



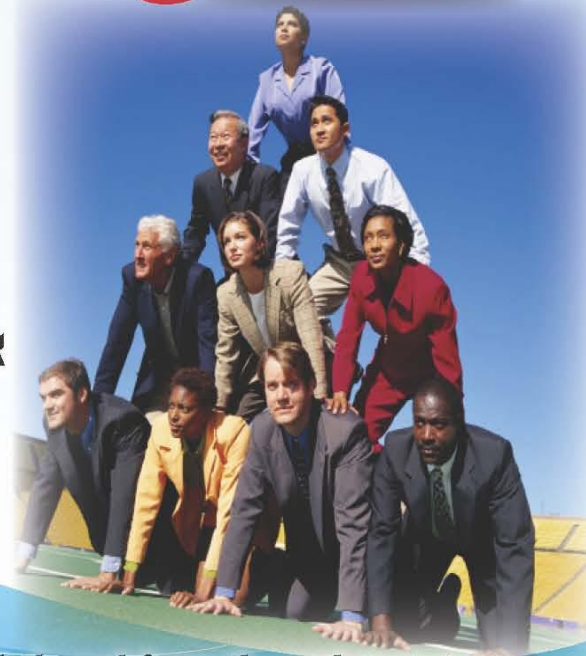
Training Catalogue
Year 2022–2023

C.O.G.I.
Comet Group International

Management & Technical Training Institute

Global Workshops & Training

- **C**ontemporary
- **O**rganization
- **M**anagement &
- **E**mployee
- **T**raining

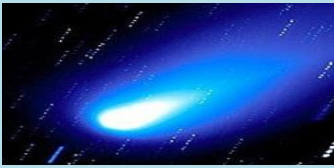


Bringing hope and security to the global workforce through training

Comet Group International (C.G.I.)



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. Upon attending and completing our management and technical workshops, these participants are never the same again. Join us for a lifetime learning and rewarding workshop training experience.



Contemporary

Organization

Management And

Employees

Training

Group

International

C.G.I. Training Catalogue

Year 2022-2023



**COMET GROUP
INTERNATIONAL**

Dallas, Texas
(972) 931-7258
or (214) 628-1971
1/1/2005©

President/Program Director: Dr. Jimmy L. Etti-Williams

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 or 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

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 ©2010

Visit C.G.I @ WWW.COMETGROUPINTERNATIONAL.COM

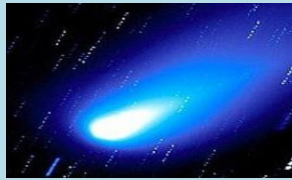


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Training for all employees --especially managers, administrators, and senior executives



INTRODUCTION

WELCOME to **C**ontemporary **O**rganization **M**anagement and **E**mployees

Training **G**roup **I**nternational (**C.G.I.**), where excellence in management training is a habit. **Turn your risk** (keeping untrained employees) **into an opportunity** (training of productive employees) with **C.G.I.**'s workshops.

The only thing worse than training employees and subsequently losing them is not teaching them and keeping them significantly when they adversely impact its bottom line, "profit," and "growth." **C.G.I.** Offers the best global public and private organizational management workshop/seminar training for leadership excellence.

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

Our workshops and seminars provide participants with more than just lectures, theoretical grounding or necessary foundations, simulations, and team-building refresher exercises. We offer inspiring multiple perspectives, thought-provoking, challenging, and valuable information with "utility-focused" practical applications.

Our long-term objective is 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, the Pacific Islands, and South America.

OUR VISION

At **C.G.I.**, 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, N.G.O.s, businesses, politicians, 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

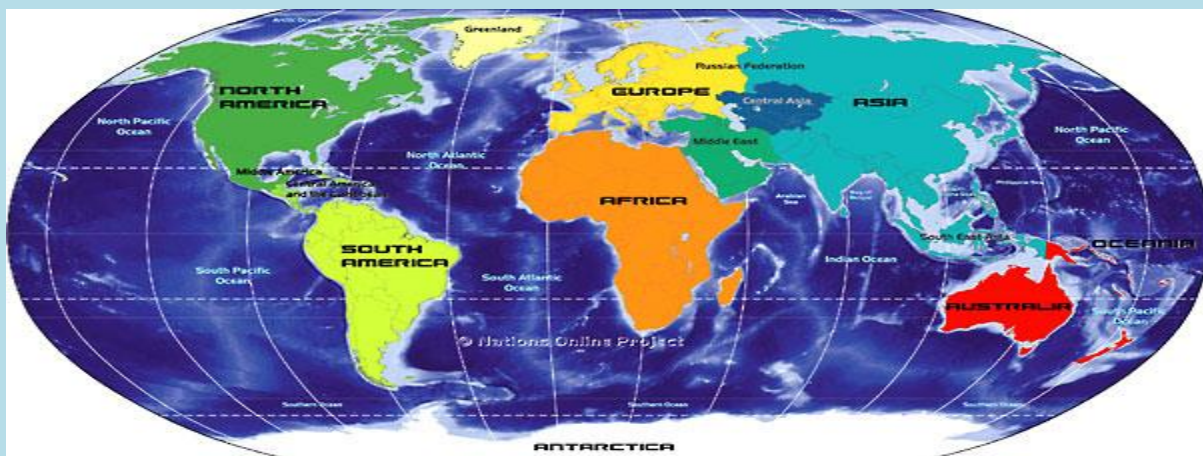
vision is grounded in experience, knowledge, skills, ability, leadership excellence, trust, honesty, integrity, transparency, stewardship, relationship-building, quality service, and result-oriented practices. As we grow and serve the global community through continuing workforce education, **C.G.I.** 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.I.** offers training services to support individuals, groups, communities, governments, institutions, and organizations. **Your company's bottom line is our top priority!**

Besides delivering over 150 courses that 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 help you achieve your organizational performance goals by developing training programs on virtually any corporate management topic or public policy issue, or subject. When you attend any of our workshops or seminars, you can be sure that your training experience will be rewarding and 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 focus on essential personnel development issues and improve performance and financial accountability. Significantly, it enhances excellent leadership skills and general workforce development. All these can lead to higher productivity with the improved morally sustainable service performance and great profit.



At **C.G.I.**, we bring the world's best-in-class training to your doorstep.

Workshop's overview

COMET Group International (C.G.I.) would like to accelerate qualified professionals' careers with proven but exceedingly 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 creates a buzz as we continue to lead the way and reshape the global industry 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 essential to the personal and professional development; of your organization's bottom line (profit), plan to join the thousands of attendees coming to Dallas, Texas, in the 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 conference 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 important 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 accurate 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 N.G.O.'s.
- ❖ Leaders from political institutions at all levels of government (local, state, and federal)
- ❖ Business consultants for multiple industries, including Oil & Gas, Energy, Construction, etc.

Workshop or Training Instructors

C.G.I. Staff members are 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.



WORKSHOP LOGISTICS

COMET Group International (C.G.I.) meets 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 various times, in multiple formats, and at multiple locations.

Day and Night Classes Are From

- **Standard Day Classes** - Monday through Friday 9.00 am – 4.30 pm
- **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 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 various methods, including lectures, individual student participation, group exercises, and field trips where appropriate.
- **Curriculum Format** -The type of training class selected, the individual classes/courses' length, and location will dictate the curriculum format. Longer classes will have more group or team activities with the possibility of several field trips. Shorter classes will focus on formal presentations and individual feedback to the entire class. Weekend courses will combine group and individual participation to keep the quality as stimulating as possible.
- **Special Turnkey.** You can review some of our leading Top 40 workshops and 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 employees' groups.
- **Customized Format.** We are using the **C.G.I.** Our Learning Solutions Designers can create a customized workshop tailored to your dynamic or any organization's changing needs in management courses that focus on instructional design methodology.

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 handouts or displays for your group only.

Locations

- **C.G.I.** -- Most 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. Most of our courses are 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 worldwide. These are typically at a hotel where conference, food, and hotel accommodations can be made available for the attendees' convenience.
- **On-site Workshops** --are also delivered to groups, private and public organizations, and governments at their facilities. 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 the total cost of training, **C.G.I.** 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 vital 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, fostering a sense of unity and belonging, creating standard practices and vocabulary, and fostering 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 Turnkey.** Any of our 150 workshops and seminars are on-site workshops at the location of your choice. Our leading Top 40 workshops or conferences are 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 scope 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 the provision of additional learning resources. Our online 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.I.**, training is our passion; education is our goal. We do not 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.I.** 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 by training your employees in quality customer service and 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.*
 - Do not replace your employees. Retrain them.
 - Do not let valuable essential tools critical to your organization's development go to waste.
 - Do not 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.

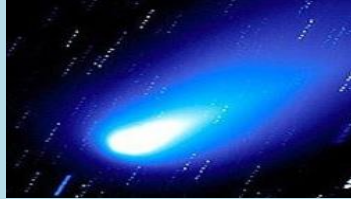
Help has finally arrived. Call today and start the journey towards making yourself, your organization, your government, or your community a success story.

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

If you and your organization are unsure which workshop would most benefit your personal or organizational needs, don't hesitate to get in touch with 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.

C.G.I.



Quality Training
& Workshops

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Affordable Prices

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. Please call the COMET Group International hotline for questions about registration at (214)-628-1971. Alternatively, you may contact us at **(972) 931-7258**

INTERNATIONAL ATTENDEES:

U.S IMMIGRATION LAW: Admissions into the U.S for training purposes are under a stringent guideline by U.S Immigration and Homeland 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 the United States. This information must be in our office a night before attending classes at our local venue 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 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 in our office 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 e-mail address and cell phone on the registration form if 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 on-site enrollment will be permitted at additional cost, only if space is available in the workshop or seminar. This type of enrollment is subject to the instructor's approval or the approval of the training director.

Mail: Workshop participants may complete a registration form for the course desired and indicate the preferred payment method. Completed registration should be mailed to COMET, P.O. 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, 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 before the scheduled class.

WELCOME RECEPTION:

Here at **C.G.I.**, 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.I.** 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 through special arrangements. Such requests must be sent 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

CANCELLATION

C.G.I. CANCELLATION POLICY

Transfer, Cancellation, and Refund Policy

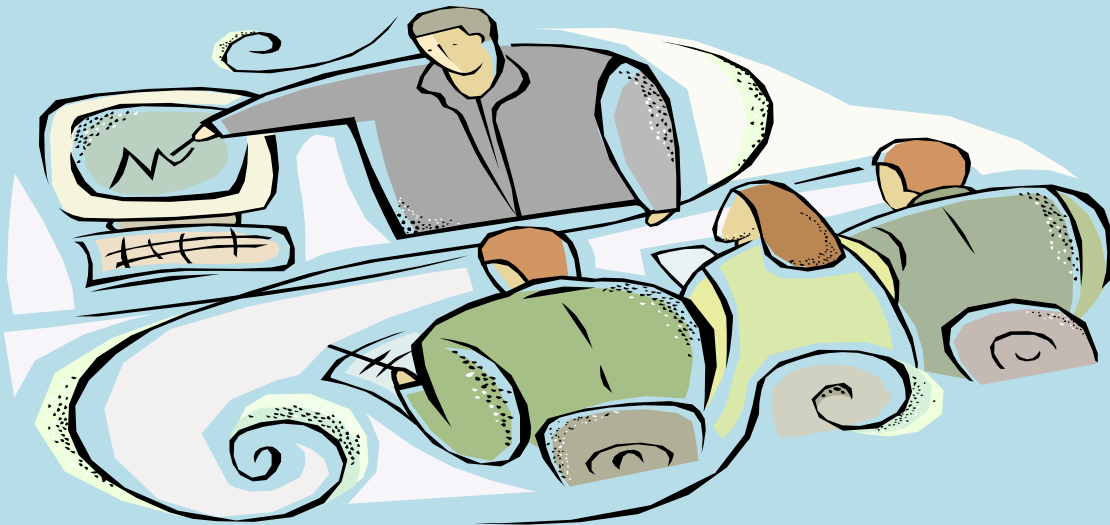
All workshops and Seminars have time duration, restrictions, and limitations for registration and cancellations. The Workshop Programs included in **C.G.I.**'s "On-Demand" offerings or "Special Class Requests" are not eligible for a refund, substitution, transfer, or cancellation. However, for our On-ground, off-site, Live Online Classes, and 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 before your program starting date.*

If the participant provides **C.G.I.** with less than three weeks' notice or fails to attend, the participant will be liable for the entire program fee. If payments are in advance, there will be no refund. Payments for all workshops are due upon receipt 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. 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.I. will make an attendance report available to sponsoring agents, groups, organizations, companies, or individual participants upon request. Workshop participants 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 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.I.**, make-up work does not make-up absence.



Quality Training
& Workshops

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Four hands in business attire pointing upwards, symbolizing quality or excellence.

ACCOMMODATIONS

The Downtown City of Dallas is a significant and busy metropolitan area with several accommodations, entertainment, and extracurricular fun activities. At the same time, many choices are available to participants attending our courses at our location in Dallas, Texas. We recommend that participants review nearby hotels' listings for weekly rates and availability.

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

We understand that timely and comfortable arrangements, including proximity to the workshop site, are just as necessary 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 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 T.V., 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 centers, etc. **C.G.I.** is not and will not be responsible for the participant's Transportation.



Hotels and Apartments in Dallas

OUR PARTNERS

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 G.A.S.
- 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."



DISCLAIMER

This catalog is for information purposes only. This catalog is not a contract, but it contains policies, policies and procedures, prices, and course information currently available and in existence when the publication was printed. **C.G.I.** reserves the right to change or alter the statements and procedures in this catalog to reflect our current prices, practices, and procedures, including its administrative policy, regulations, and procedures as applicable state and federal guidelines, rules, regulations, and laws.



At **C.G.I.**, our workshops and seminars enhance intellectual curiosity, insight, and personal development while facilitating the open exchange of individual and or group knowledge.



Quality Training
& Workshops

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Four hands, each pointing upwards with the index finger, representing a call to action or a positive outcome.

WORKSHOP DETAILS

Group A – Management & Public Relations Workshops

Group A Management Workshops Groups # 1,000 – 6,000.

Introductory Management and Supervisory Skills Workshops and Seminars

Building practical management skills start with **C.G.I.** management workshops and advanced seminars training. **C.G.I.** offers 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, refining participants' potential and current or future management skills, knowledge, and abilities. These courses are for 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 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. Our other courses include employee performance management, interview and selection processes, reward and discipline, motivation, team building, leadership and development, interpersonal communication skills. We also offer 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

Preparing for Supervisory and Management Roles Workshops

Workshops Group #2,000

1. Workshop #2000: Making the Transition: Manager to Administrator
2. Workshop #2001: Essential Management Skills for Managers and Administrators.
3. Workshop #2002: State and Local Government Public Policy Issues
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
19. Workshop #2017: Risk Management: Turning Your Risk into Opportunity

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 Guidelines 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 Superhighway
2. Workshop #4001: Essential I.T. Tools for Managers and Supervisors
3. Workshop #4002: Advanced Tools for Modern I.T. Managers and Supervisors
4. Workshop #4003: I.T. and Government Regulations
5. Workshop #4004: Future of I.T. in Modern Organizations
6. Workshop #4005: e-Commerce, e-Business, e-Technology, and e-Government

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
9. Workshop #5008: Workshop #1009: Office Politics: Impact on Operations

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 benefit all organization members, 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 increase productivity, improve results, and reduce on-the-job stress. These workshops will teach participants how to budget time wisely. Participants learn about goal setting, including how to overcome procrastination. They learn about developing a rational approach to prioritizing tasks, implementing backup plans, improving concentration, avoiding or delaying work, or dealing with distractions and unanticipated 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

GROUP C - Organizational Leadership Workshops Group #8,000

Leadership

Leadership is the responsible, constructive, and productive use of power, people, and 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 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.I.'s leadership courses investigate, explain and clarify some critical dynamic leadership issues –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, C.E.O., and Directors)
12. Workshop #8012: Organization Leadership Seminar for (Public Administrative Officers)
13. Workshop #8013: Leadership What it takes; Skills for N.G.O. 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 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 project coordinator's development level.

Our workshops and seminars cover primary basic and advanced Project Management training and associated subject areas. The areas include project need identification, planning, execution; project life cycle design and data gathering requirements; project budget analysis, finance control, and financial contract management. These workshops include project initiation, scope, methods, project phases identification/ functional tasks and responsibilities, resource allocations, and scheduling. Other workshops and seminars include project evaluation and management, field project inspections, enterprise-wide initiatives, project assessment, and project cycle evaluation/re-evaluation with written feedback. The most popular workshops are project cycle, project closure and reporting, project proposal implementation, 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.

Project Management

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 request.





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: P.R. Theory and Practice: The Big Picture
9. Workshop #G10008: P.R. 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: P.R. 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 #G10012: Power-Point for Managers
24. Workshop #G10013: Stress Management
25. Workshop #G10014: Newly Elected Local Government Officials: Ethics
- 26. Workshop #G10015: Introduction to Local Government Administration**
- 27. Workshop #G10016: Governing for Success: New Locally Elected Officials (L.E.O.s)**
- 28. Workshop #G10017: Budgeting and Planning for the Newly Elected Officials (L.E.O.s)**
- 29. Workshop #G10018: Locally Elected Officials as Political Managers (L.E.O.s)**
- 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 G.I.S. 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
6. Workshop # G103: E-Commerce, E-Business, and E-Government What It Means
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
14. Workshop # G111: Computer Applications for Public Works Management
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 are critical to an organization's business and the business of the organization.

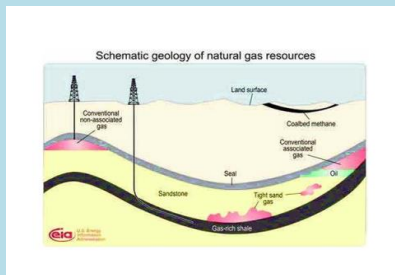
Special Training Group II – Oil & Gas Management

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
11. Workshop # G210: Petroleum Exploration, Extraction, and Trading
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**



Exploration



Drilling



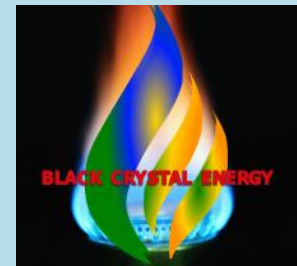
Production



Well Operation & Re-completion



Refinery Operations
Energy: Oil and Gas Essentials



Energy & Power

Special Training Group III – Energy Resources

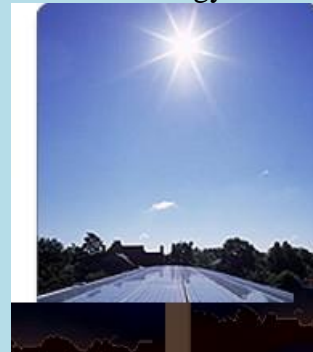
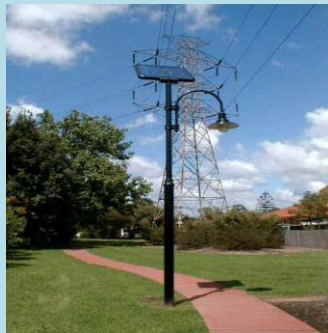
SPECIAL TRAINING GROUP III - Energy Resources Training Workshops Group #300

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

Energy Training Workshops Group # 300

Workshops Group #G300

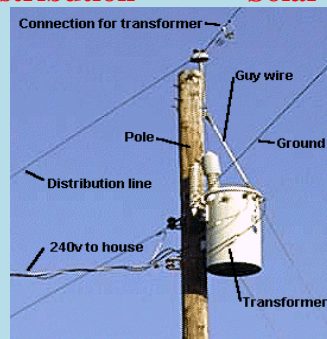
1. Workshop # G300: Managing Renewable and Non-Renewable Energy Sources
2. Workshop # G301: Traditional Approach: Managing Electric Power and Other Energy Sources
3. Workshop # G302: Energy Conservation and Management
4. Workshop # G303: How to Plan for Energy Self Sufficiency
5. Workshop # G304: Advantages of Co-generation: A Source of Electric Energy Using Gas Driven Turbines
6. Workshop # G305: Solar Energy and its Management: Technology and its Application
7. Workshop # G306: Wind Power: As an Alternative Energy Resource
8. Workshop # G307: Energy Policy and Alternative Options
9. Workshop # G308: Financial Analysis and Management in the Energy Industries



Wind & Solar Energy

Electrical Power Distribution

Solar Energy



Alternative sources of "abundant renewable" energy include Solar, Wind, Hydro.

Special Training Group IV – Social Services

SPECIAL TRAINING GROUP IV - Social Services Training Workshops Group #400

Workshops Group #G400

- 1. Workshop # G400: Domestic Family Violence: Spousal Abuse**
2. Workshop # G401: Poverty: A Public Policy Issue. How to Respond
3. Workshop # G402: Poverty: Government and Corporate Responsibilities
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**
7. Workshop # G406: Ethics in Government: Contract Awards and Social Responsibilities
8. Workshop # G407: Politics, Transparency, Accountability, and Governance
9. Workshop # G408: Public Policy and Administrative Practices
10. Workshop # G411: Managing Disparity
- 11. Workshop # G412: A.I.D.s: 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 request.

Special Training Group V – Clients Request

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



Photo Source: Courtesy of CAIR Training



Photo Source: Courtesy of CAIR Training

Global Economy and Global Learning means "Global Leadership," but it requires Global Training.



Photo Source: Courtesy of CAIR 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 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. These are laden with inherent traditional values of "the art of learning" that have helped a wide variety of clients, including individuals, families, groups, communities, private organizations, profit, non-profit groups, political and corporate leaders, governments, N.G.O.'s, and other institutions.

Our training workshop classes each utilize 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.** Like Bryan Dyson, the C.E.O. 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.I. courses run in seminar and participatory format with a typical duration of 1, 2, 3, 4, or 5 days: or 1 to 2 weeks. Some courses are designed for multiple weeks to allow additional participants to be involved, group projects, 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.I.** Seminars:

Workshop/Seminar Name	1-Day	2-Days	3-Days	1-Week	2-Weeks
Operations Management					
Project Management					
Energy, Alternatives & Global Impact					
Strategic Planning and Management					
Leadership and Management					
Quality Customer Service Provision & Delivery					
Transportation Management					
Poverty Alleviation					
Tourism and The Local Economy					
Financial Data Analysis & Management					
Computer Application & Data Management					
Domestic Family Violence: Spousal Abuse					
Healthcare Provision and Delivery					
Organizational Dev.-Transformation					
Embracing Diversity in The Workplace & Region (Religion, Ethnic, Tribal, Age, Gender, Nationality, Global and Cultural Differences): international only					
Specially Arranged (SAS)	TBD	TBD	TBD	TBD	TBD
Project Management in Business Env.					
Management Decision--Making: Analysis					

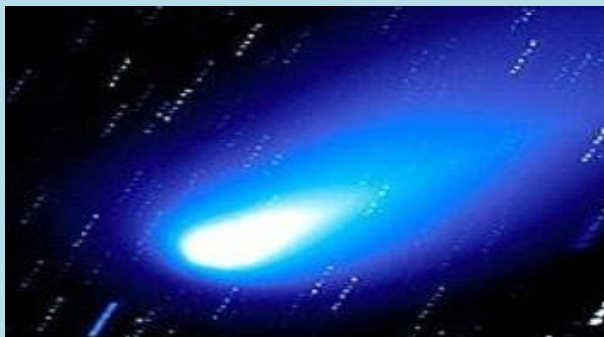
Workshop/Seminar Name	1-Day	2-Days	3-Days	1-Week	2-Weeks
Leadership: Seminar for Executive Public Administrators and Managers					
Management and Financial Analysis					
Healthcare Management & Administration					
Financial Analysis and Management in the Energy & Oil and Gas Industries					
Organizational Planning & Management					
Advantages of Co-generation: A Source of Electric Energy					
Alternative Sources of Energy					
Energy Conservation and Management					
Managing Environmental Policy in Oil and Gas Sector					
Energy Policy and Alternative Options					
Solar Energy and its Management					
Financial Management of Oil and Gas Resources					
Oil and Gas Production, Refining & Financial Management					
Other Specially Arranged Seminars			T.B.D.	TBD	TBD

TBD = To Be Determined

Each course's fee includes instruction and workshop/seminar materials, including field trips where applicable, for each participant taking the course in the U.S.A. Attending participants are responsible for their airfare, ground transportation, food, and accommodations while attending workshops, classes, or seminars with **C.G.I.** at our various locations, especially our off-site international locations such as Lagos, London, Dubai, and or Toronto. C.G.I. may provide refreshments 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

2022 – 2023 Training Schedule

Start/End Date	Course #	Workshop/ Conference Title	Tuition	Location
The year 2022 (Currently Scheduled & Available)				
Jan.17-22 - 2022	A001	Consumer Protection: Basic Rights & Quality Customer Service Provision and Delivery		Bill-Pr
Apr. 18-23	A002	Communication and Planning Skills for Administrative Professionals		Bill-Pr
May.16-21	A003	Executive Leadership for Public Mgrs.		Bill-Pr
Jun. 20-25	A004	Business Planning for Gov. & (N.G.O.)		Bill-Pr
Jul. 18-23	A005	Project Management Essentials		Bill-Pr
Aug.15-20	A006	Aviation Safety Security and Management		Bill- Pr
Aug. 22-27	A007	Budgeting for Local Government Adm.		Bill-Pr
Sep. 18-24	A008	Business Planning, Operations & Mgt.		Bill- Pr
Oct. 17-22	A009	Public Safety Security and Management		CC- Plano
Nov. 14-19	A010	Community Policing & Crime Prevention Programs		CC- Plano
Nov.21-26	A0011	Ethics in Government: Avoiding Corruption		Bill-Pr
Dec.12-17	A0012	Combating Terrorism- International-National-Domestic		Bill-Pr
The year 2023 (Currently Scheduled & Available)				
Jan. 09-14 - 2023	A0003	Leadership Seminar for Senior Public Mgrs.		Bill-Pr
Feb. 20-25	G1200	Managing Minerals Oil and Gas Resources		Bill-Pr
March. 20-25	G1201	Environmental Management: The impacts of the Petroleum Industry on the environments		CC- Plano
April.17-22	G1305	Oil & Gas Prod, Refining & Financial Mgt.		CC- Plano
May. 22-27	G1306	Adv. Co-generation: Electric Power Generation and Supply for Domestic Use		CC- Plano
June. 19-24	G1307	Project Management for Oil & Gas Mgrs.		CC- Plano
July. 20-24	G1307	Oil & Gas Exploration & Strategic Mgt.		CC- Plano
Aug. 21-26	G1308	Natural Gas Infrastructures Planning and Development.		CC- Plano
Sept. 18-23	G1309	Oil & Gas Safety and Environmental Mgt.		CC- Plano
Oct. 16-21	G2308	Underground Natural Gas Storage- Its evaluation and Safety Requirements.		CC- Plano
Oct. 23-28	G2309	Blowout Prevention: Oil & Gas, Audit, Inspection, Safety and Environmental Mgt.		CC- Plano
Nov. 13-18	G2310	Construction Project Management		CC- Plano
Nov. 20-25	G2311	Energy Conservation and Management		CC- Plano
Dec. 11-16	G2312	Introduction to the Oil and Gas Industry		CC- Plano
Dec. 18-23	G2313	Energy & Power in Africa-Economic Potentials, & Future Challenges		CC-Plano

Homeland Security

Quality Training
& Workshops

[Browse Catalog](#)



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

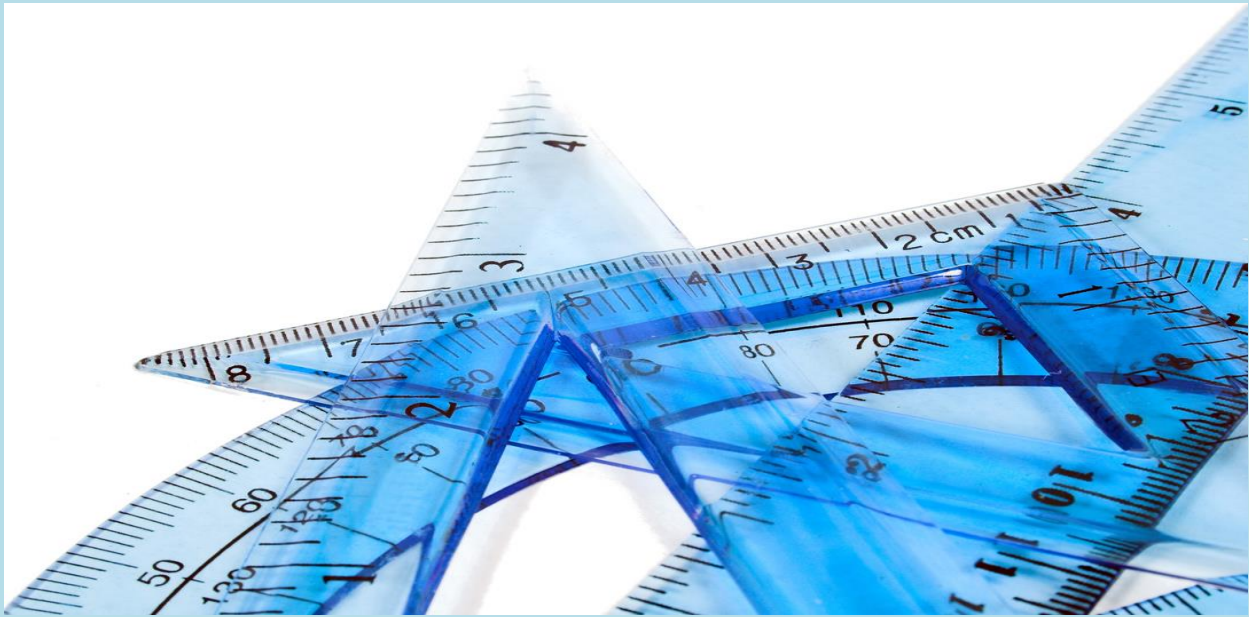
1. Policing And Maintaining Positive Public Image
2. Public Security and Safety (To Serve, Protect and Deter Crime)
3. Basic Police Training
4. Anti-Riot and Policing of Demonstrations
5. Tactical Support and Team Building
6. Tactical and Strategic Leadership
7. Election Security and Coordination
8. 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

C.G.I.

Management & Technical Training Institute



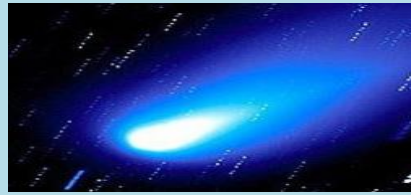
AT C.G.I

Our workshops, technical and managerial training, and seminars are not mere theory, storytelling, simulations, fantasies, and ideas. The techniques are based on both theory and proven practical professional strategies, proven techniques, managerial and technical experience laden with inherent values that have helped a wide variety of clients. These include individuals, families, communities, private organizations, profit, and non-profit groups, governments, N.G.O.'s, and other institutions.

Our training workshop classes each utilize 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, deliver and give you the steps you need to succeed.

C.G.I. Our training brings people with different backgrounds (culture, customs, religion, sex, education, skills, knowledge, ability) and experience together. It is a place 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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