



AFRICAN CENTRE FOR LEGAL EXCELLENCE
Building Africa's Legal Infrastructure to Enhance Economic Development

ILI-ACLE COMPACT COURSES – 2017

LEGAL DRAFTING, NEGOTIATION, WRITING & COMMERCIAL MATTERS	COMPACT COURSE	DATES	COURSE DESCRIPTION
	Contract Drafting	Jan. 22 Feb. 19 -20 Mar. 22	Through participatory discussions and practical drafting exercises, this course provides participants with best practices and techniques in drafting contracts
	Effective Negotiation Skills	Jan. 23 Mar. 1 -2 Mar. 23	Participants gain practical tools and strategies to effectively negotiate agreements of mutual interest to parties
	Effective Management of Business Transactions	Feb. 8 -9 Mar. 2 Mar. 26	Participants gain insight into how to effectively navigate and earn competitive advantage in business transactions
	Grants Writing	Feb. 19 Mar. 27	This course guides participants in the development of responsive and competitive proposals and bids for increased access to funding opportunities

DISPUTE RESOLUTION –IN AND OUT OF THE COURTROOM: INVESTIGATIONS, ADVOCACY, ADR & ADJUDICATION	COMPACT COURSE	DATES	COURSE DESCRIPTION
	An Overview of Alternative Dispute Resolution	Feb. 1 Mar. 6 Mar. 26 -27	Through participatory discussions and simulated exercises, this course considers four types of alternative dispute resolution, their benefits and limitations, and guides participants on their legal framework and application
	Arbitrating Construction Disputes	Feb. 2 Mar. 15 -16	Providing an overview of arbitration, this course is a helpful guide in highlighting common issues specific to construction disputes and their effective resolution
	Introduction to Trial Practice	Feb. 12 Mar. 15	This course introduces lawyers to best practice techniques to effectively represent clients in the courtroom
	Advising a Client	Feb. 13 Mar. 16	This course enables lawyers to effectively communicate with clients and prospective clients, and discussing short- and long-term strategies - essential to successful case outcomes

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PROCUREMENT, PUBLIC-PRIVATE PARTNERSHIPS & PROJECTS	COMPACT COURSE	DATES	COURSE DESCRIPTION
	Effective M&E for Development Projects	Feb. 1 - 2 Mar. 1	This course provides a clear overview of, and guide to, the monitoring and evaluation framework process in development projects, clarifying common mistakes
	Project Planning, Management and Contract Administration	Jan. 22 - 23 Feb. 20	The basics and latest trends in project planning and management are shared in this course, in addition to practical tips for efficient contract administration

LEADERSHIP AND MANAGEMENT	COMPACT COURSE	DATES	PROGRAMME DESCRIPTION
	Project Planning, Management and Contract Administration	Jan. 22 - 23 Feb. 20	The basics and latest trends in project planning and management are shared in this course, in addition to practical tips for efficient contract administration
	Current Trends in Human Resource Management	Feb. 9 Mar. 5 - 6	Through case studies, participants are introduced to current human resource management trends, while highlighting the fundamental concepts of human resources

FINANCE, ACCOUNTING, GOVERNANCE	COMPACT COURSE	DATES	COURSE DESCRIPTION
	Accounting and Finance for Non-finance Officers	Feb. 8 Mar. 22 - 23	Ideal for non-finance heads and managers, this course provides a practical appreciation of key accounting and finance principles to support effective strategic planning, operations and decision-making
	Fraud and Risk Management	Feb. 12 - 13 Mar. 5	Organisations lose millions to fraud each year, and this course brings participants to the attention of risk management strategies to prevent and combat fraud

* ILL-ACLE Compact Courses run as one-day programmes (9.00 am – 3.30 pm) or as evening sessions (4.00 -7.00 pm) over two days.

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