

BEST EXPERTS-GROUP, Beyond your goals.



**African Training Company
 Certified with
 ISO 9001 Version 2015**

TRAINING CATALOGUE

2023 - 2024

**OUR LEADING
 PARTNERS**



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OUR CLIENTS TRUST US



Fonds d'Intervention pour l'Environnement (FIE)
L'instrument financier de la politique environnementale du Burkina Faso



PRESENTATION

Who are we?

BEST EXPERTS-GROUP is an international firm of TRAINING, BUSINESS SUPPORT TO ISO CERTIFICATION and AUDIT ACCORDING TO ISO STANDARDS. Based in Cotonou, Best - Experts-Group is approved by the Fund for the Development of Continuing Education and Training (FODEFCA) under the number 150010 . Our company is empowered by the General Directorate of Capacity Building and Employability (DGRCE) of the Ministry of Labour and Public Service.

BEST EXPERTS-GROUP is the first training company in Africa that has been certified with ISO 29993 V 2017 (Standard for Training Organization) and ISO 9001 V 2015 (Quality Management System). It obtained the NATIONAL QUALITY AWARD 2019 and represented BENIN at the ECOWAS QUALITY AWARD. BEST EXPERTS-GROUP International Firm is MS GOLD Partner of PECB CANADA in Africa.

Thanks to its multilateral partnerships, BEST EXPERTS-GROUP has a pool of trainers and experts from Beninese, African and European administrations with a minimum of twenty years of experience in their fields of expertise.

In its Outreach, BEST EXPERTS-GROUP is today present in BENIN and SOUTH AFRICA.

BEST EXPERTS-GROUP develops its activities in other African countries through partnerships. We are also the exclusive representative of TNV, AQC and COGNICERT certification bodies in French-speaking African countries

Thanks to its multilateral partnerships, BEST EXPERTS-GROUP has a pool of trainers and experts from Beninese, African and European administrations with a minimum of ten (10) years of experience in their fields of expertise. Based on a proven training approach and a dynamic partnership with various partner institutions in several African countries, BEST EXPERTS-GROUP allows participants in inter-agency seminars to interact with their counterparts through workshops and roadshows.

BEST EXPERTS-GROUP



Why you should choose Us

- An International NETWORK
- An optimal environment
- Qualified And Experienced trainers
- Offer support for the implementation of the QSE management system and QSE audits

More About Us

BEST EXPERTS-GROUP comprises four big departments. These include the following: TRAINING AND AUDIT ISO, COMMUNICATION AGENCY MINING PRODUCTS and GENERAL TRADE. We provide high quality training and deliver exceptional services



ISO CERTIFICATION AND AUDIT

Training, auditing according to ISO standards, support for organizations in obtaining ISO certification



COMMUNICATION AGENCY

Event reporting, advertorials, commercials, corporate communications, TV series, fiction films, documentaries, communication by object



GENERAL TRADING

With our partners in South Africa we provide mining products as well food and agricultural products made available to the African Continent



REPRESENTATION OF BUSINESS ENTITIES

We partner with companies in a variety of economic sectors to contribute to the expansion and grow of their business

OUR TRAINING PROGRAMS



What we offer

With a network of experienced and exceptional trainers , BEST EXPERTS-GROUP, offers you quality training courses and programs at the cutting edge of new technologies. Our trainers, with more than twenty years of experience in their fields, design their own programs according to the demand and the evolution of the market.

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CERTIFYING TRAINING BY PECB

INTERNATIONAL CERTIFICATE

CODES	TRAININGS PROGRAMS	DURATION (DAYS)	COST (\$)	
			PRESENTIAL	ONLINE
NI13	Certified Lead Implementer ISO 45001	5	\$2 200	\$1 800
NI14	Certified ISO 9001 Lead Implementer	5	\$2 200	\$1 800
NI15	Certified Lead Risk Manager ISO 31000 V2018	5	\$2 200	\$1 800
NI16	Certified Lead Implementer ISO 14001 V2015	5	\$2 200	\$1 800
NI17	Certified Lead Project Manager ISO 21500	5	\$2 200	\$1 800
NI18	Certified Lead Implementer ISO 27001	5	\$2 200	\$1 800
NI19	Certified ISO 14001 Lead Auditor	5	\$2 200	\$1 800
NI20	Certified ISO 22000 Lead Auditor	5	\$2 200	\$1 800
NI21	Certified ISO 27001 Lead Auditor	5	\$2 200	\$1 800
NI22	Certified ISO 27005 Risk Manager	5	\$2 200	\$1 800
NI23	Certified ISO 37001 Lead Implementer	5	\$2 200	\$1 800
NI24	Certified ISO 45001 Lead Auditor	5	\$2 200	\$1 800
NI25	Certified ISO 21001 Lead Implementer	5	\$2 200	\$1 800
NI26	Certified ISO 21001 Lead Auditor	5	\$2 200	\$1 800
NI27	TOGAF 9.2. Foundation	3	\$2 200	\$1 800
NI28	TOGAF 9.2. Expert	3	\$2 200	\$1 800
NI29	CORBIT 5 Foundation & Certification	3	\$2 200	\$1 800
NI31	Certified ISO 22301 Lead Implementer	5	\$2 200	\$1 800
NI32	Certified ISO 22301 Lead Auditor	5	\$2 200	\$1 800
NI34	PMP Practionner With Certification	5	\$2 200	\$1 800
NI35	Agile Serum Foundation Method	3	\$2 200	\$1 800

CERTIFYING TRAINING BY BEST EXPERTS-GROUP

ISO STANDARDS

CODES	TRAINING PROGRAMS
NI01	Principles and Requirements of ISO 9001 Version 2015
NI02	Implementing an Environmental Management System According to ISO 14001: Reduction of Environmental Impacts Due To The Organization
NI03	Internal Quality Audit Techniques According to the ISO 19011 Guidelines Version 2018
NI04	ISO 37001 Version 2016 Requirements Training: Anti-Corruption Management System
NI05	Customer Satisfaction According to ISO 10001: 2006 And Customer Management Claims Management According to ISO 10002:2014
NI06	The Implementation of a Business Continuity Plan for ISO 22301 Disruption Resilience
NI07	Implementation of an Organization Management System According to ISO 21001 V 2018
NI08	Designing a Risk Management System According to ISO 31000 Standards
NI09	Implementing a Security Management System ISO 27001 Information Security Management System
NI10	Ensuring Risk Management and System Protection Information Systems According to ISO 27005
NI11	Deploying the Integrated QSE Management System (Quality - Occupational Health and Safety-Environment
NI12	THE GOOD MANUFACTURING AND HYGIENE PRACTICES (GMP-GMP) ACCORDING TO THE HACCP PROTOCOL
N13	Organizational Corporate Social Responsibility (CSR) Implementation Guidelines
N14	Customer Complaint Management in accordance with ISO 10002 V 2018 & UOMA Banking Commission Requirements
N15	Lead Implementer Training Iso 13485 Version 2016 : Medical Devices-Quality Management System
N15	Lead Auditor Training Iso 13485 Version 2016 : Medical Devices-Quality Management System
N16	Deploying the Integrated QESI Management System (Quality - Environment - Information Security)
N17	Lead Auditor Training ISO 20121 V 2012 : Events for Sustainable Development
N18	Training ISO 20121 V 2012 : Events for Sustainable Development
N19	Lead Auditor Training 37301v2021:Compliance Management System
N20	Lead Implementer training 37301v2021:compliance management system

CERTIFYING TRAINING BY BEST EXPERTS-GROUP

HUMAN RESOURCES

CODES	TRAININGS PROGRAMS
RH01	Training Engineering: Design and Piloting
RH02	Career development in human resource management
RH03	Provisional Management Of Jobs And Skills: Strategic Tools For Organizations
RH04	Performance Evaluation and Human Resources Restructuring
RH05	Job and Competency Framework: Design and Implementation
RH06	Performance Evaluation and Competency Management
RH07	Talent Management and Mobility: Tools for Succession Planning
RH08	Conflict Management And Negotiation Strategies



DURATION	PRICE IN \$	PRICE IN €	We cater for refreshments during the training, the accommodation is at the cost of the client. Our clients are entitled to either a gadget, a free medical check up and a Sightseeing adventure.
ONE WEEK	\$2 200	2 150€	
TWO WEEKS	\$3 850	3 750€	

CERTIFYING TRAINING BY BEST EXPERTS-GROUP

HUMAN RESOURCES

CODES	TRAINING PROGRAMS
RH09	Social Audit: Planning, Preparation and Implementation
RH10	Dealing with the Risk of Employee Burnout
RH11	Compensation Policy In The Company: Tools For Retention And Motivation
RH12	Cybersecurity and the Management of Harassment Online
RH13	Leadership and Team Management
RH14	Safety in the workplace
RH15	Performance Management and development
RH16	Human resource policies
RH17	Auditing the human resource function



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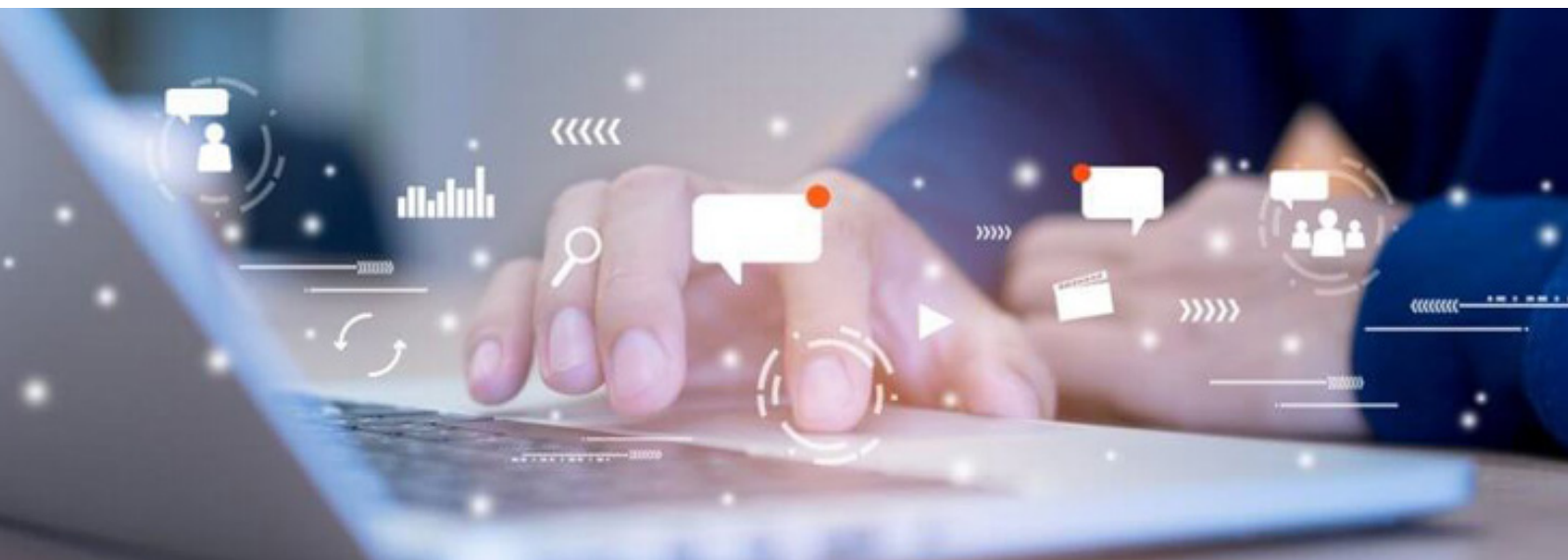


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CERTIFYING TRAINING BY BEST EXPERTS-GROUP

MARKETING

CODES	TRAINING PROGRAMS
CM01	Analytical, Strategic and Operational Approach to a Marketing Plan
CM02	Operational Management and Sales Management: Dynamic Customer Portfolio Management
CM03	Marketing And Communication In The Digital Age
CM04	Relationship Marketing and Customer Relationship Management
CM05	Strategic Marketing Management
CM06	Effective Design Of A Communication Plan
CM07	Relationship Marketing Customer Relations Management (CRM)
CM08	Effective Crisis Communication Management
CM09	Social Media Management
CM10	Quality Customer Service Management
CM11	Agricultural Produce Marketing and Export Strategy
CM12	Relationship Marketing



DURATION	PRICE IN \$	PRICE IN €
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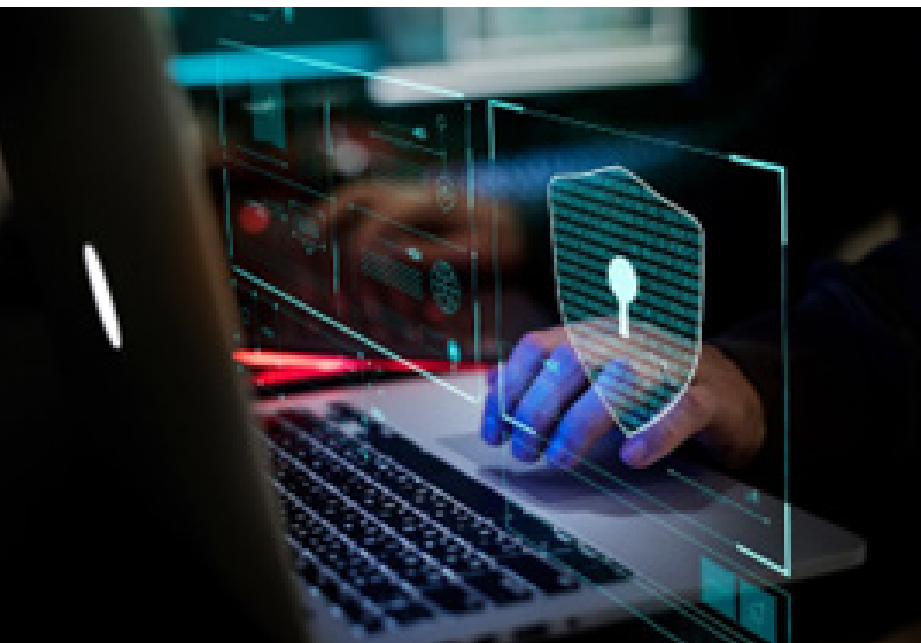
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CERTIFYING TRAINING BY BEST EXPERTS-GROUP

CYBER SECURITY

CODES	TRAINING PROGRAMS
CS01	CISM (Certified Information Security Manager)
CS02	CEH V 11 – Certified Ethical Hacking
CS03	CISA (Certified Information System Auditor)
CS04	CRISC (Certified In Risk and Information System Control)
CS05	CGEIT (Certified In The Governance Of Enterprise IT)
CS06	COBIT® 2019 (Control Objectives For Information And Technology)



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PUBLIC FINANCE, ACCOUNTING AND TAXATION

CODES	TRAINING PROGRAMS
FPCF01	Budgetary Control and Variance Correction
FPCF02	Management Process of an Accounting and Financial Audit
FPCF03	Wealth Management: Methods and Tools for Value Creation
FPCF04	SYSCOHADA Revised and Convergences Towards Ifrs Standards
FPCF05	The Provisions of Bale li, Bale lii In The UEMOA Space
FPCF06	Budgeting on Macroeconomic Framework Development Objectives
FPCF07	Financial Management for Public Sector
FPCF08	Preventing Payment Default and Debt Collection Technique
FPCF09	Budgetary and Public Expenditure Management
FPCF10	External Control and Audit of Public Budgets by a Higher Auditing Institution
FPCF11	Debts Collection Clearance of Client
FPCF12	Financial Risk Management
FPCF13	Credit And Debt Management
FPCF14	Financial Management of Donor Funded projects
FPCF15	Tax Policy, Fiscal Analysis and Revenue
FPCF16	Management of Foreign Aid (World Bank / ADB)



CERTIFYING TRAINING BY BEST EXPERTS-GROUP

SECRETARIAT DOCUMENTATION-RECORDS

CODES	TRAINING PROGRAMS
SDA01	Design and Implementation of an Electronic Filing System
SDA02	Management Development Programme for Executive Secretary & Personal Assistants
SDA03	Electronic Records Management
SDA04	Communication, Public Relations and Protocol in the Executive Assistant Function
SDA05	Assistant : The Levers Of Efficiency And Performance
SDA06	Front Desk and Receptionist Skills Management
SDA07	Mastering of Professional and Administrative Writing
SDA08	Implement Electronic Archiving And Organize Your Document Management
SDA09	Procurement skills for office administrators



OUR CONTACTS



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DECENTRALIZATION AND URBAN PLANNING

CODES	TRAINING PROGRAMS
DAU01	Mobilization And Strengthening Of Local Government Budgetary Resources
DAU02	Management of Local Government Assets and Financial Resources
DAU03	Housing and Habitat Policy
DAU04	Social Cohesion, Territorial Development and Challenges



MANAGEMENT OF PROJECTS AND PROGRAMS

CODES	TRAINING PROGRAMS
MPP01	Project and Program Coordination: Planning, Implementation and Monitoring and Evaluation
MPP02	Project and Program Outcomes: Performance Indicators and Monitoring and Evaluation Systems
MPP03	Accounting and Financial Management of Projects and Programs: Disbursement Methods and Procedures (BAD FIDA, World Bank)
MPP04	Agile Project Management
MPP05	Geographic Information System (GIS) and Arcgis Spatial Management Tools For Projects And Programs
MPP06	Performance Indication and Implementation of Monitoring and Evaluation Systems
MPP07	Survey Data Processing and Analysis in Development Programs
MPP08	Advanced Project Management
MPP09	Project Management And Evaluation Strategies
MPP10	Monitoring And Evaluation Of Development Projects
MPP11	Result Based Management
MPP12	International Protocol, Ethics And Etiquette Management

CERTIFYING TRAINING BY BEST EXPERTS-GROUP

PUBLIC PROCURMENTS AND CONTRACTS

CODES	TRAINING PROGRAMS
CPC01	Public-Private Partnership Contracts (PPP): Legal and Financial Aspects
CPC02	Procurement: Contract Execution and Follow-up of contracts
CPC03	Public-Private Partnership (PPP) Contracts Budgeting
CPC04	Procurement Planning and File Preparation
CPC05	Public-Private Partnerships (PPP): How to Provide Better Infrastructure for Public Services



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TRANSPORT-PURCHASING AND LOGISTICS

CODES	TRAINING PROGRAMS
TAL01	Environmental Programme for Road Maintenance Management
TAL02	OPERATIONS, TRAFFIC, ROAD SAFETY, ITS
TAL03	Building and Managing a CSR System in Sustainable Purchasing
TAL04	ISO 28000 Supply Chain Security Management System
TAL05	Modern Port Management and Reform
TAL06	Strategic Management of Port Activities
TAL05	Procurement And Supply Chain Management Best Practices
TAL06	Procurement Of Goods And Services

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DRIVING

CODES	TRAINING PROGRAMS
PP01	Vip Authority Driver: Behaviors, Fatigue, Alcohol And Medication
PP02	Administrative Ethics Of The Driving Of Administrative Vehicles
PP03	Night Driving, Road Signals
PP04	Road Accidents, Stopping and Parking, Passing and Overtaking
PP05	Eco Driving Safety, The Safety Belt
PP06	Administrative and Judicial Procedure: Road Accident Case
PP07	Defensive Driving, Tyres and Preventive Maintenance
PP08	Delivery Driver On Utility Vehicle And Maintenance
PP09	Knowledge of the vehicle and its preventive maintenance
PP10	Significance of Dashboard Indicators and Control Panels
PP11	Defensive Driving





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CERTIFYING TRAINING BY BEST EXPERTS-GROUP

COMMUNICATION

CODES	TRAINING COURSES
COM01	WordPress Foundation Training (Basics Of Web Design)
COM02	Wordpress Expert Training (Dynamic Website Design, E-Commerce)
COM03	Mastering the Basics of Graphic Design (Adobe Photoshop)
COM04	Become a Graphics Design Expert (Adobe Photoshop)
COM05	Mastering the Basics of Video Editing (Adobe Premier Pro)
COM06	Become an Expert Video Editor (Adobe Premie Pro)
COM07	Mastering the Basics of Computer Graphics (Adobe After Effect)
COM08	Become an Expert in Infographics (Adobe After Effect)
COM09	Mastering the Basics of Framing & Understanding the Rules Of Calibration
COM10	3D Computer Graphics Training
COM11	Social Media Manager/Community Manager Training



CERTIFYING TRAINING BY BEST EXPERTS-GROUP

Management Of Sporting Events

CODES	TRAINING COURSES
SP01	Optimize The Digital Communication Of Your Sport Organization
SP02	Develop The Marketing Potential Of Your Sports Organization
SP03	How To Creat A Sports Event That Attracts Local Sponsors
SP04	How To Creat A Sports Event That Attracts National Sponsors
SP05	How To Creat A Sports Event That Attracts International Sponsors
SP06	How To Create A Sponsorship Package 3.0
SP07	How To Prospect For A Sponsor



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INTERNATIONAL HEADQUARTERS



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