURE AND FOOD SECURITY



In partnership with  
the National  
Agronomic Institute  
of Tunisia INAT

	Code	Period	Date	Location	Price €
<b>CERTIFIED TRAINING IN AGRICULTURE AND FOOD SECURITY</b>					
Specialist Manager in innovation and valorization of Agro-Food Food Resources	MS-VIRA	3 weeks	From 11 to 29 April	Tunis	5 000
Specialist Manager in Food Hygiene	MS-HA	3 weeks	From 02 to 20 May	Tunis	5 000
Specialist Manager in Monitoring and Evaluation of Agricultural Projects	MS-SEPA	4 weeks	From 02 to 27 May	Tunis	6 000
Specialist Manager in Food Crisis Management	MS-GCA	3 weeks	From 06 to 24 June	Tunis	5 000
Specialist Manager in Water and Sanitation Management	MS-GOEA	3 weeks	From 13 June to 01 July	Tunis	5 000
Specialist Manager in Agricultural Entrepreneurship	MS-EA	3 weeks	From 04 to 22 July	Tunis	5 000
Specialist Manager in Agricultural Management	MS-GA	3 weeks	From 08 to 26 August	Tunis	5 000
Specialist Manager in Food Security Policies	MS-PSA	4 weeks	From 05 to 30 September	Tunis	6 000
Specialist Manager in Environmental Safeguarding	MS-SE	3 weeks	From 12 to 30 September	Tunis	5 000
Specialist Manager in Participatory Management of Natural Resources	MS-GPRN	4 weeks	From 03 to 28 October	Tunis	6 000
Specialist Manager in Agrifood Management	MS-GAG	4 weeks	From 03 to 28 October	Tunis	6 000
Specialist Manager in Environmental Management System	MS-SME	3 weeks	From 07 to 25 November	Tunis	5 000
Specialist Manager in Sustainable Management of Water Resources	MS-GDRE	3 weeks	From 05 to 23 December	Tunis	5 000



**Mr NIDIAYE BABACAR**

Engineer in charge of operations / CPCSP / PEPAM: Ministry of Hydraulics and Sanitation - Senegal



Qualified trainers. CODEV team dynamic, diligent and at the service of the participants. Good memories of the Institute. All my gratitude to the entire CODEV team and mentors.

# ISO CERTIFICATION



**PECB**  
BEYOND RECOGNITION



# Training calendar 2022

		Period	Mode	Language	Price \$
ISO CERTIFICATION COURSES					
ISO 9001 Quality Management	ISO 9001 Foundation	2 Days	Self-study	English French	240
	ISO 9001 Lead Implementer	5 Days	Self-study	English French	500
	ISO 9001 Lead Auditor	5 Days	Self-study	English French	500
ISO 14001 Environmental Management	ISO 14001 Foundation	2 Days	Self-study	French	240
	ISO 14001 Lead Implementer	5 Days	Self-study	French	500
	ISO 14001 Lead Auditor	5 Days	Self-study	English French	500
ISO 45001 Occupational Health and Safety Management System	ISO 45001 Foundation	2 Days	Self-study	English French	240
	ISO 45001 Lead Implementer	5 Days	Self-study	English French	500
	ISO 45001 Lead Auditor	5 Days	Self-study	English French	500
	ISO 45001 Transition	2 Days	Self-study	English French	240
ISO 26000 Social Responsibility	ISO 26000 Foundation	2 Days	Self-study	French	240
	ISO 26000 Lead Implementer	5 Days	Self-study	English	500
	ISO 26000 Lead Auditor	5 Days	Self-study	English	500
ISO 21500 Project Management	ISO 21500 Foundation	2 Days	Self-study	English	240
	ISO 21500 Lead Project Manager	5 Days	Self-study	English, French	500

# Training calendar 2022

		Period	Mode	Language	Price \$
<b>ISO CERTIFICATION COURSES</b>					
<b>ISO 22000 Food Safety Management System</b>	ISO 22000 Foundation	2 Days	Self-study	English	240
	ISO 22000 Lead Implementer	5 Days	Self-study	English	500
	ISO 22000 Lead Auditor	5 Days	Self-study	English, French	500
<b>Six Sigma</b>	PECB Certified Six Sigma Green Belt	5 Days	Self-study	English	500
	PECB Certified Six Sigma Yellow Belt	2 Days	Self-study	English	240
<b>Digital Transformation</b>	Lead Digitalization and Electronic Archiving Manager	5 Days	Self-study	French	500
<b>ISO 31000 Risk Management</b>	ISO 31000 Risk Manager	6 hours	E-Learning	English	300
<b>ISO/IEC 27001 Information Security</b>	ISO 27001 Lead Implementer	13 hours	E-Learning	English French	500
	ISO 27001 Lead Auditor	11 hours	E-Learning	English French	500

## E-Learning training courses :

This method is technology-based and delivered by PECB certified trainers in a pre-recorded video format. You can watch videos at your convenience, from anywhere at any time.



# ACCREDITATION IN AGRICULTURE AND FOOD SECURITY



In partnership with  
the National  
Agronomic Institute  
of Tunisia INAT

Qualifications awarded by accredited and respected institutions are an essential requirement of any professionals. With an ever-increasing demand for qualified staff, most employers offer enhanced career opportunities to candidates who have certified qualifications and relevant experience.

The requirement for certification is growing and can theoretically give you a head start to climb into the higher echelons of management or boost your professional development.



CODEV International has signed a partnership with the National Agronomic Institute of Tunisia (INAT), the first and oldest School of Engineering in Africa, we deliver certificates of skills that revolve around the following professions:

Specialist Manager in innovation and valorization of Agro-Food Resources

Specialist Manager in Food Hygiene

Specialist Manager in Monitoring and Evaluation of Agricultural Projects

Specialist Manager in Food Crisis Management

Specialist Manager in Water and Sanitation Management

Specialist Manager in Agricultural Entrepreneurship

Specialist Manager in Agricultural Management

Specialist Manager in Food Security Policies

Specialist Manager in Environmental Safeguarding

Specialist Manager in Participatory Management of Natural Resources

Specialist Manager in Agrifood Management

Specialist Manager in Environmental Management System

Specialist Manager in Sustainable Management of Water Resources

+ *The benefits of CODEV International Accreditation:*

- *Have an international recognition of your skill*
- *Gain the trust of your relevant stakeholders*
- *Promote your career*

Being major benchmarks for qualification and skills, professional certifications are an essential element of the professionalization of teams and the quality of service provided to beneficiaries and users who have become increasingly demanding in both the private and public sectors.

All of our training seminars in agricultural development are accredited by the National Agronomic Institute of Tunisia (INAT) as providing evaluated quality content that teaches good practice standards.

# ACCREDITATION APPROACH



In partnership with  
the National  
Agronomic Institute  
of Tunisia INAT

The accreditation of training programs consist of theoretical and practical training courses divided into competency units aimed at acquiring participants with the skills and knowledge necessary for the effective exercise of their duties.

The accreditation of skills is obtained after a rigorous evaluation by a panel of internationally renowned experts jointly appointed by CODEV International and INAT.





# SYSTEMATIC APPROACH TO TRAINING

CODEV International has developed a coherent set of seminars aimed at project development managers, coordinators, and professionals. Our training programs are designed to meet the required needs of governments, donors and development aid agencies.

CODEV provides seminars around activities that are most likely to lead participants towards the goals that we have defined to help acquire and retain skills longer. For example, writing, discussions, fieldwork, service learning, problem-solving or small group collaboration. Since its creation, it has always endeavored to develop the most effective tools over the years, rich with its achievements and its journey in terms of capacity-building and technical assistance has shaped the way to attain a great deal of experience in training course design. Thanks to our highly qualified mentors, CODEV International is capable of delivering an evaluative training program to answer any questions and ensure general satisfaction. Our mentors are determined to develop procedures for all training programs to identify barriers that are preventing skills from being applied and to increase productivity.

We provide our participants with reliable course content and instructions that will enable them to master the abilities they envisioned into practice. These key benefits make the training process an attractive challenge for the human resource development function. Our trainers ensure to undertake theoretically robust, methodologically rigorous, innovative research that has an impact on academic discourse, policy, professional and practice to strengthen their participant's abilities to reflect and increase their self-esteem, confidence and self-awareness. The primary objective of our training course design and development services is to develop content that meets the needs of our participants. Our instructional materials, course syllabus, and learning outcomes are reviewed periodically to ensure they meet program standards.



## KNOWLEDGE

Development of fundamental principles and concepts of the addressed theme

Case studies, On-site visits and meeting with professional mentors

## EXPERTISE



## EVALUATION

Evaluation of skills acquisition bestowed upon mentees.

Training Impact Assessment (Post Training Support)

# CUSTOMIZED TRAININGS

Whether your business is in need of a customized training program, CODEV International is ready to help, we will present you with options that are in line with your specific training goals and Time frame.

At the request of institutions, development projects, governments or donors we offer training sessions based on your unique requirements that can best meet your needs and your organization's desired outcomes. Our tailor-made seminars can be delivered in your country, at venues of your choice, at any time and adapted to your specific needs.

Through careful analysis of our mentees' requirements, we design training programs that match their specific needs.

The total budget varies according to the length, number of trainers and incidental expenses.

1

## DEFINE YOUR TERMS OF REFERENCE

You can also select one or more training themes from the trainings we offer in our training centers that we will adapt to your needs.

## DECIDE ON THE TIME PERIOD FOR EACH TRAINING PROGRAM

We deliver training on your schedule

2

3

## SEND US YOUR REQUEST FOR PROPOSAL

Send an email to [registration@codev-international.com](mailto:registration@codev-international.com)

# POST-TRAINING SUPPORT

CODEV International ensures that all the mentees, regardless of where they are located, have access to all the information needed. Thus, post-training support is provided to our participants to strengthen their practical skills and their decision-making processes. We put at your disposal continuous assistance through attentive listening and dialogue for whole year starting from the ending date of the training session to help you with any further information you may require



# Training Venues

*Perfectly tailored space to run your training*

CODEV International endeavors to make training opportunities more accessible to its participants.

**+ CODEV International training center**

Most of our training seminars take place at the group's headquarters which is designed to exacting standards and high specifications to provide the best learning conditions.

Training is not only available at CODEV International's headquarters. The courses can also be held on-site, and at a variety of regional training locations. As always, we strive to offer our portfolio as close to our participant's as possible. Our latest list of additional training locations is shown below :

*+ In **Dakar**, the capital of Senegal and the country's cultural and artistic centre.  
During your seminars in Dakar, you will discover an incredible and fascinating city.  
+ In **Paris**, is the capital and most populous city of France*

## EXPERIENCED STAFF

Our professional support staff are always on-hand to make sure your training runs smoothly

## ON-SITE CATERING

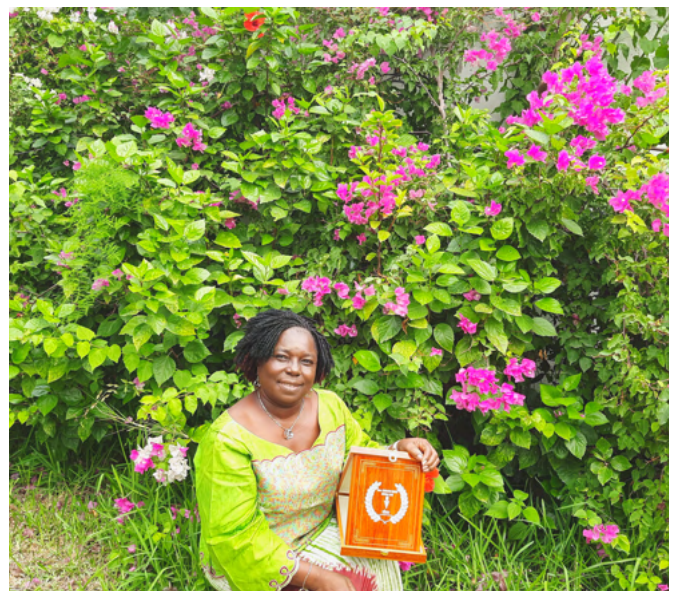
At the training center, snacks and refreshments are served during class days, free of charge.





# DISCOVERING TUNISIA

We are seeking to reach perfection in delivering the best training seminars to our mentees. CODEV International organizes weekend tours to various locations of interest, Visits to the Tunisian seaside resorts, the most prestigious ones in the Mediterranean and to Archaeological sites to discover the Carthaginian Civilization.







## HOSPITALITY

CODEV International's team picks you up from the airport, takes you to your hotel and assists you during your entire stay. They also accompany you whenever is needed and respond quickly to your every-day needs.

The service starts as soon as you arrive at the airport and continues throughout your stay.

## ACCOMMODATION

CODEV International has negotiated for its Participants a special accommodation ; our team will guide you during the Booking process at the hotel. Please do not hesitate to contact us for further details.

We strive to ensure that your CODEV experience is unique and unforgettable, but above all the impetus of a professional career marked by success and distinction.



# VISA PROCEDURE

CODEV International will take charge of all the formalities to grant visas and residence to all its foreign participants throughout the Duration of the training in Tunisia.

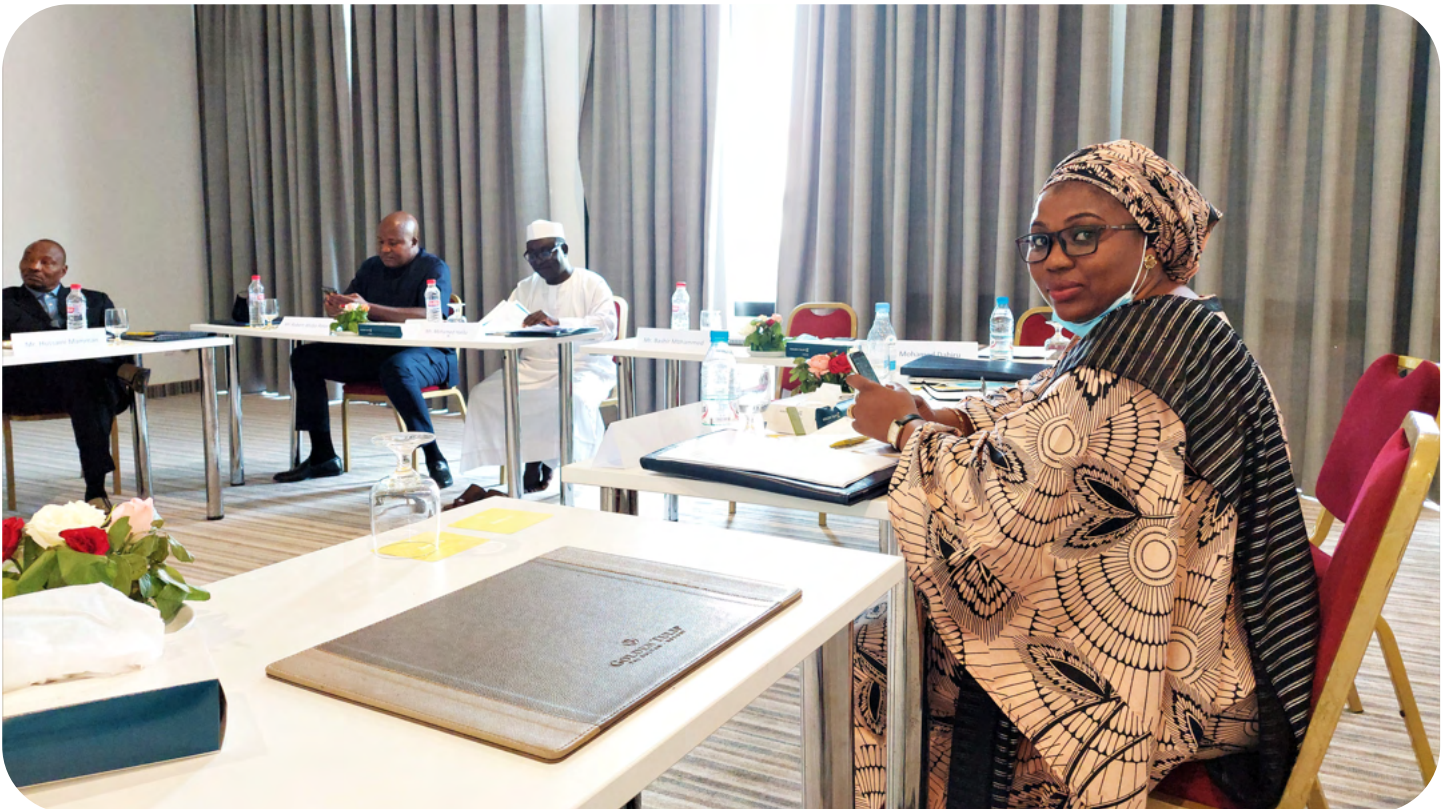
In fact, Participants are required to provide the following documents:

- Scanned copy of the passport
- Electronic Copy of Bank Swift
- Electronic copy of Plane ticket

The file will be completed by the Pre-registration and hotel reservation, and then the required documents will be submitted at the Ministry of the Interior affair.

## **UNRIVALED CUSTOMER SERVICE:**

Our team will assist you during the entire registration process . We will respond quickly and accurately to your enquiries and provide ongoing assistance until you reach your destination.



# How to Register

## 1. Choose your training seminar:

- a. we have 21 training seminars in different areas
- b. you can choose your own tailor-made seminar adapted to your specific needs

## 2. Register:

- a. Online at [www.codevformation.com/en](http://www.codevformation.com/en)
- b. By email : [registration@codev-international.com](mailto:registration@codev-international.com)
- c. By Telephone : +216 71 844 645

Our customer service team will send you the necessary administrative and financial documents as well as additional information

## 3. Complete the administrative procedures:

(Funding, work order, visas and plane ticket)

Our customer service team assists you with information and guidance about the hotels in the proximity of the learning center, we have negotiated preferential rates for you.

## 4. Pay the registration fees by bank transfer to the order of CODEV International

## 5. Enjoy unrivaled hospitality:

Our logistic team will meet you at the airport whatever the date and time of your arrival and take you to your hotel.

At training center, our team will offer you coffee and provide on-site assistance

## 8. Post training support:

we ensure that all participants regardless of where they are located have access to all information needed

## 7. Discover our various destinations during trips organized by our logistic team on the weekends

## 6. Learn, apply and share knowledge:

With skilled trainers who use advanced tools, active and practical teaching methods You will also benefit from the experience of participants from all over the world in the same professional field





# REGISTRATION FORM

## Training Topics

Theme :

Date :

Place :

## Department, Project or Company

Name:

Country :

Address :

City:

Phone:

Fax :

E-mail :

## Participants

Mrs:

Mr:

Name / surname :

Function :

Department:

E-mail :

Phone:

Place:

Date:

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