Training Catalogue
Year 2019–2020

Comet Group International
Management & Technical Training Institute

Global Workshops & Training

• Contemporary
• Organization
• Management & Employee Training

Bringing hope and security to the global workforce through training
Learn, Lead, or Follow. Call us first for any of your Management and Technical training need

At C.G.I. We stimulate the minds and boldly empower the best and world’s most successful technical or managerial professionals, business and political leaders; who upon attending and completing our management and technical workshops, are never the same again. Join us for a lifetime learning and rewarding workshop training experience.
COMET Group International (C.G.I.) is an organization that focuses primarily on global technical and managerial workforce training through on-site and off-site workshops and seminars.

Our mission is to provide our worldwide customers with state-of-the-art technical and management training necessary to improve organization, enhance professional career, and personal development.

C.G.I. is your global partner recognized for a commitment to excellent management and technical career development training worldwide. Send us your people, and see what you get back in return. Motivated, confident, energetic, and knowledgeable employees.
Bringing hope and security to the global workforce through workshops and training.

COMET Group

GLOBAL MANAGEMENT TRAINING WORKSHOPS

International (C.G.I)

Timely Career Development --> Projects and Process Management --> Training Workshops & Seminars

C.G.I EXISTS TO PROMOTE THE VALUE OF LIFETIME LEARNING

Bringing hope and security to the global workforce through workshops and training.

Visit C.G.I @ WWW.COMETGROUPINTERNATIONAL.COM
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Training for all employees --especially managers, administrators, and senior executives
INTRODUCTION

WELCOME to Contemporary Organization Management and Employees

Training Group International (CGL), where excellence in management training is a habit. Turn your risk (keeping untrained employees), into an opportunity (training of productive employees) with CGL’s workshops.

The only thing worse than training employees and subsequently losing them is not training them and keeping them, –especially when they adversely impact the company’s bottom line which is “profit” and or “growth.” CGL Offers the best global public and private organizational management workshop/seminar training for leadership excellence.

Our organization is about excellence as we have demonstrated time and time again with the quality, style, and presentation of our workshops and seminars that utilize enduring concepts, innovative new ideas, new and best technology, academic research, creative minds and team-building concepts that currently shape the practice of management worldwide.

Our workshops and seminars provide participants with more than just lectures, theoretical grounding or necessary foundations, simulations and team building refresher exercises; they provide inspiring multiple perspectives, thought-provoking, challenging, and useful information with “utility-focused” practical applications.

It is our long-term objective to train executives, upper-/mid-managers, and working-level employees worldwide; however, we are also focusing on specific training modalities tailored to the needs of workers in various key industries. We offer management training to leading international global financial organizations, government agencies, private groups, communities, churches, and individuals in the emerging new and democratically elected countries of Africa, Asia, the Middle East, Pacific Islands, and South America.

OUR VISION

At CGL, our vision is to bring hope and security to the global workforce through training. We provide best-in-class workshops and seminars; by promoting the value of continuous lifetime learning and education. This vision is grounded in experience and a commitment to excellence. We are committed to assisting global organizations, governments, NGOs, businesses, politicians, and community leaders, groups, and individuals in achieving professional excellence through superior and quality training. We focus on individual or group performance goals while making our management training available at lower costs, as conveniently as possible. Our organization’s
vision is grounded in experience, knowledge, skills, ability, leadership excellence, trust, honesty, integrity, transparency, stewardship, relationship-building, quality service, and result-oriented practices. As we grow and serve the global community through continuing workforce education, **C.G.L.** will continue to offer excellent and quality training because “**Your Company’s Bottom Line Is Our Top Priority.**”

**WHAT WE OFFER** As we grow and serve the global community through continuing workforce education, **C.G.L.** offers training services to support individuals, group, communities, governments, institutions, and organizations. **Your company’s bottom line is our top priority!**

In addition to delivering over 150 courses which provide participants with comprehensive high definition training, we offer specialized on-site- in- house training solutions, customized to fit individual, organizational needs. We offer “best-in-class” off-site general broad-based continuing education opportunities open to anyone from any organization anywhere in the world. We provide an integrated training program classified into several groups that span a range of global market industries.

Using our resources, we are here to help you achieve your organizational performance goals by developing training programs on virtually any organizational management topics or public policy issues or subjects. When you attend any of our workshops or seminars, you can be sure that your training experience will be rewarding, and it will fit into your overall career development plan. Importantly, it will be the best training you have ever had.

Our commitment to global workforce training and services helps many organizations and businesses to focus on essential personnel development issues, improve performance, and financial accountability. Importantly, it enhances excellent leadership skills and, general workforce development. All these can lead to higher productivity with improved morally sustainable service performance and great profit.

At **C.G.L.**, we bring the world’s best-in-class training to your doorstep.
Workshops overview

COMET Group International (C.G.I) would like to accelerate the careers of qualified professionals with proven but very high “potential” leadership skills. We want to transform these potential leaders into top executives in global organizations and future world leaders in governments and politics.

C.G.I is a globally recognized premier management workshop and seminar training provider for businesses governments and organizations. Our list of available workshops and seminar training is creating a buzz as we continue to lead the way and reshape the business of professional management training. More and more organizations and businesses are having firsthand experiences of the quality of our professional training services. If you need to improve your employees’ basic skills, knowledge and abilities which are essential to personal and professional development; or to increase your business; or improve your organization’s bottom line (profit); plan to join us and the thousands of attendees coming to Dallas, Texas, U.S.A for our workshops and seminars. Take a shot at success and register at C.G.I for a current and convenient workshop or seminar today.

Workshop Goals
❖ Teach or enhance core management competencies and skills
❖ Improve specialized professional educational skills
❖ Use educational training as a necessary tool needed to reduce ignorance
❖ Increase knowledge or abilities required to stay ahead of evolving changing global trends.
❖ Provide learning opportunities and socialization that improve participants’ skills, knowledge, and abilities
❖ Strengthen the leadership capacity of both individuals and their organizations
❖ Acquire, learn, and use new skills, knowledge, and abilities --including unbridled one-of-a-kind quality--based educational experiences that could put your career on a fast-track and ensure success for you and your organization.
❖ Acquire practical training essential for you and your organization to operate at peak performance, with opportunities to grow your business and move it to the next level.
❖ Get to know more about the essential and appropriate business and technical software used in modern organizational management.
❖ Expect and demand nothing less than top-notch, high-quality learning experiences that produce real and positive results, including lifetime skills you can use for a lifetime.
❖ Break new ground and build your business on our workshop training package solutions for all your employees.
Workshop Areas/Groups

Workshops include but are not limited to leadership skills training, supervisory training, management training, human resources, budgeting, accounting, oil and gas operations, public service and operation management, project management, social services delivery, and medical education training.

❖ Group A – Management and Public Relations
❖ Group B – Administrative Operations
❖ Group C – Operational Leadership
❖ Group D – Project Management
❖ Group E – General Management
❖ Special Training Group I – Computer Applications
❖ Special Training Group II – Oil & Gas Management
❖ Special Training Group III – Energy Resources
❖ Special Training Group IV – Crime Prevention and Social Services
❖ Special Training Group V – Specialized Classes (Optional @ Clients Request)

Who Should Attend

❖ Entry, mid and senior-level employees, supervisors and project managers
❖ Self-starting, hard-working, entrepreneurial men and women in public and private sectors
❖ International and local managers, community leaders and corporate professionals
❖ Top executives of various private and public organizations including NGO’s
❖ Leaders from political institutions at all levels of governments (local, state and federal)
❖ Business consultants for multiple industries, including Oil & Gas, Energy, Construction, etc.

Workshop or Training Instructors

C.G.L. Staff members are experienced, qualified, skilled educators with practical professional experience in many business areas. They include ground-breaking researchers as well. Our presenters and support staff are prepared and available to serve your needs and answer your questions or concerns.

Next Steps

❖ Review and select from more than 150+ management, business and public administration --- oriented workshops, seminars and conferences
❖ Identify, select, and enroll in a workshop or seminar that works for you, fits your schedule, and has the potential for enhancing, improving, or solidifying your personal and professional career development.
COMET Group International (C.G.I) is meeting the challenges of training a global workforce by vigorously stimulating the intellectual curiosity, personal and professional development of individuals, groups, communities, institutions, organizations, and governments.

COMET Group International Workshop Formats

C.G.I has more than 150+ regular open-enrollment workshops and seminars. Our curriculum is flexible and can be delivered at a variety of times, in various formats and at multiple locations.

Day and Times Classes Are Offered

➢ Standard Day Classes - Monday through Friday 9.00 am – 4.30pm
➢ Evening Classes - Monday through Friday 6:00pm – 10:00pm
➢ Weekend Classes – Friday 6:00pm – 10:00pm; Saturday 9:00am – 4:00pm and Sunday 1:00pm – 4:00pm

Standard and Customized Formats

➢ Standard Classes – C.G.I Offers 150+ regular workshops and seminars which are prepared to meet the recommended class length. Each is reviewed and updated annually. Many are customized to meet client requests.

➢ Presentation Format – All workshops and seminars present the material in a combination of methods including lectures, individual student participation, group exercises, and field trips where appropriate.

➢ Curriculum Format - The type of training class selected, the length and location of the individual classes/courses will dictate the curriculum format. Longer classes will have more group/team activities and the possibility of field trips. Shorter classes will focus on formal presentations and individual feedback. Weekend courses will be a combination of group and individual participation to keep the quality as stimulating as possible.

➢ Special Turn-Key. You can review some of our leading Top 40 workshops and or seminars most frequently delivered as On-Site Workshops. You may also like to consider any one of our “On-Site-Only Workshops” specifically designed for groups of employees.

➢ Customized Format. We are using the C.G.I Management courses which are focused on instructional design methodology, our Learning Solutions Designers can create a customized workshop tailored to your particular dynamic or any organization’s changing needs.
COMET Group International yes we can:

1. Maintain goal-specific training
2. Enhance and protect the confidentiality of training and trained personnel
3. Issue Certificate of Completion and or Certified Training Diploma
4. Tailor any workshop content to your need
5. Combine two or more workshops
6. Reduce the duration of the workshops or seminars
7. Produce additional case studies, handouts, and other ancillary materials
8. Develop new course content
9. Create customized evaluations
10. Match organizational competencies or behaviors to course materials
11. Provide special hand-outs or displays for your group only

Locations

➢ **C.G.I** -- Most of our regular workshops and seminars are offered and held at conveniently located training facilities worldwide. Our Dallas, Texas U.S.A primary training location is the C.G.I Training Institute Learning Center. We also use various classrooms and Executive Conference facilities of our participating County Colleges and Training Institutes. The majority of our courses are offered in an open enrollment either as a pre-registered and walk-in basis at our primary location in Dallas, Texas.

➢ **Off-site Workshops** – We can deliver workshops and seminars at selected sites in towns and cities around the world. These are typically at a hotel where conference, food and hotel accommodations can be combined for the convenience of the attendees.

➢ **On-site Workshops** – Also, on-site workshops and seminars to groups, private and public organizations and governments at their facilities are also delivered. On-site courses are available with a 10-participant minimum. For more information, contact our office at (214) 628-1971 or e-mail: mail@cometgroupinternational.com

COMET Group International (C.G.I) Training Workshop and Seminar Sites are located all over the world with headquarters in Dallas, Texas U.S.A
ON-SITE WORKSHOPS

Why deliver On-Site Workshops?

➢ To reduce training costs, **C.G.I.** training can come to your organization. This training can significantly reduce your employees’ travel expenses and time away from the office. We can bring the workshop and seminar training to your location.

➢ To provide convenience and flexibility for our clients. We offer flexible accommodation in terms of the month, day, time, length, and place most convenient for your participating employees.

➢ To address your immediate need and concern in the environment in which it arose. On-Site programs focus on critical and specific issues, problems, needs, wants, and challenges that are critical to you and your organization in-situ.

➢ To create a “team” approach that espouses fidelity.

➢ To bring employees together for formal training at a familiar location which can foster a sense of unity and belonging, create standard practices and vocabulary, and foster team spirit.

➢ To provide your organization with customized organizationally relevant training course content. **C.G.I.** open-enrollment seminars can be customized to reflect your organization’s values, customs, culture, traditions, and practices.

COMET Group International On-Site Workshops

❖ **Special Turn-Key.** Any of the more than 150 workshops and seminars can be delivered as on-site workshops at the location of your choice. Our leading Top 40 workshops/seminars are most frequently delivered as on-site. You may also like to consider any one of our “off-site-only workshops” specifically designed for groups of top administrators and executives.

❖ **Customized Format.** Using **C.G.I.**’s management courses which incorporate focused instructional design methodology; our Learning Solutions Designers can create a customized workshop tailored to your dynamic and changing needs.

➢ **Based on your group or organization’s needs, we can:**
  ✓ Tailor any workshop and seminar content to your need
  ✓ Combine two or more workshops and seminars
  ✓ Reduce or extend the duration and content of the workshop/seminar
  ✓ Produce additional case studies, handouts, and other ancillary materials
  ✓ Develop new course content specifically for your organization
  ✓ Create customized evaluations
  ✓ Match organizational values, cultures, competencies or behaviors to course materials
  ✓ Provide special handouts or displays for your group only

➢ **Not sure which workshop would most benefit your organization?**

Our experienced training consultants can also work individually with you to help spot performance gaps and identify appropriate training solutions. Ask to speak with a training consultant at any time. Also, be sure to check out **C.G.I.**’s assessment tools.
C.G.I.'s On-Site Workshops also include a special provision for practical application learning solutions and take-home assignments for participants to extend the learning experience beyond the classroom. C.G.I.'s Unique Learning approach can also involve provision of additional learning resources online that include but may not be limited to supporting reference material, research findings, and documentation including pre- and post-participant assessments to measure the adequacy and benefits of knowledge obtained at the workshops and the need for refresher courses.

At C.G.I., our On-site courses are available with a 20-participant minimum. For more information, contact us at (214) 628-1971 or e-mail: mail@cometgroupinternational.com

Diverse training workshops and seminars are customized to your need.
At **C.G.L.**, training is our passion; education is our goal. We don’t guess how to do it, we know how to do it, and we do it right the first time. We are eager to partner with you to improve your workforce and bring out the best in your employees, managers, and executives. Our passion for training excellence drives us.

Make **C.G.L.**, your rock-solid choice for innovative, creative, rewarding, intellectual career development training that can provide lasting benefits.

Make your company more comfortable for your customers and clients to deal with by training your employees not only in quality customer service but various aspects of your operations. Create differentiation through effective and efficient human capital investment in workshop training. Make your employees stand out with unique professional skills, knowledge, and abilities.

❖ *Let us turn your employees into a repository of skills, knowledge, education, and ability essential for differentiation.*
❖ *Let us help you select the best workshop or seminar for your need. We provide an alternative to the typical garden variety workshops. We bring you substantive state-of-the-art workshop and seminar training at your doorstep*
❖ *Let your organization stand out as the best of the best in the market industry with quality employees.*

➢ Don’t replace your employees, retrain them
➢ Don’t let valuable essential tools critical to your organization’s development go to waste.
➢ Don’t get rid of your bad employees. Turn them around by retraining them to be active, and productive through our workshop and seminar training
➢ Permanently reduce your dependency on inexperienced and/or poorly trained employees
➢ Restore the confidence in your valuable assets through continuous training workshops
➢ It makes “good business” sense to train your employees, and your bottom line depends on it.

Help has finally arrived. Call today and start the journey towards making yourself, your organization, your government, or your community a success story.

Our goal here at **C.G.L.** is to provide you with the best training, friendly, and courteous service that is second to none.

**If you and your organization are not sure which workshop would most benefit your personal or organizational needs, please contact us.** Our experienced, capable training consultants and counselors will be glad to work with you to identify the most appropriate and beneficial training. You may ask to speak with our training consultants at any time during the week.
REGISTRATION

Participants interested in our training can register by telephone or directly online. Register now for your desired **C.G.I.** Workshops and seminars today and build your professional career while you strengthen your organization’s foundation.

**HOW TO REGISTER**

Attending participants of any **C.G.I.** workshop can register using the form in this brochure. Registration forms are also available on our website. Point your browser to [www.cometgroupinternational.com](http://www.cometgroupinternational.com). For questions about registration, please call the COMET Group International hotline at (214)-628-1971. Alternatively, you may call us at, *(972) 931-2058*

**INTERNATIONAL ATTENDEES:**

**U.S IMMIGRATION LAW:** Admissions into the U.S for training purposes are covered under a stringent guideline by U.S Immigration and Home Land Security. Participants are encouraged to contact the U.S. Embassy in their home country for more directions. However, all non-U. S-Citizens attending any of our courses must provide proof of legal authorization to enter into the United States. This information must be received in our office a night before attending classes at our local site in Dallas, Texas, U.S.A. We require mailed copies of immigration visas showing duly authorized stamps of the U.S. government, including duration of stay. If this information is not received, participants may not be allowed to participate in any of the workshops enrolled. All international participants who plan to attend the workshops are encouraged to make advance arrangements with our office for special accommodations if needed.

**ADVANCE REGISTRATION BEFORE THE DEADLINE:**

Participants can register in advance at the standard rate established in the brochure using the enclosed registration. The registration form and payment must be received before the set date of the workshop training. Confirmation of registration will be by regular mail or e-mail.

**ADVANCE REGISTRATION AFTER THE DEADLINE:**

Attending participants who register after the deadline; can mail in the registration form and applicable on-site enrollment fee, **but the registration will be confirmed via e-mail only.** Please be sure to include your email address and cell phone on the registration form in case we need to contact you ASAP.
OFF-SITE REGISTRATION:

Walk-In-Person: All our off-site workshops will be at our office location in the Bill Priest Institute building, 1402 Corinth, Dallas, Texas, U.S.A. Workshop participants may come between the hours of 8.00 a.m and 5.00 p.m Monday through Thursday. Walk-in enrollment or enrollment on-site will be permitted at additional cost, only if there is available space in the workshop or seminar, and this is subject to the instructor’s approval or the approval of the training director.

Mail: Workshop participant may complete a registration form for the course desired and indicate the preferred method of payment. Completed registration should be mailed with payment to COMET, PO Box 794734, Dallas Texas 75379-4734. Please do not send cash. Confirmation of registration will be returned by mail if registered more than two weeks before the start date.

Fax: Workshop participants may register by faxing a registration form to (214) 628-1971 unless paying by check, cash, or money order. Confirmation for faxed registration will be via postal mail, fax and or e-mail if registration is completed more than two weeks before the start date.

Internet: The internet registration option is available only if a participant is using credit card payment options. Please also indicate your e-mail address and telephone number.

PAYMENT METHODS:
Registration fees are in U.S Dollars.
All registrants not paying by credit card must mail payment with registration form accompanied by company check, cashier’s check, or money order more than two weeks ahead of the scheduled class.

WELCOME RECEPTION:
Here at C.G.L, we are excited to be your host in Dallas, Texas. We realize that you have many other choices of the professional workshop and or seminar training. Thank you for your decision to choose C.G.L We have unique receptions for our workshop attendees. A formal welcome reception will be held on the first day of class from 7:30 to 9:00 a.m at the reception landing of the conference hall at the Bill Priest Institute Building in Dallas, Texas. Special requests for transportation between the workshop site and hotels may be made. Such requests must be directed to our office manager in writing before attending the training.
Attending participants can mail or fax registration forms and payments to our office

**MAIL OR FAX REGISTRATION FORM TO:**

COMET Group International (C.G.I.)

C/O Office Manager  
P.O. Box 794734  
Dallas Texas 75379-4734.  
U.S.A

Office: 1 (214) 628-1971  
Fax: 1 972-931-7258  
Email: mail@cometgroupinternational.com

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**CANCELLATION**

**C.G.I. CANCELLATION POLICY**

**Transfer, Cancellation and Refund Policy**

All workshops and Seminars have time duration, restrictions, and limitation for registration and cancellations. The Workshop Programs included in C.G.I.’s “On-Demand” offerings or “Special Class Requests” are not eligible for a refund, substitution, transfer, and or cancellation. However, for our On-ground, off-site, Live Online Classes, and the Webinar programs, we will accommodate the transfer of participants to a future session; may even allow you to send a replacement candidate to take your place upon proper notification, and will allow you to cancel without penalty at any time up to three weeks prior to your program starting date.

If the participant provides C.G.I. with less than three weeks’ notice, or fail to attend, the participant will be liable for the entire program fee. If payments were made in advance, there would be no refund. Payments of all workshops are due upon receipts of the invoice, and there will be a 15% late fee added on any classes not paid in full before the first day of class. No participants will be allowed in class with outstanding unpaid bills.

We understand that this is a remarkable career and personal development investment for you and your company and, we desire to accommodate and provide for all your training requests and needs as best as we can. Therefore, please contact us at mail@cometgroupinternational.com or info@cometgroupinternational.com if we can be of further assistance.
**ATTENDANCE POLICY**

**C.G.L.** will make available to sponsoring agents, groups, organizations, companies, or individual participant an attendance report upon request. Workshop participant who failed to attend will be automatically dropped off the roll call at the end of the first half of a day workshop; after the first night of a two-day workshop; or the second day of a one-week course and there is no refund. Make-up work does not make up for the absence. Participants must be in attendance to obtain full credit for the course and for a completion diploma to be issued.

At **C.G.L.**, make-up work does not make up absence
The Downtown City of Dallas is a significant and busy metropolitan area with several possibilities for accommodations, entertainment, and extracurricular fun activities. While many choices are available to participants attending our courses at our location in Dallas, Texas, it is recommended that participants review the listings of nearby hotels for weekly rates and availability.

We are not responsible for participants’ accommodation. However, through special arrangements, we can provide comfortable accommodations for participants at an additional cost through a third party hospitality agent. C.G.L. is pleased to arrange appropriate accommodation upon request but strongly recommend that participants handle their accommodations independently.

We understand that timely and comfortable arrangements, including proximity to the workshop site, are just as important as class attendance itself. We can provide information on furnished apartments that are less expensive than typical hotels or motels in the area. However, we do not recommend any particular apartment over another. Furthermore, participants must make their own decisions regarding available and reliable transportation from such apartments to the workshop site.

Apartments may come furnished or unfurnished. Fully furnished apartments come with a kitchen, cable TV, internet access, telephone, washer/dryer and may provide other amenities including swimming pools, gyms, sauna, etc. Reservation two to four weeks before arrival is required to ensure availability for most of the apartment accommodations.

Public Transportation such as DART-railroad and DART-bus systems are available and located within walking distance to the workshop site. Importantly, different taxicabs and limousine services are also available throughout the downtown Dallas Metropolitan area to provide convenient trips to shopping malls, tourist attractions centers such as museums, libraries, convention center, etc. C.G.L. is not and will not be responsible for the participant’s transportation.
Our Workshop Partners include but are not limited to:

- C.G.I. Training Institute
- Collin County Community College
- University of Oklahoma
- Bill Priest Institute of Dallas
- Institute for Advanced Management Studies
- African-American Development Inc. Dallas, Texas
- Black Crystal Energy
- Black Crystal Oil and GAS
- Black Crystal Construction
- Black Crystal Communications
- ETTION Corporation
- UNIGAS Corp of Norman, Oklahoma

At **C.G.I.**, we have “Solution Driven Training” for Solution-Driven Global Workforces
We make creating, building and managing a diverse workforce as simple as A B C. . . .

Our training can: “push your managers’ and employees’ capabilities to their highest performance level.”
This catalog is for information purposes only. This catalog is not a contract, but it contains policies, policy and procedures, prices and course information currently available and in existence, at the time the publication was printed. C.G.L reserves the right to change or alter the statements and procedures in this catalog to reflect our current prices, practices, and procedures, including C.G.L or it's administrative policy, regulations, and procedures, as well as applicable state and federal guidelines, rules, regulations, and laws.

At C.G.L our workshops and seminars enhance intellectual curiosity, insight, and personal development while facilitating the open exchange of individual, and or group knowledge.
Group A – Management & Public Relations Workshops

Introductory Management and Supervisory Skills Workshops and Seminars

Building practical management skills start with C.G.L management workshops and advanced seminars training. C.G.L offers participants introductory and superior management skills workshops and seminars to help develop and refine the skills, ability, and knowledge required to manage a workforce more effectively. These workshops provide real-life examples and practical simulations.

Group A courses are introductory-level workshops and seminars aimed at developing, strengthening, informing, and refining participants’ potential, and current or future management skills, knowledge, and abilities. These courses are aimed at new up-and-coming managers – especially first-line supervisors new to management functions but responsible for a dynamic and continuously changing scope of concerns, tasks, or duties.

Our introductory-level workshops and seminars explore and review critical contemporary issues, theories, practices, and topics that impact on modern managers and organizations’ general development. These courses explore various complex topics essential to developing effective and efficient management skills such as management operations, policy guidelines, standard operating procedures, job descriptions, and task allocations. Other courses include employee performance management, interview and selection processes, reward and discipline, motivation, team building, leadership and development, interpersonal communication skills, time management, resource allocations, and general operations management—everything you need to manage people, projects and time effectively and efficiently.

Essential Supervisory/Management Skills Development Workshops

Workshops Group # 1,000

1. Workshop #1000: Essential Basic Tools and Management Skills for New Managers
2. Workshop #1001: Management Principles
3. Workshop #1002: Business Administration
4. Workshop #1003: Public Administration
5. Workshop #1004: Politics and Administration
6. Workshop #1005: Managing People Successfully In a Complex Organization
7. Workshop #1006: Managerial-Decision-making Tools
8. Workshop #1007: Power, Authority and Leadership Roles of Managers
9. Workshop #1008: How and When To Delegate
10. Workshop #1009: Manager-Customer Relationships
11. Workshop #1011: Providing Quality Customer Service
12. Workshop #1012: Managing Human Resources and Capital
13. Workshop #1013: Managing Troubled Employees
14. Workshop #1014: Leading and Managing Change
15. Workshop #1015: Human Resources Administration
16. Workshop #1016: Improving Managerial Effectiveness and Efficiency
17. Workshop #1017: Management By Objective
18. Workshop #1018: Interview Processes
19. Workshop #1019: Hiring for Success
20. Workshop #1020: Policy Decision--Making Processes
21. Workshop #1021: Management Decision--Making
22. Workshop #1022: Decision-Making Trees and Analysis
23. Workshop #1023: Organizational Design, Structure, Process and Change
24. Workshop #1024: Risk Management

Preparation For Supervisory and Management Roles Workshops

Workshops Group #2,000

1. Workshop #2000: Making The Transition: Manager to Administrator
4. Workshop #2003: Motivation
5. Workshop #2004: Mentoring
6. Workshop #2005: Making Decisions as Administrator or Director
7. Workshop #2006: Leadership Skills for Supervisors and Managers
8. Workshop #2007: Risk Management
9. Workshop #2008: Budgeting
10. Workshop #2009: Financing
11. Workshop #2010: Partnering With Government
12. Workshop #7011: Managing Public Programs
13. Workshop #7011: Federalism and Intergovernmental Relations
14. Workshop #2012: Privatization (Public Private Partnership)
15. Workshop #2013: Financial Accountability and Responsibility
16. Workshop #2014: Government Regulations
17. Workshop #2015: Rational Business Decision--Making
18. Workshop #2016: Role of Managers In Organizations
Supervisory Management Skills Workshops

**Workshops Group #3,000**

1. Workshop #3000: Making The Transition: Junior Staff to Supervisor
2. Workshop #3001: Management Skills for Supervisors.
3. Workshop #3002: Making Decisions As Supervisors and or Managers
4. Workshop #3003: Advanced Leadership Skills for Supervisors and Managers
5. Workshop #3004: Roles and Responsibilities of Supervisor and or Manager
6. Workshop #3005: Advanced Risk Management
7. Workshop #3006: Management by Objective with Results
8. Workshop #3007: Management by Operational Guide Lines and Resources
9. Workshop #3008: Total Quality Management Customer Focus
10. Workshop #3009: Management Decision Making
11. Workshop #3010: Team Building

Managing With Information Technology Skills Workshops

**Workshops Group #4,000**

1. Workshop #4000: Making The Transition to the Information Super Highway
2. Workshop #4001: Essential IT Tools For Managers and Supervisors
3. Workshop #4002: Advanced Tools for Modern IT Managers and Supervisors
4. Workshop #4003: IT and Government Regulations
5. Workshop #4004: Future of IT in Modern Organizations

Management Skills Enhancement Workshops

**Workshops Group #5,000**

1. Workshop #5000: Making the Transition: Manager to Director
2. Workshop #5001: Budgeting for Managers and Supervisors
3. Workshop #5002: Operations Management
4. Workshop #5003: Government Regulations
5. Workshop #5004: Environmental Management
6. Workshop #5005: Managing an Efficient and Effective Workforce
7. Workshop #5006: Managing Diversity for Managers, Supervisors
8. Workshop #5007: Management Skills: Managers, Supervisors, Coordinator, and Directors
Executive Management Skills Development Workshops

**Workshops Group #6,000**

1. Workshop #6001: Strategic Planning and Implementation
2. Workshop #6002: Executive Leadership Training
3. Workshop #6003: Functions of Executives
4. Workshop #6004: Improving Executive Decision Making
5. Workshop #6005: Government Regulations
6. Workshop #6006: Leading for Profit
7. Workshop #6007: Administrative and Corporate Laws
8. Workshop #6008: Government Regulations
9. Workshop #6009: Environmental Management
10. Workshop #6010: Managing Municipal Wastewater Treatment: Challenges/Opportunities
11. Workshop #6011: Privatization
12. Workshop #6012: Financing Public Infrastructures
13. Workshop #6013: Violence In The Workplace: Problems and Solutions

**Group B – Administrative Operations**

**GROUP B - Administrative Operations Workshops Group #7,000**

**Time Management**

Time Management Workshops are designed for the benefit of all members in an organization from upper to middle and lower-level workers or managers. C.G.I.’s efficient and effective time management training is not only the key to getting the most out of your busy day, but it is a phenomenon that when cultivated into a habit can increase operational efficiency and effectiveness in the workplace. Learning time management techniques and using them effectively will help participants to increase productivity, improve results, and reduce on-the-job stress. These workshops will teach participants how to budget time wisely, reach set goals, overcome procrastination, develop a rational approach to task prioritization, implement backup plans, improve concentration and avoid or deal with distractions and project delays.

**Time Management Skills Development Workshops**

**Workshops Group #7,000**

1. Workshop #7001: Time Management
2. Workshop #7002: Advanced Time Management for Executives
3. Workshop #7003: Planning Successful Meetings
4. Workshop #7004: Managing Chaos
5. Workshop #7005: Stress Management
6. Workshop #7006: Coaching and Counseling for Outstanding On-the-Job Performance
7. Workshop #7007: Training the Trainer In Diversity Management
8. Workshop #7008: Managing Organizational Change
9. Workshop #7009: Making Decisions under Pressure
10. Workshop #7010: Violence in the Workplace II What Managers Should Know
11. Workshop #7011: Public Relations and Media Management
12. Workshop #7012: Local Elected Officials: --Managing Resources
13. Workshop #7013: Drug Abuse and Care Assistance for Employees
14. Workshop #7014: Sexual Harassment for Managers and Employees
15. Workshop #7015: Administration, Ethics and Government
16. Workshop #7016: Consumer Protection: Customers’ Right and Full-Service Provision
17. Workshop #7017: Domestic Family Violence: Problems and Solutions

Group C – Operational Leadership

Leadership

Leadership is the responsible, constructive, and productive, and use of power, people and or authority with a purposive policy aim or goal. A leader can handle a problem but may not manage it properly. Just because you have a firm hold on the problem does not necessarily mean that you can manage it effectively and efficiently. Leadership is also the efficient allocation and utilization of fiscal and human resources such as finance, people, policy, project, program, process, etc. using formal and informal command and control authority and or power.

C.G.L.’s leadership courses investigate, explain and clarify some key dynamic issues of leadership –primarily what constitutes leadership skills, how can an organization develop these skills, how are the skills applied and who is a leader?

Leadership Skills Enhancement Workshops

Workshops Group #8,000

1. Workshop #8001: Critical Thinking
2. Workshop #8002: Challenges of Leadership and Management
3. Workshop #8003: Managing and Using Negotiation, Bargaining, and Compromise
4. Workshop #8004: Preparing for Leadership and Management Roles
5. Workshop #8005: Transformational and Transactional Leadership
6. Workshop #8006: Leadership: Servant Leadership and Team Building
7. Workshop #8007: Developing Effective Verbal and Non-Verbal Communications
8. Workshop #8008: Leadership for Top Private Business Administrators
9. Workshop #8009: Strategic Leadership for Private and Public Organizations
10. Workshop #8010: Preparing for leadership
11. Workshop #8011: Executive leadership Seminar for (Presidents, CEO, and Directors)
12. Workshop #8012: Organization Leadership Seminar for (Public Administrative Officers)
13. Workshop #8013: Leadership What it takes; Skills for NGO Managers
14. Workshop #8014: Leadership Training For Locally Elected Leaders
15. Workshop #8015: Leadership and Politics of Administration
16. Workshop #8016: Leadership for Newly Elected Democratic Leaders
17. Workshop #8017: Leading With Emotional Intelligence
18. Workshop #8018: Leadership, Ethics, and Professionalism
19. Workshop #8019: Ethics in Government (Politics and Administration)
20. Workshop #8020: Management Strategies for Competitive Advantages

Group D – Project Management

GROUP D - Project management Workshops Group #9,000

Project Management (PM)

Project Management Workshops and Seminars by C.G.L. provides opportunities for participants to engage in real-life simulations of hands-on project initiation and completion.

C.G.L.’s project management training workshop will help participants to initiate and deliver responsible well--planned and efficient solutions on time and within budget. From basic project management training to advanced seminars for senior project managers, C.G.L. delivers the professional skills needed at every level of a project coordinator’s development.

Our workshops and seminars cover major basic and advanced project management training areas including – project’s need identification, project planning, and execution; project life cycle design and data gathering requirements; project budget analysis, finance control or financial contract management. These workshops include courses in project initiation, scope and methods; project phases identification/ functional tasks and responsibility, resource allocations, and scheduling. Other workshops and seminars include project evaluation and management, field project inspections; managing enterprise-wide initiatives; project assessment and or project cycle evaluation/re-evaluation with written feedback. The most popular workshops are, project cycle, project closure, and reporting, project proposal implementing, and analysis of change order and the future of project management. These courses are available to private employers and government institutions or community organizations throughout the world.
Workshops Group #9,000

1. Workshop #9000: Need Assessment
2. Workshop #9001: Program Planning
3. Workshop #9002: Process Evaluation
4. Workshop #9003: Program Evaluation
5. Workshop #9004: Project Management (PM)
6. Workshop #9005: Strategic Planning and Project Management Skills
7. **Workshop #9006: Construction Management: The Way To Success**
8. Workshop #9007: Technical Project Management (Building Construction Focus)
9. Workshop #9008: Managing Technical Project with Microsoft Software
10. Workshop #9009: Project Management: Procurement and Contract Validations
11. Workshop #9010: Technical Project Management (Public Works Infrastructure Focus)
12. Workshop #9012: Managing Projects Portfolio
13. Workshop #9013: Preparing for Project Management Certification
14. Workshop #9014: Project Management In The Business Environment
15. Workshop #9015: Public Works Management and Policy
16. **Workshop #9016: Environmental Management**
17. Workshop #9017: Ground Water Management
18. **Workshop #9018: Storm Water Quality Mgt. for Flood Prevention and Pollution Control**
19. Workshop #9019: Challenges Facing Municipal Wastewater Treatment
20. Workshop #9020: Privatization of Sewage Treatment Plant
21. Workshop #9021: Highways and Toll Road Management

22. **Workshop #9022: Wildlife Preservation and Management**
23. Workshop #9023: Emergency Management
24. Workshop #9024: Contract Management
25. Workshop #9025: Mediation and Conflict Management
26. Workshop #9026: Media Management
27. **Workshop #9027: Public Relations**

**NOTE:** The topics in red are popular topics available upon requests.
Group E – General Management

Human & Public Relations Management Workshops

Workshops Group #10,000

1. Workshop #G10000: Public Affairs, Policy, and Analysis
2. Workshop #G10001: Corporate Affairs Planning & Management
3. Workshop #G10002: Corporate Social and Environmental Responsibilities
4. Workshop #G10003: Corporate Affairs and Political Environment
5. Workshop #G10004: Managing Corporate and Community Affairs
6. Workshop #G10005: Event Planning and Management
7. Workshop #G10006: Crisis Management & Contingency Planning
8. Workshop #G10007: PR Theory and Practice: The Big Picture
9. Workshop #G10008: PR Writing and Conversation Skills
10. Workshop #G10009: Public Affairs and Relations with the Media
11. Workshop #G10010: Strategic Public Relations Planning and Implementation
12. Workshop #G10011: Public Protocol and Handling Negotiations
13. Workshop #G10012: Community and Public Relations
14. Workshop #G10013: Issues and Conflict Resolution: PR Style
15. Workshop #G10014: Handling and Interacting With The News and Social Media
16. Workshop #G10015: Developing and Enhancing Your Presentation Skills
17. Workshop #G10016: Effective Executive Public Speaking Seminar
18. Workshop #G10017: Public Speaking and Confidence Building
19. Workshop #G10018: Promoting and Enhancing Your Company Image
20. Workshop #G10019: Projecting a Positive Professional Image
21. Workshop #G10020: Projecting a Positive Public Relations Image
22. Workshop #G10021: Public Policy Management
23. Workshop #G10022: Power-Point for Managers
24. Workshop #G10023: Stress Management
25. Workshop #G10024: Newly Elected Local Government Officials: Ethics
26. Workshop #G10015: Introduction To Local Government Administration
27. Workshop #G10016: Governing For Success: New Locally Elected Officials (LEOs)
28. Workshop #G10017: Budgeting and Planning for the Newly Elected Officials (LEOs)
29. Workshop #G10018: Locally Elected Officials As Political Managers (LEOs)
30. Workshop #G10019: Delivering Quality Customer Service
31. Workshop #G10020: Local Public Works (Public Infrastructures Financing)
32. Workshop #G10021: Water Resources Management
33. Workshop #G10022: Ground Water Management: Fresh Water Pollution Prevention, Abatement, and Control
34. Workshop #G10023: Embracing “Global” Diversity In The Workplace (Religious, Ethnic, Tribal, Age, Gender, Global and Cultural Differences)
35. Workshop #G10024: Environmental Policy and Management
36. Workshop #G10024: Forest Management

**Special Training Group I – Computer Applications**

**SPECIAL TRAINING GROUP I - Computer Application Training Workshops**

**Group #G100**

**Workshops Group #G100**

1. Workshop # G100A: Applied Arc GIS Techniques for Geoscientists
2. Workshop # G100B: Telecommunication Systems and Computer Networks
3. Workshop # G100C: Advanced Telecommunication Systems and Computer Networks
4. Workshop # G101: Computer Proficiency and Applications
5. Workshop # G102: Internet Basics and Applications
7. Workshop # G104: Computer Applications in Office Management
8. Workshop # G105: Computer Applications in Financial Management
9. Workshop # G106: Computer Applications for Oil and Gas Industry
10. Workshop # G107: Computer Applications in Budgeting
11. Workshop # G108: Computer Applications in Revenue Collection
12. Workshop # G109: Computer Applications in Planning and Development
13. Workshop # G110: Computer Applications for Building Inspections
15. Workshop # G112: Management Information Systems
16. Workshop # G113: Database Management
17. Workshop # G114: Computer Applications for Executive Administrators
18. Workshop # G115: Computer Aided Graphics
19. Workshop # G116: Advanced Software Development
Computer applications and data management training is critical to an organization’s business as well as, the business of the organization

Special Training Group II – Oil & Gas Management
SPECIAL TRAINING GROUP II - Oil and Gas Management Training Workshops
Group #200
Non-Technical Oil and Gas Management Training Workshops Group # G200

Workshops Group #G200
1. Workshop # G200: Oil and Gas Exploration, Production, and Distribution: Basic Information:
2. Workshop # G201: Environmental Concerns and Management of Oil and Gas Exploration and Production
3. Workshop # G202: Managing Environmental Policy in the Oil and Gas Sector
4. Workshop # G203: Introduction To Petroleum Geology
5. Workshop # G204: Introduction To Oil and Gas Drilling
6. Workshop # G205: Managing Oil and Gas Exploration, Production and Distribution
7. Workshop # G206: Managing Petroleum Resources and Marketing
8. Workshop # G207: Financial Management of Oil and Gas Resources
9. Workshop # G208: Oil and Gas Production, Refining and Financial Management
10. Workshop # G209: Management of Petroleum Products
12. Workshop # G211: Managing and Preventing Oil Spills
13. Workshop # G212: Management and Future Implications of Increased Crude Oil Prices
14. Workshop # G213: Management Solutions: Rising Crude Oil Prices
15. Workshop # G214: Oil Shale & Tar Sands Production
Energy: Oil and Gas Essentials

Special Training Group III – Energy Resources

SPECIAL TRAINING GROUP III - Energy Resources Training Workshops Group #300

Some of the Energy Training modules that are oil and gas-related if hosted at our location will require or may include oil and gas corporate office site visit, and possible drilling or producing oil and gas well sites visits.

Energy Training Workshops Group # 300

Workshops Group #G300

1. Workshop # G300: Managing Renewable and Non-Renewable Energy Sources
2. Workshop # G301: Traditional Approach: Managing Electric Power and Other Energy Sources
3. Workshop # G302: Energy Conservation and Management
4. Workshop # G303: How to Plan for Energy Self Sufficiency
8. Workshop # G307: Energy Policy and Alternative Options

Wind & Solar Energy          Electrical Power Distribution          Solar Energy

Alternative sources of “abundant renewable” energy: Solar, Wind, Hydro, etc.
Special Training Group IV – Social Services

Workshops Group #G400

1. Workshop # G400: Domestic Family Violence: Spousal Abuse
2. Workshop # G401: Poverty: A Public Policy Issue. How To Respond
4. Workshop # G403: Poverty Reduction Strategy (Food, Clothing, Shelter, and Comfort)
5. Workshop # G404: Poverty: Economic, Social and Political Responsibilities
6. Workshop # G405: Democracy, Poverty, and Governance
8. Workshop # G407: Politics, Transparency, Accountability, and Governance
9. Workshop # G408: Public Policy and Administrative Practices
10. Workshop # G411: Managing Disparity
11. Workshop # G412: AIDS: Awareness and Prevention
12. Workshop # G413: Sexual Harassment
13. Workshop # G414: Women In The Workforce
14. Workshop # G415: Handling Demanding and Difficult Customers
15. Workshop # G415: Doing Business in Africa
16. Workshop # G416: Understanding Market Opportunities In the Third World

Poverty Amid Plenty: A mystery and global crime against humanity
NOTE: The topics in red are popular and are available upon requests.

**Special Training Group V – Clients Request**

**SPECIAL TRAINING GROUP V - Other Courses Available Based on Our Clients Requests Group #101**

Global Economy and Global Learning means “Global Leadership,” but it requires Global Training

*Your Employees Are your Future. Strengthening organizational development through practical training creates quality employees and great leaders.*
What the mind can think, modern technology can produce; we can promote learning by pushing technology beyond its limit.

If the mind is willing to learn, we are able and eager to teach, strengthen, train and educate your workforce using our workshops, seminars, and conferences.
C.G.I. Training Workshop for Administrative Professionals
C.G.I, provides Best-In-Class Training for Senior Executives, Administrators, Managers, Supervisors, Support Staff and front line Employees

CORPORATE BUSINESS AND PUBLIC EXECUTIVES TRAINING

@ AFFORDABLE PRICE

C.G.I workshop training and seminars are not based just on theory, reading, influential guest speakers, storytelling, and ideas. They are based on theory and proven intellectual practical professional, business, and industries strategies, techniques, and on-the-job experiences laden with inherent traditional values of “the art of learning” that have helped a wide variety of clients, including individuals, family, groups, communities, private organizations, profit and non-profit groups, political and corporate leaders, governments, NGO’s and other institutions.

Our training workshop classes, each utilizes a unique system of engaging, teaching, and training participants. We offer best-in-class training seminars and workshops, including one-on-one coaching with continued broad support to help you and your organization achieve your desired set goals. Our instructors, coaches, and trainers are qualified to teach, train, deliver and guide you step by step until you succeed.

We value your active participation in our training and as a valued client and business customer. Your training value is our value as we both aim for success; we also know that you have many other choices for your training needs, but you selected C.G.I and like Bryan Dyson, the CEO of Coca Cola says, “value has a value if its values are valued” therefore you are valued and appreciated.
Courses and fees

COURSE DURATION

C.G.L. courses run in seminar and participatory format with a typical duration of 1, 2, 3, 4, or 5 days; or 1 to 2 weeks’ duration. Some courses are designed for multiple weeks to allow for additional participants to be involved, for group projects, and to allow for off-site visits to relevant industry sites, etc. The extra activities have proven beneficial to participating class members.

Following are sample fees for the various C.G.L. Seminars:

<table>
<thead>
<tr>
<th>Workshop/Seminar Name</th>
<th>1-Day</th>
<th>2-Days</th>
<th>3-Days</th>
<th>1-Week</th>
<th>2-Weeks</th>
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<tr>
<td>Workshop/Seminar Name</td>
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**TBD = To Be Determined**

The fee for each course includes instruction and workshop/seminar materials, including field trips where applicable, for each participant taking the course in the USA. Attending participants are responsible for their airfare, ground transportation, food, and accommodations while attending workshops, courses, or seminars with **C.G.I.** at our various location, especially our off-site international locations such as Lagos, London, Dubai, and or Toronto. Refreshments may be provided by **C.G.I.** during intermittent breaks along with a “complimentary” brown bag lunch every day. All course fees are payable in advance and must be received by **C.G.I.** two weeks before the participants’ arrival. There is a penalty of 15% of the course cost for late fees. Fees are subject to change without notice.
Participants of C.G.I Training Come from Different Countries, and Companies
Participants of C.G.I. Training Come From Different Professions and Culture
### 2019 – 2020 Training Schedule

<table>
<thead>
<tr>
<th>Start/End Date</th>
<th>Course #</th>
<th>Workshop/ Conference Title</th>
<th>Tuition</th>
<th>Location</th>
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<td><strong>The year 2019</strong> (Currently Scheduled &amp; Available)</td>
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<tr>
<td>Jan.14-18  <strong>2019</strong></td>
<td>A001</td>
<td><strong>Consumer Protection</strong>: Basic Rights &amp; Quality Customer Service Provision and Delivery Communication and Planning Skills for Administrative Professionals</td>
<td>$3,500</td>
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<td>Apr. 15-19</td>
<td>A002</td>
<td><strong>Executive Leadership for Public Mgrs.</strong> Business Planning for Gov. &amp; (NGO) Project Management Essentials</td>
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<td>May. 13-17</td>
<td>A003</td>
<td><strong>Executive Leadership for Public Mgrs.</strong> Business Planning for Gov. &amp; (NGO) Project Management Essentials</td>
<td>$3,500</td>
<td>Bill-Pr</td>
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<tr>
<td>Jul. 15-26</td>
<td>A005</td>
<td><strong>Aviation Safety Security and Management</strong></td>
<td>$3,500</td>
<td>Bill-Pr</td>
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<tr>
<td>Aug. 7-11</td>
<td>A006</td>
<td><strong>Aviation Safety Security and Management</strong></td>
<td>$3,500</td>
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<td>Aug. 12-16</td>
<td>A007</td>
<td><strong>Aviation Safety Security and Management</strong></td>
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<td>Sep. 23-27</td>
<td>A008</td>
<td><strong>Aviation Safety Security and Management</strong></td>
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<td>Oct. 21-26</td>
<td>A009</td>
<td><strong>Aviation Safety Security and Management</strong></td>
<td>$3,500</td>
<td>CC- Plano</td>
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<tr>
<td>Nov. 4-08</td>
<td>A010</td>
<td>Community Policing &amp; Crime Prevention Programs</td>
<td>$3,500</td>
<td>CC- Plano</td>
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<td>Nov.20-24</td>
<td>A0011</td>
<td>Ethics In Government: Avoiding Corruption Combating Terrorism- International-National-Domestic</td>
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<td>Dec.9-13</td>
<td>A0012</td>
<td>Ethics In Government: Avoiding Corruption Combating Terrorism- International-National-Domestic</td>
<td>$3,500</td>
<td>Bill-Pr</td>
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<td><strong>The year 2020</strong> (Currently Scheduled &amp; Available)</td>
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<td>Jan. 06-10  <strong>2020</strong></td>
<td>A0003</td>
<td>Leadership Seminar for Senior Public Mgrs.</td>
<td>$3,500</td>
<td>Bill-Pr</td>
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<tr>
<td>Feb. 17-21</td>
<td>G1200</td>
<td>Managing Minerals Oil and Gas Resources</td>
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<tr>
<td>March. 23-27</td>
<td>G1201</td>
<td>Managing Minerals Oil and Gas Resources</td>
<td>$3,500</td>
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<tr>
<td>April.20-24</td>
<td>G1305</td>
<td>Environmental Management: The impacts of the Petroleum Industry on the environments Oil &amp; Gas Prod, Refining &amp; Financial Mgt.</td>
<td>$3,500</td>
<td>CC- Plano</td>
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<tr>
<td>May. 18-22</td>
<td>G1306</td>
<td>Adv. Co-generation: Electric Power Generation and Supply for Domestic Use Project Management for Oil &amp; Gas Mgrs.</td>
<td>$3,500</td>
<td>CC- Plano</td>
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<tr>
<td>July. 20-24</td>
<td>G1307</td>
<td>Oil &amp; Gas Exploration &amp; Strategic Mgt</td>
<td>$3,500</td>
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<td>Aug. 17-21</td>
<td>G1308</td>
<td>Oil &amp; Gas Exploration &amp; Strategic Mgt</td>
<td>$3,500</td>
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<td>Sept. 14-18</td>
<td>G1309</td>
<td>Oil &amp; Gas Safety and Environmental Mgt.</td>
<td>$3,500</td>
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<td>Oct. 19-23</td>
<td>G2309</td>
<td><strong>Construction Project Management</strong></td>
<td>$3,500</td>
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<td>Nov. 2-6</td>
<td>G2310</td>
<td>Construction Project Management</td>
<td>$3,500</td>
<td>CC- Plano</td>
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<tr>
<td>Nov. 23-27</td>
<td>G2311</td>
<td>Energy Conservation and Management</td>
<td>$3,500</td>
<td>CC- Plano</td>
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<td>Dec. 7-11</td>
<td>G2312</td>
<td>Introduction to the Oil and Gas Industry</td>
<td>$3,500</td>
<td>CC- Plano</td>
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</table>

*Course Locations: CC = College Station, Plano = Plano, Pr = Plano Tech.*
Homeland Security

Counter Terrorism: International, National, & Domestic Terrorism: - Insurgency, Cyber and Asymmetric Conflicts (programs, policies and strategies)

Crime Prevention: Public Safety and Community Policing: - Effective Crime Prevention Strategies
CRIME PREVENTION TRAINING COURSES

1. Policing And Maintaining Positive Public Image
2. Public Security and Safety (To Serve, Protect and Deter Crime)
3. Basic Police Training
4. Anti-Riot and Policing of Demonstrations
5. Tactical Support and Team Building
6. Tactical and Strategic Leadership
7. Election Security and Coordination
8. Traffic/Road Policing Procedures
9. Crime Scene Investigation
10. General Forensic Training
11. Fingerprinting
12. Weapons, Drugs and Narcotics Search Procedures
13. K-9 Handling
14. VIP Protection
15. Strategic Communications
16. Resource Allocation to Prevent and Combat Crimes
17. Crisis Management and Planning
18. Understanding and Combating International and Domestic Terrorism
19. Protecting Against and/or Avoiding Terrorism
20. Human Rights and International Law
21. Armed Robbery and Electronic Surveillance
22. Protecting Public Against Armed Attack
23. Hostage and Negotiation
24. Looking into Criminal Minds
25. 10-Day Tactical Firearms Instructor Course
26. 5-Day Basic Level Police Investigation
27. Investigation Management and Case Preparation
28. Explosives and Safety Techniques
29. Bomb Disposal Guide
30. Cyber Crime and Security
31. Preventing Fraud and Identity Theft
32. Police-Citizens Awareness
33. Street and Petty Crimes Prevention
34. Cultural Diversity in a Polarized Community
35. Crime Prevention and Education (Police & Citizens)
36. Policing During Crisis/Civil disobedient
37. Policing in the mist of Cultural Diversity (Religion, tribal language differences)
38. Crime Prevention Through Environmental Design (CPTED) for Urban Villages
39. Organizing for Citizen Patrol
40. Police Patrol (Building A Safe Community and Trust)
41. Protecting Public and Private Citizens’ Assets
42. Home and Community Safety
   1. Home Safety
   2. Protecting Your Home When You’re Away
   3. Returning Home
   4. Safety at Home
   5. Safety Away from Home
   6. Securing Your Property at a Hotel or Motel
   7. Securing Your Property in a Vehicle
   8. Protecting yourself while in Public
43. Police Awareness and Patrol of Trouble Neighborhoods
44. Street Survival Seminar
45. Traffic Regulations and Travelling Safety
46. How to Manage Criminal Elements In The Community
47. Crime Scene Investigation

Note: All classes in red are offered in collaborations with Law Enforcement Agencies and retired/active police officers.

EACH CLASS REQUIRES 10 OR MORE PARTICIPANTS
# Registration Form

**COMET Group International (C.G.I.)** Course Registration Form

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Course Tuition</th>
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<tbody>
<tr>
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</tbody>
</table>

Company Name  ____________________________________________________________

Last Name  ____________________________________________________________

First Name  ____________________________________________ M.I.  ______

Address  ______________________________________________ Apt./Unit  ______

City  __________________________  State  _____  ZIP Code  ____________

Phone  ( )  __________  E-Mail  ____________________________

Method of payment  [ ]  Cashier’s Check  [ ]  VISA  [ ]  MasterCard

Credit Card #  ____________________________  Exp. Date  ______

Name as it appears on the card  ____________________________

Credit Card Authorized Signature  ____________________________  Title  ______  Date  ______

Credit Card Holder Address  Street  City  State  Zip

How did you hear about  [ ]  Your Company  [ ]  Friend  [ ]  Web site  [ ]  Other

By signing this form, you acknowledge that you have read and understand the important information and policy of C.G.I. regarding course enrollment and registration requirements.

E-mail To: mail@cometgroupinternational.com.
Fax Completed Form to (972) 931-7258. Mail to: COMET Group International (C.G.I.) or mail to P.O. Box 794734 Dallas Texas 75379-4734.
AT C.G.I

Our workshops, technical and managerial training, and seminars are not based just on theory, storytelling, simulations, fantasies, and ideas. They are based on both theory and proven practical professional strategies, techniques, managerial and technical experience laden with inherent values that have helped a wide variety of clients, including individuals, family, communities, private organizations, profit, and non-profit groups, governments, NGO’s and other institutions.

Our training workshop classes, each utilizes a unique system of engaging, teaching, and training participants. We offer best-in-class seminars, workshops, one-on-one coaching with continued broad support to help you and your organization achieve your set goals. Our Instructors, coaches, and trainers are qualified to teach, train and, deliver, and give you the steps you need to succeed.

C.G.I. brings different people with different background (culture, customs, religion, sex, education, skills, knowledge, ability) and experience together, where mistakes are considered opportunities for learning something new necessary to enhance value where values are valued which is on-the-job.

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Comet Group International (C. G. I.)

At C.G.I., we bring the “Training-World” to your Doorstep

C.G.I. Exists To Promote the Value of Lifetime Learning