



GhIE/CMT/PGC/10/2025

May 20, 2025

**The Head of Local Government Service
Office Of the Head of Local Government Service
P.O.BOX MB 396, Ministries-Accra.**

Dear Sir/Madam,

2025 GhIE CONTINUOUS PROFESSIONAL DEVELOPMENT COURSES AND SEMINARS

The Ghana Institution of Engineering (GhIE) extends its compliments to you.

We are pleased to introduce our 2025 Continuous Professional Development (CPD) training programmes. The programmes are designed for engineering practitioners aimed at developing their skills and competencies for efficiency, productivity and growth to the benefit of the organisation.

We respectfully invite your organisation to nominate your practitioners to participate in our CPD training programmes accordingly. Attendance to these seminars will earn each participant CPD points and certificates shall be awarded. Participation in this training is also a requirement as stated in the GhIE By laws Article 6.11.1 (b) below which enable engineering practitioners to earn the minimum of 18 CPD units per annum as a prerequisite for the renewal of their professional engineering license:

Article 6.11	Member of Good Standing
6.11.1 B	A Full Member of the Institution will be required to complete at least eighteen (18) Professional Development Hours (PDH) units of Continuous Professional Development (CPD) in each calendar year as a requirement to remain of Good Standing in the following year. Additional CPD requirements are provided for in the Continuing Professional Development Regulations of the Institution as approved by the Council.

We count on your utmost cooperation to ensure that your practitioners constantly participate in these trainings to keep them abreast with current trend in their field of practice. It is our hope that you would sponsor as many of your practitioners as deemed appropriate to take part in these important trainings.

Your prompt response will be greatly appreciated in facilitating our planning.

Yours faithfully,

Ing. Samuel Magnus Asiedu, FGhIE
Ag. Executive Director

GHANA INSTITUTION OF ENGINEERING (GhIE)
TENTATIVE 2025 CPD COURSES AND SEMINARS
VIRTUAL / IN-PERSON FOR MOST OF THE SEMINARS

No.	TOPICS	COURSE CONTENT	CPD POINT	RESOURCE PERSONS	PROPOSED DATE	COST		Venue
	Revit MEP for Electrical Engineers.	Autodesk Revit MEP is part of Autodesk's BIM (building Information Modelling) software portfolio and is designed for electrical engineers working either in isolation or as part of a BIM project	6	Cab Royale	April 7 – 11 (5 Days)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	Cab Royale In person & Online
	Managing People for Results	<ul style="list-style-type: none"> • Change Management – overview of the concept of Change • Change Management models • Common errors of change management • Obstacles to change 	4	Leonard Quarcoopome	April 16 - 17 (2 Day)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	GhIE In person
	Technical Report Writing	<ul style="list-style-type: none"> • Report Structure and Formats • Writing Style and Language • Presentation of Information <ul style="list-style-type: none"> ▪ Textual (Descriptive)-Graphical, Numerical and Types of Summaries. 	4	Dr. Koby Mensah	April 22 - 23 (2 Days)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	GhIE In person

Prota Structure 2025 for Civil Engineers	<ul style="list-style-type: none"> ▪ model simple or complex concrete and steel buildings with speed and ease. ▪ Use physical objects including beams and slabs to create and visualize models quickly and efficiently. ▪ Seamlessly communicate and refine models with other leading BIM systems including Autodesk Revit. ▪ Seismic Analysis and Design technology allowing engineers to confidently deliver projects. 	6	Cab Royale	June 2 - 6 (5 Days)	Member GH¢ 2,000	Non Member GH¢ 2,500	Cab Royale	In person & Online
Managing Change	<ul style="list-style-type: none"> ▪ Change Management – overview of the concept of Change ▪ Change Management models ▪ Common errors of change management ▪ Obstacles to change 	4	Leonard Quarcoopome	June 12-13 (2 Days)	Member GH¢ 2,000	Non Member GH¢ 2,500	GHIE	In person
Revit Structure Professional Modelling Skills, Detailing and Documentation	Model 3D concrete reinforcement in an advanced BIM environment. Create more accurate, detailed documentation of steel and concrete designs.	6	Cab Royale	June 16-20 (5 Days)	Member GH¢ 2,000	Non Member GH¢ 2,500	Cab Royale	In person & Online

Revit MEP. (HVAC System) Ultimate BIM HVAC system Design (Mechanical /Building Services Engineers)	Autodesk Revit MEP is part of Autodesk's BIM (building Information Modelling) software profile and is designed for mechanical engineers working either in isolation or as part of a BIM project	6	Cab Royale	June 23 – 27 (5 days)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	Cab Royale	In person & Online
Generative AI Masterclass for Engineers	Transform your Operations, Increase Efficiency, and Lead with Prompt Engineering		Cab Royale	July 4 (1day)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	GHIE	In person
Revit MEP for Plumbing Engineers	Autodesk Revit MEP is part of Autodesk's BIM (building Information Modelling) software profile and is designed for plumbing engineers working either in isolation or as part of a BIM project	6	Cab Royale	July 14 - '18 (5 days)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	Cab Royale	In person & Online
Alternative Dispute Resolution (ADR)			ADR	July	Member Gh¢ 6,500			Yes
Engineering Construction Management	<ul style="list-style-type: none"> Basics of Construction Project Management Evaluation of tenders Adherence to planning and failure to plan (including Case studies) <ul style="list-style-type: none"> Introduction to MS Project Task creation and scheduling Scheduling Tasks Using task views Resources Working with Tasks Linking Tasks <ul style="list-style-type: none"> Formatting and Sharing in Project Using My Computer withr Opening a Template Advanced Views Creating Reports Creating Visual Reports Managing Resources and 	4	Ing. Joshua Alotey Ing. Moses Arkoh	July 24 - 25 (2 days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person

		<ul style="list-style-type: none"> • Completing Tasks\Working with Variances • Resources • Tracking • Analyse and adjust a schedule • Reporting 	<ul style="list-style-type: none"> • Finalising the Plan • Creating Reports 							
		<ul style="list-style-type: none"> • Practical site experiences and higher qualifications devoid of site experience (case studies) 	<ul style="list-style-type: none"> Causes, curbing and avoidance of cost overrun (case studies) 							
MS Project Course				4	Mr. Dake Kurnoji Sterling Project	July 8 – 10 (3 Days)	Member Gh¢3, 000	Non Member Gh¢3,500	GHIE	In person
Advanced Prota Structure (For Civil Engineers and must have completed professional level)				6	Cab Royale	July 28 – 1 Aug (5 Days)	Member Gh¢ 2,000	Non Member Gh¢ 2,500	Cab Royale	In person & Online
Business Communication Skills	<ul style="list-style-type: none"> • Concept of Communication • The communication process 	<ul style="list-style-type: none"> • Purpose of Communication • Business Communication 		4	Leonard Quarcoopome	July 22 – 23 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person

	<ul style="list-style-type: none"> • Types of communication – written, verbal and non-verbal • Listening Techniques • Managing feedback 						GHIE	In person
<p>Geotechnical Design Workshop - Reliability Based Design for Shallow Foundation using Eurocode 7 Part 1 & II</p>	<ul style="list-style-type: none"> ○ Overview of EC7 & Sources of uncertainties in soils ○ Statistics and its use in the estimation of soil properties ○ Partial factors discussion & Design Combinations per EC7 The Design Steps and Design Workshop using as many case studies as possible. ○ Overview of Ultimate Limit State (ULS) design Principles ○ Design Examples for the ULS <p>SLS design steps and Design Workshop</p>	4	Ing. Joseph Kwesi Oddei	July 29 – 30 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person
<p>The Engineer and Safety - Equipment Maintenance, Guarding and Control Regulations</p>	<ul style="list-style-type: none"> • Introduction • Permit to work (PTW) System <ul style="list-style-type: none"> ○ Permit responsibilities ○ Type of work requiring work Permits ○ Completing work permit forms • Provision and use of work equipment (PUWER 1998) <ul style="list-style-type: none"> ○ Who are affected by PUWER? 	2	Ing. Ben R. Anigyei	Aug 5 (1 Day)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	Online

		<ul style="list-style-type: none"> ○ What are the requirements of the regulation • Machine Guarding Requirements <ul style="list-style-type: none"> ○ Causes of machine accidents ○ Machine safeguard Requirements 										
Revit MEP- (Electrical System Design) Ultimate BIM Electrical system Design (For Electrical Engineers)	Autodesk Revit MEP is part of Autodesk's BIM (building Information Modelling) software portfolio and is designed for electrical engineers working either in isolation or as part of a BIM project	6	Cab Royale	Aug 11 – 15 (5 Days)	Member Gh¢2,000	Non Member Gh¢2,500	Cab Royale	In person & Online				
Building effective Teams to deliver results	<ul style="list-style-type: none"> • The concept of teamwork • Purpose of teamwork • The stages of team development • Creating a balanced team • Components of team work – FLIC model <table border="1"> <tr> <td>• Flow of communication</td> <td>• Level of trust</td> </tr> <tr> <td>• Interpersonal relationship</td> <td>• Conflict management</td> </tr> </table>	• Flow of communication	• Level of trust	• Interpersonal relationship	• Conflict management	2	Leonard Quarcoopome	Aug13 (1 Day)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person
• Flow of communication	• Level of trust											
• Interpersonal relationship	• Conflict management											
Revit Structure 2025 for Civil Engineers and Technicians	<ul style="list-style-type: none"> • Model 3D concrete reinforcement in an advanced BIM environment. <p>Create more accurate, detailed documentation of steel and concrete designs.</p>	6	Cab Royale	Sept. 1 – 5 (5 Days)	Member Gh¢2,000	Non Member Gh¢2,500	Cab Royale	In person & Online				
Environmental Management System (ISO 14001:2015)	<ul style="list-style-type: none"> • Scope, References and definitions • Context of the Organization • Leadership - Commitment, Policy, Roles & responsibilities • Planning - Env. Aspect, Compliance and Objectives 	2	Ing. Ben R. Anigyei	Aug 14 (1 Day)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	Online				

		<ul style="list-style-type: none"> Support - Resources, Competence, Awareness, Communication and Documented Information Operation - Planning & Control, Emergency preparedness and response) Performance Evaluation - Monitoring and measurement, Compliance, Internal Audit and Management Review Improvement - Nonconformity and Corrective Action/ Continuous Improvement 								
Contract Administration & Management	<p>Law of Contract</p> <p>Contract Formulation & Preparation</p> <p>Tender Pricing & Procedures</p> <p>Tender Evaluation & Negotiation</p> <p>Contract Administration</p> <p>Variation Orders, Claims & Settlements of Disputes</p>		4	Surv. James Klu	Aug 19 - 20 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person	
Health Safety & Environment (HSE) – Internal Audit Training			4	Ing. Ben R. Anlagyei	Aug 26 – 27 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	Online	
Revit Structure 2025 for Civil Engineers and Technicians	<ul style="list-style-type: none"> Model 3D concrete reinforcement in an advanced BIM environment. Create more accurate, detailed documentation of steel and concrete designs. 		6	Cab Royale	Sept. 1 – 5 (5 Days)	Member Gh¢2,000	Non Member Gh¢2,500	Cab Royale	In person & Online	
Managing People for Results	<ul style="list-style-type: none"> Change Management – overview of the concept of Change 	*Inevitability of change	4	Leonard Quarcoopome	Sept 10 – 11 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person	

	<ul style="list-style-type: none"> • Change Management models • Common errors of change management • Obstacles to change 	<ul style="list-style-type: none"> • Change Management Frameworks • Understanding resilience • Adapting to change 							
Technical Report Writing	<ul style="list-style-type: none"> • Report Structure and Formats • Writing Style and Language • Presentation of Information 	<ul style="list-style-type: none"> • Textual (Descriptive)-Graphical, Numerical and Types of Summary 	4	Dr. Kobby Mensah	Sept 16 – 17 (2 Days)	Member Gh¢ 2,000	Non-Member Gh¢ 2,500	GHIE	In person
National Quality Management Training for Executives (QMTE)				CECADAM	September 16 – 18 (3 days)	Gh¢7,750 or \$500	Nyansapo Eco Resort Moree, KNUST Executive Training Centre		
National Quality Management Training for Executives (QMTE)				CECADAM	December 9 - 11 (3 days)	Gh¢7,750 or \$500	Nyansapo Eco Resort Moree, KNUST Executive Training Centre		

Reservations may be made by: Tel: 02440092030 or 0302-760867/8, or
 Email: hamponsah@ghie.org.gh and copy ghiecentre@yahoo.com. Souvenirs



PARTICIPATION REGISTRATION FORM

Sponsoring Firm/Organisation

Address

I/We wish to nominate, sponsor and register the underlisted personnel for the following trainings (s).

.....
.....
.....

Name of participants:

- 1. 2.
- 3. 4.
- 5. 6.
- 7. 8.
- 9. 10.

You may attach extra sheets where necessary

PAYMENT DETAILS

Bank Account Holder: Ghana Institution of Engineering
 Bank Name: Ecobank Ghana Ltd
 Account No.: 1441000558345
 Bank Key (Branch Code): H03
 Branch Address: 20 Ring Road Central, Fidelity House, Accra
 SWIFT: ECOCGHAC 130103
 Currency: GHS

Mobile Money:
 Ghana Institution of Engineering
 Network Operator Name: MTN
 Account No.: 0598950052
 Merchant ID: 140864

* I/We attach a crossed cheque No. made payable to the GHANA INSTITUTION OF

ENGINEERING in the sum of.....

.....
Signature, Designation

.....
Firm/Company/Organisation Stamp

Send completed form to secretariat@ghie.org.gh, hamponsah@ghie.org.gh. Reservations may be made through the telephone numbers 0240092030 / 0302 760867/8 or the email addresses provided.