



Corporate Courses

2026 Calendar





Brief Background

Established in 1999, International Training Institute (ITI) has grown to become one of the leading private higher education and training institution in PNG. ITI offer variety of short courses in computing and business administration through its corporate training programs including specialized Information Technology and frontline management courses.

About ITI

ITI Corporate Training specialises in designing, compiling, and delivering short corporate courses and training for individual and corporate clients within the public and private sectors.

Our short courses are not just designed to solve workplace problems, but to do so in a way that is adaptable to the unique challenges of your business. Furthermore, these classes are not one-size-fits-all, but are tailored for career enhancement to achieve productivity and desired results.

ITI is a trusted name in the industry, registered as a private higher education provider with the Department of Higher Education, Research, Science and Technology (DHERST). This professional accreditation highlights our commitment to delivering high-quality, credible training.

ITI Vision

To be the centre of excellence in educating, research, training and development in responding to the dynamic business and IT environment towards productivity.

ITI Mission

Pursuing excellence in teaching, training and researching through dissemination of knowledge for enhancing the human resource towards good governance in serving the people for their social, economic and cultural needs.

Training sites and facilities

ITI is constantly building its facilities to accommodate the growing student population attending ITI. It has seven campuses in Papua New Guinea, and more than 400 computers are available for training.

ITI Campuses

- Port Moresby campus
- Lae campus
- Goroka campus
- Kokopo Campus
- Kimbe campus
- Alotau campus

Port Moresby Campus has 6 fully air conditioned computer labs housing a total of 180 networked computers. In addition, ITI Pom has corporate training rooms for Corporate training courses. Other training rooms are also available for short training in business, computing and administrative courses.

Lae Campus Lae Campus has six lecture halls with 60 seating capacity each, another lecture hall with 30 seating capacity. 4 computer labs with 30 computers, each one dedicated computer lab for corporate training with 20 computers Conference room with 10 seating capacities and a Multipurpose hall with 120 seating capacity.

Goroka Campus has 3 air-conditioned lecturer rooms with 30 seating capacity each. One air-conditioned computer lab with 30 computers. Another computer lab containing 15 computers also air-conditioned. All lecture rooms and computer labs are equipped with overhead multimedia projectors. A library that has 100 plus books and 1 seminar room with 100 seating capacity.

Kokopo Campus has one air-conditioned computer lab housing a total of 30 Computers with internet facilities and two (2) airconditioned lecture rooms consisting of 40 seats. It also has airconditioned multipurpose room with 80 students seating capacity. All lecture rooms and computer labs are equipped with overhead multimedia projectors.

Kimbe Campus has three lecture rooms accommodating 30 participants each and two computer labs with 60 computers.

Alotau Campus ITI Alotau has three lecture rooms: two Computer Labs accommodating 50 students and a conference room accommodating 10 participants.

International Training Institute also conducts on-site training upon corporate clients request provided clients training facilities to meet necessary training requirements of requested training.



Training sessions

Most of the training sessions are conducted using Power Point presentations on oDigital boards accompanied by course manuals that are distributed to participants before training commences.

Participants are assessed through the exercise given as tasks to indicate how well they have understood and acquired the knowledge and skills presented through individual and group activities or discussions. At the end of each training, certificates are presented to the short course participants.

Other services offered

ITI provide hiring of conference room and computer labs for organizations looking for a venue to conduct training.

Skills & knowledge you will acquire

Corporate courses are designed to enhance the skills and knowledge of our corporate clients to help them be effective, efficient, competitive, and productive in their job responsibilities. For example, one short course offered is Microsoft PowerPoint (Levels 1 & 2

updated versions). The skills and knowledge acquired are sufficient to build and enhance powerful, real-world presentations for sales, budget, etc. Clients can learn how to enhance media presentations and features or Set up slide shows. Other computing and business administration courses are also very competitive.

Training schedules

The short course trainings can span from one day to several weeks depending on

the kind of courses undertaken. Courses can also be customized to meet corporate clients training needs.

ITI is flexible in conducting corporate training which can be either during the day (8am-5pm), evenings (5pm-9pm) or over the weekends. There is flexibility to accommodate

the timings of the short courses preferred for the convenience of our clients.

Partners in corporate training

1. Motor Vehicle Insurance Limited (MVIL)
2. Pacific MMI Insurance
3. Coca Cola Amatil (PNG) Limited
4. Post PNG Limited
5. Marie Stopes (PNG) Limited
6. Pacific Star Ltd (The National)
7. World Vision PNG Office
8. Internal Revenue Commission (IRC)
9. Puma Energy Refinery Limited
10. UN Women PNG Country Office
11. National Censorship Board
12. Royal PNG Constabulary
13. National Teacher's Insurance
14. New Britain Palm Oil Limited
15. Morobe Gold Mining
16. Oil Search PNG Limited
17. National Justice Services
18. National Judicial Staff Services
19. Digicel (PNG) Limited
20. National Catholic Health Services
21. Government House
22. National Maritime Safety Authority
23. New Crest Mining Limited
24. Steamships Properties & Shipping
25. Department of Health
26. Mineral Resources Authority
27. Monier PNG Limited
28. National Capital District Commission
29. Ombudsman Commission
30. Scholarships PNG - Australian Awards
31. The National (Pacific Star Ltd)
32. Pacific Assurance Group > Akzo Nobel
33. National Gaming Control Board (NGCB)
34. Trukai Industries
35. Post Courier (South Pacific Post)
36. Public Solicitors
37. South Pacific (SP) Brewery Limited
38. Century Insurance Ltd
39. Department of Labour
40. National Fisheries Authority (NFA)
41. Dept. of National Planning & Monitoring
42. PNG Defence Force
43. Steamships Properties & Shipping
44. Digicel (PNG) Limited
45. Lae Biscuit Company Limited
46. Hebou Construction Ltd
47. Tanorama Limited
48. Telikom (PNG) Limited
49. National Broadcasting Commission (NBC)
50. Pacific Balance Fund

Corporate IT Short Courses

#	Short Course Name	Version & Fees (K)			Duration	Location/Campus					
		2016	2013	2010		POM	LAE	Goroka	Kokopo	Kimbe	Alotau
1	MS Word - Basic	920	900	870	3 Days	Feb 3-5 May 18-20 Sep 23-25	Jan 14-16 May 6-8 Sep 2-4	Jan 14-16	Jan 29-31 Jul 9-11	N/A	Jan 14-16
2	MS Word - Intermediate	950	920	900	3 Days	Feb 17-19 May 27-29 Oct 6-8	Jan 21-23 May 13-15 Sep 9-11	Jan 12-14	Feb 5-7 Jul 16-18	N/A	Jan 12-14
3	MS Word - Expert	970	950	940	3 Days	Mar 3-5 Jun 3-5 Oct 20-22	Jan 28-30 May 20-22 Sep 23-25	Jan 21-23	Feb 12-14 Jul 29-31	N/A	Jan 21-23
4	MS Excel - Basic	920	900	870	3 Days	Feb 16-18 Apr 28-30 Jun 08-10	Feb 4-6 Jun 3-5 Oct 7-9	Jan 28-30	Feb 2-4 Jul 6-8	N/A	Jan 28-30
5	MS Excel - Intermediate	950	920	900	3 Days	Mar 3-5 Jun 15-17 Aug 10-12	Feb 11-13 Jun 10-12 Oct 14-16	Feb 4-6	Feb 9-11 Jul 13-15	N/A	Feb 04-06
6	MS Excel - Expert	970	950	940	3 Days	Apr 21-23 Jul 6-8 Sep 2-4	Feb 11-13 Jun 10-12 Oct 14-16	Feb 11-13	Feb 16-18 Jul 20-22	N/A	Feb 11-13
7	MS Power Point - Basic	850	820	800	2 Days	Mar 9-10 May 11-12 Aug 18-19	Jan 26-27 May 25-26 Sep 28-29	Jan 12-13	Up on request	N/A	Jan 12-13
8	MS Power Point - Intermediate	950	900	870	2 Days	Mar 24-25 May 18-19 Sep 1-2	Jan 19-20 May 18-19 Sep 21-22	Jan 19-20	Up on request	N/A	Jan 19-20
9	MS Outlook - Basic	850	820	800	2 Days	Mar 16-17 May 6-7 Oct 1-2	Jan 26-27 May 25-26 Sep 28-29	Jan 26-27	Up on request	N/A	Jan 26-27
10	MS Outlook - Intermediate	950	900	870	3 Days	April 15-17 May 27-29 Nov 3-5	Mar 4-6 Jul 1-3 Nov 4-6	Feb 18-20	Up on request	N/A	Feb 18-20
11	Ms Project - Basic	850	820	800	3 Days	Feb 3-5 May 18-20 Sep 23-25	Mar 11-13 Jul 8-10 Nov 11-13	Up on request	Up on request	N/A	Up on request
12	Ms Project - Intermediate	850	820	800	3 Days	Feb 17-19 May 27-29 Oct 6-8	Mar 18-20 Jul 15-17 Nov 18-20	Up on request	Up on request	N/A	Up on request
13	Ms Project - Expert	950	900	870	3 Days	Mar 3-5 Jun 8-10 Oct 13-15	Mar 25-27 Jul 29-31 Nov 25-27	Up on request	Up on request	N/A	Up on request
14	MS Publisher	850	820	800	3 Days	Feb 16-18 Apr 28-30 Jun 8-10	Apr 14-16 Aug 5-7 Dec 2-4	Up on request	Up on request	N/A	Up on request
15	Fundamentals of Computing	800			3 Days	Feb 3-5 May 18-20 Sep 23-25	Feb 23-25 Jun 22-24 Oct 19-21	Up on request	May 14-16 Nov 23-25	N/A	Up on request
16	MYOB Version - 19 (Basic)	1,800			3 Days	Mar 3-5 Jun 3-5 Oct 20-22	Apr 22-24 Aug 12-14 Dec 9-11	Up on request	Up on request	N/A	Up on request
17	Social Media Management	1,000			3 Days	Feb 18-20 May 11-13 Jul 14-16	Feb 9-11 Jun 8-10 Oct 5-7	Up on request	Up on request	N/A	Up on request
18	MS Office 365 - Basic	1,300			3 Days	Feb 16-18 Apr 28-30 Jun 8-10	Feb 23-25 Jun 10-12 Oct 26-28	Up on request	Up on request	N/A	Up on request
19	MS Office 365 - Intermediate	1,400			3 Days	Mar 3-5 Jun 8-10 Aug 10-12	Mar 23-25 Jul 20-22 Nov 23-25	Up on request	Up on request	N/A	Up on request
20	MS Office 365 - Expert	1,500			3 Days	Apr 21-23 Jul 6-8 Sep 2-4	Apr 20-22 Aug 17-19 Dec 7-9	Up on request	Up on request	N/A	Up on request

Corporate AI Short Courses

#	Short Course Name	Fees (K)	Duration	Location/Campus					
				POM	LAE	Goroka	Kokopo	Kimbe	Alotau
1	Introduction to Artificial Intelligence in the Workplace - Level -1	300	1 Day	Feb 17 Mar 17 May 22 Aug 4 Oct 5	Feb 20 Apr 24 Jun 26 Aug 28 Oct 30 Dec 4	Feb 23	Apr 22	N/A	Feb 23
2	AI for Office Productivity - Level -2	700	2 Days	Mar 4-5 Jun 9-10 Sep 8-9	Mar 26-27 Jun 29-30 Sep 24-25	Feb 24-25	Jul 30-31	N/A	Feb 24-25
3	Advanced AI Tools and Workflow Automation - level -3	1,200	3 Days	Apr 14-16 Jul 8-10	Apr 28-30 Nov 10-12	Up on request	Oct 22-24	N/A	Up on request
4	Introduction to ChatGPT and Prompt Engineering	900	2 Days	Mar 18-19 May 20-21 Aug 12-13	May 21-22 Aug 20-21 Nov 26-27	Up on request	Up on request	N/A	Up on request
5	Microsoft Excel with AI	1,200	3 Days	Mar 24-26 May 19-21 Jul 28-30 Oct 21-23	Mar 11-13 Jul 15-17 Nov 18-20	Jul 13-15	Up on request	N/A	Jul 13-15
6	Power BI (Business Intelligence) for Data Analytics and Reporting	1,500	3 Days	Apr 28-30 Aug 18-20 Nov 3-5	Apr 14-16 Aug 12-14 Dec 2-4	Up on request	Up on request	N/A	Up on request
7	AI for Managers and Decision Makers	1,500	3 Days	May 26-28 Sep 8-10 Nov 18-20	Mar 18-20 Jul 1-3 Nov 4-6	Up on request	Up on request	N/A	Up on request

Corporate Digital Marketing Short Course

*ITI is the only institution in PNG partnering with the Digital Marketing Institute (Ireland) to offer a range of digital marketing courses that meet the growing digital demand in the country

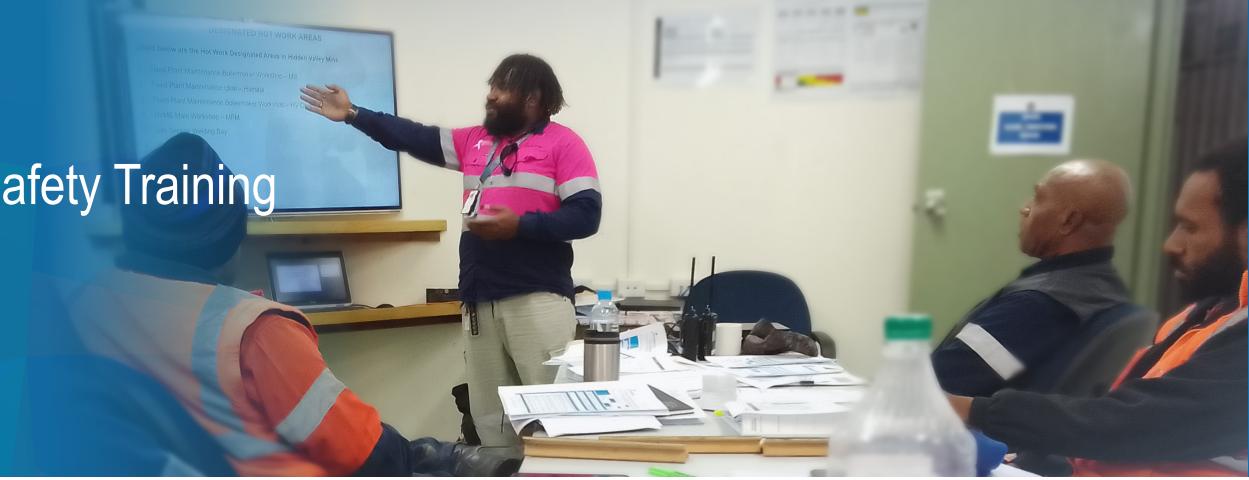
#	Short Course Name	Fees (K)	Duration	Location/Campus					
				POM	LAE	Goroka	Kokopo	Kimbe	Alotau
1	AI for Business and Marketing	2,500	5 Days	Jan 26-30 Mar 23-27 Jun 22-26	Mar 23-27 Jul 27-31 Nov 23-27	Up on request	Up on request	May 18-22	Up on request

Corporate Business & Administration Short Courses

#	Short Course Name	Fees (K)	Duration	Location/Campus					
				POM	LAE	Goroka	Kokopo	Kimbe	Alotau
1	Inter Personal Skills	700	2 Days	Jan 12-13 May 6-7 May 18-19	Jan 15-16 May 7-8 Sep 3-4	Up on request	Up on request	N/A	Up on request
2	Financial literacy	800	2 Days	Jan 21-22 May 18-19 Sep 25-26	Feb 5-6 Jun 4-5 Oct 1-2	Feb 16-17	Jun 25-26	Aug 4-5	Feb 15-16
3	Change Management	800	2 Days	Feb 4-5 Jun 1-2 Oct 8-9	Mar 5-6 Jul 2-3 Nov 5-6	Up on request	Up on request	N/A	Up on request
4	Business Writing	800	2 Days	Feb 23-24 Jun 18-19 Oct: 20-21	Apr 9-10 Aug 6-7 Dec 3-4	Up on request	Up on request	N/A	Up on request
5	Quality Customer Service	850	2 Days	Mar 2-3 Jul 2-3 Oct 13-14	Jan 19-20 May 11-12 Sep 7-8	Feb 2-3	Up on request	N/A	Feb 2-3
6	Strategic Management	800	2 Days	Mar 24-25 Jul 15-16 Nov 5-6	Feb 2-3 Jun 1-2 Oct 5-6	Up on request	Up on request	N/A	Up on request
7	Leadership Management	800	2 Days	Apr 9-10 Aug 3-4 Nov 18-19	Mar 2-3 Jul 6-7 Nov 3-4	Up on request	Up on request	N/A	Up on request
8	Stress Management	800	2 Days	Apr 27-28 Aug 20-21 Nov 26-27	Apr 13-14 Aug 3-4 Dec 1-2	Up on request	Up on request	N/A	Up on request
9	Human Resource Management	800	2 Days	Apr 13-14 Aug 13-14 Nov 11-12	Jan 26-27 Feb 18-19 Sep 10-11	Up on request	Up on request	N/A	Up on request
10	Organizational Behavior	800	2 Days	Jan 27-28 Aug 13-14 Dec 3-4	Feb 9-10 Jun 8-9 Oct 8-9	Up on request	Up on request	N/A	Up on request
11	Introduction to Psychology	800	3 Days	Jan 14-16 Aug 10-12 Dec 10-12	Mar 9-10 Jul 9-10 Nov 9-10	Up on request	Up on request	N/A	Up on request
12	Presentation Skills	800	2 Days	Jan 19-20 Feb 2-3 May 11-12	Apr 20-21 Aug 10-11 Dec 7-8	Up on request	Up on request	N/A	Up on request
13	Report Writing	800	2 Days	Mar 16-17 Aug 20-21 Oct 1-2	Jan 29-30 May 14-15 Sep 21-22	Up on request	Up on request	N/A	Up on request
14	Strategic Human Resource Management	850	3 Days	Jan 26-28 Apr 20-22 Oct 15-17	Feb 11-13 Jun 10-12 Oct 12-14	Up on request	Up on request	N/A	Up on request
15	Leading & Managing People	800	3 Days	Feb 9-11 May 25-27 Aug 27-29	Mar 16-18 Jul 13-15 Nov 11-13	Up on request	Up on request	N/A	Up on request

#	Short Course Name	Fees (K)	Duration	Location/Campus					
				POM	LAE	Goroka	Kokopo	Kimbe	Alotau
16	Time Management	800	2 Days	Feb 25-26 May 23-24 Sep 3-4	Apr 23-24 Aug 13-14 Dec 10-11	Up on request	Up on request	N/A	Up on request
17	Instructor Training (Formerly TOT)	2,000	5 Days	Feb 16-20 Jun 8-12 Oct 5-9	Mar 23-27 Oct 19-23	Up on request	Aug 3-7	N/A	Up on request
18	Small Business Management	800	2 Days	Mar 10-11 Jul 9-10 Oct 22-23	Apr 27-28 Aug 17-18 Dec 14-15	Jan 25-26	Up on request	N/A	Jan:25-26
19	Fundamentals of Sales	800	2 Days	Mar 5-6 Jun 29-30 Aug 6-7	Jan 29-30 May 14-15 Sep 21-22	Up on request	Up on request	N/A	Up on request
20	Fundamentals of Marketing	800	2 Days	Jan 29-30 May 13-14 Jul 2-3	Feb 16-17 Jun 15-16 Oct 15-16	Up on request	Up on request	N/A	Up on request
21	Supervision and Management	900	3 Days	Mar 9-11 Jul 8-10 Oct 7-9	Feb 18-20 Jul 20-22 Nov 16-18	Up on request	Up on request	N/A	Up on request
22	Budgeting & Cost Control	800	2 Days	Mar 30-31 May 28-29 Nov 12-13	Apr 29-30 Aug 20-21 Dec 17-18	Up on request	Up on request	N/A	Up on request
23	Financial Reporting	1,600	4 Days	Apr 20-23 Aug 10-14 Nov 23-26	Jun 22-25 Oct 26-29	Up on request	Up on request	N/A	Up on request
24	Financial Management	900	3 Days	Mar 18-20 Jul 8-10 Nov 10-12	Feb 23-25 Jun 10-12 Sep 23-25	Up on request	Up on request	N/A	Up on request
25	Bookkeeping	800	2 Days	Feb 12-13 May 4-5 Sep 24-25	Mar 30-31 Jul 16-17 Nov 19-20	Up on request	Up on request	N/A	Up on request
26	Accounting for Non-Accountants 1 & 2	850	3 Days	Mar 23-25 Jun 2-4 Oct 13-15	May 20-22 Sep 28-30	Up on request	Up on request	N/A	Up on request
27	Accounting for Stock	850	4 Days	Feb 9-12 May 18-21 Nov:16- 20	May 26-29 Nov 24-27	Up on request	Up on request	N/A	Up on request

Corporate Health & Safety Training



Occupational Health & Safety Training - Level 1

Course units	Duration	Fee	Location/Campus					
			POM	LAE	Goroka	Kokopo	Kimbe	Alotau
Health and Safety Legislation Safety Responsibilities at workplace Risk Management Incident and Accident Investigation Workplace Health and Hygiene Manual Handling Workplace Amenities Work cause illness and communicable diseases	3 Days	K1,500 per person	Jan 12-14 May 18-20 Jun 10-12	Mar 18-20 Jun 24-26 Oct 21-23	Up on request	Up on request	Jul 13-15	Up on request

Occupational Health & Safety Training - Level 2

Course units	Duration	Fee	Location/Campus					
			POM	LAE	Goroka	Kokopo	Kimbe	Alotau
Health and Safety Legislation Safety Responsibilities at workplace Risk Management Incident and Accident Investigation Workplace Health and Hygiene Manual Handling Workplace Amenities Work cause illness and communicable diseases	4 Days	K2,500 per person	Apr 21-24 Jul 27-30 Sep 22-25	Mar 17-20 Jul 14-17 Nov 17-20	Up on request	Up on request	Jul 27-30	Up on request

Occupational Health & Safety Training - Level 3

Course units	Duration	Fee	Location/Campus					
			POM	LAE	Goroka	Kokopo	Kimbe	Alotau
Health and Safety Legislation Safety Responsibilities at workplace Risk Management Incident and Accident Investigation Workplace Health and Hygiene Manual Handling Workplace Amenities Work cause illness and communicable diseases	4 Days	K2,500.00 per person	May 5-8 Aug 10-13 Oct 6-9	Apr 27-30 Aug 18-21 Dec 8-11	Up on request	Up on request	Sep 1-4	Up on request

Certificates -

Training & Assessments

Certificate II Training & Assessment - Version 1.1

Course units		Duration	Fee	Location/Campus	
				POM	LAE
Unit Code	Unit Title				
TRAANA2021B	Analysis competency requirements	5 Working days	2,500 per person	Feb 16-20 Apr 13-17 Jun 22-26 Aug 10-14 Oct 12-16	May 11-15 Sep 21-25
TRADEL2022B	Facilitate individual learning				
TRADEL2023B	Facilitate group learning				
TRAPLN2024B	Plan and promote a training program				
TRAPLN2025B	Plan assessment				
TRAASS2026B	Assess competency				
TRAASS2027B	Review Assessment				

Certificate III Training & Assessment - Version 2.2

Course units		Duration	Fee	Location/Campus	
				POM	LAE
Unit Code	Unit Title				
TRAPLN3031B	Plan a series of training sessions	5 working days	2,500 per person	Mar 9-13 May 18-22 Jul 13-17 Sep 21-25	Jun 22-26 Oct 12-16
TRADES3032B	Use units of competency to meet the client needs				
TRADES3033B	Design and develop learning program				
TRAASS3034B	Plan and organize assessment				
TRAASS3035B	Design Assessment Tools				
TRADES3036B	Design and develop learning resources				
TRAENV3037B	Ensure a safe work and healthy learning environment				
TRAEVA3038B	Evaluate the training/assessment system				

TRA404B - Certificate IV in Training & Assessment - Version 2.2 PNG NQF

Course units		Duration	Fee	Location/Campus	
				POM	LAE
Designed to assist Assessors and Trainers, Teachers, HR and Training Managers and Coordinators, Institutions and Registered Training Providers and enterprises in delivering the training package/Competency Standards. It provides advice about the structure of the training package and its key features.		10 working days	3,200 per person	Feb 11-24 May 11-22 Jun 1-12 Aug 10-21 Oct 12-23	Jul 6-17 Nov 9-20 or upon request
Unit Code	Unit Title				
TRATNA4041B	Undertake organizational training needs analysis				
TRARES4042B	Research and develop competency standards				
TRADES4043B	Design training courses				
TRALED4044B	Lead and coordinate training systems				
TRADEV4045B	Develop Assessment procedures				
TRALED4046B	Lead and coordinate assessment systems and services				
TRADEV4047B	Develop teams and individuals				
TRARTR4048B	Review training				
TRALED4049B	Lead and conduct training and/or assessment evaluations				
TRALED40410B	Manage the training and assessment systems				
TRALNAS5051B	Learning Needs Assessment (elective)				
TRALDD5052B	Learning Design and Development (elective)				

Corporate trainings "Upon Request"

According to the corporate training calendar, certain trainings are marked as "Upon Request." This means that companies or interested clients can request these specific trainings, provided they have a minimum of five or more participants.

Terms & Conditions

The International Training Institute (ITI) conducts all corporate training programs at its respective campuses, following the officially published training schedule. Participants are encouraged to review the schedule carefully before registering.

If there are any changes to training dates, venues, or session times, the respective ITI campus will notify all registered participants in advance and provide revised or rescheduled dates to ensure minimal disruption.

1. Training Fee Inclusions

All corporate training fees include the following:

- Comprehensive training materials
- Certificate of completion upon successful completion
- Stationery required for the sessions
- Morning and Evening tea
- Light lunch

These inclusions ensure participants have all the necessary resources to fully benefit from the training experience.

2. Registration & Confirmation

- Registration must be completed at least 3 days prior to the scheduled training date with the attached Registration form
- A Registration confirmation email/WhatsApp/SMS acknowledgement message will be sent to the respective participants upon payment confirmation.
- Walk-In Participants and Self-Employed Participants are allowed to attend the training program by fulfilling the above two points and require prior approval.

3. Payment Policy

- Full payment is required before the commencement of the training program.
- Accepted payment methods include direct bank deposit/transfer or a valid company purchase order (PO) or valid guarantee letter from government sector.
- All fees are non-refundable, except in special circumstances approved by ITI Management.
- All payments must be deposited into the following bank account:

Account Name: INTERNATIONAL TRAINING INSTITUTE

Account Number: 11096824

Bank: Kina Bank

Branch: Waigani Branch

BSB: 028-021

4. Cancellation & Refunds

- Participants may cancel their registration up to 2 days prior to the training date.
- Cancellations will not be entertained within 2 days of the training or during the training sessions.
- If ITI cancels the training, participants will receive a full refund or be offered alternative dates.

5. Rescheduling

- Participants may request to reschedule at least 3 days prior to the training date.
- Rescheduling is subject to seat availability in the next available session.

6. Substitution of Participants

- Companies may nominate a substitute participant at no additional cost, provided the request is made at least 1 day before the training.

7. Training Materials

- All training materials—including slides, handouts, and case studies—remain the intellectual property of ITI.
- Materials may not be copied, reproduced, or distributed without written consent from ITI.

8. Attendance & punctuality

- Participants are expected to attend the full duration of the training (8 hours per day).
- Certificates will only be issued to those who meet the minimum attendance requirement (100%, unless otherwise specified for the program).
- Participants who skip days will not be certified unless otherwise prior arrangements and consent is sought.

9. Corporate trainings “Upon Request”

According to the corporate training calendar, certain trainings are marked as “Upon Request.” This means that companies or interested clients can request these specific trainings, provided they have a minimum of five or more participants.

10. Code of Conduct

- Participants must maintain professional conduct throughout the training.
- Disruptive behavior may result in removal without refund.

11. Health & Safety

- Participants must comply with all health and safety guidelines at the venue.
- Any special needs, dietary requirements, or medical considerations should be communicated at the time of registration.

12. Zero-Tolerance Policy

The International Training Institute (ITI) maintains a zero-tolerance policy towards the use of betel nut (buai), smoking, and alcohol within all its campuses and workplaces. ITI is committed to providing a safe, healthy, and professional environment for all staff, students, and visitors.



APPLICATION FORM – CORPORATE SHORT TRAINING COURSE

Course	Training dates	Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Applicant / Individual Details:

Mr/Mrs/Ms/Dr	First name	Surname		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Province	Citizenship: <input type="text"/>			
Highest education qualification attained	Year <input type="text"/>			
Current employer	Designation <input type="text"/>			
Period of employment	From <input type="text"/>	To <input type="text"/>		
Landline number/s	Mobile number/s <input type="text"/>			
Email	<input type="text"/>			
Sponsorship Status	Employer <input type="checkbox"/>	Self employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Student <input type="checkbox"/>

2. CORPORATE - For Employed

Name of organisation <input type="text"/>		
Authorizing officer <input type="text"/>	Designation <input type="text"/>	Date (DD/MM/YYYY) <input type="text"/>
Landline number/s <input type="text"/>	Mobile number/s <input type="text"/>	
Email <input type="text"/>		

OFFICIAL USE ONLY

Registration No. Date / /

Mode of Payment: Cheque Cash Direct Deposit

Chq. No. Chq. Name Chq. Date / /

Collected by Date / / Sign

Received for deposit by Date / / Sign

CONTACT DETAILS

Port Moresby

PO Box 6322, BOROKO
Scratchley Road, Badili, NCD

Phone 320 2800

Mobile 7050 6997 | 7685 0523 | 7448 9115

Email trainings.pom@iti.ac.pg

WhatsApp 7685 0523

FB Internationaltraininginstituteportmoresby

Lae

P O Box 618, LAE
Steamships Property, Sletiford Street, Building 03, Sect 30,
Lot 01, Unit #01 Morobe Province

Phone 472 2790 | 472 0199

Mobile 7001 4149

Email trainings.lae@iti.ac.pg,

WhatsApp 7001 4149

FB @ITILaeCampus

Goroka

PO Box 534, GOROKA
Okuk Highway, Opposite Mt. Sion, EHP

Phone 532 2887

Mobile 7487 0657 | 7619 7939 | 7080 8070

Email trainings.goroka@iti.ac.pg,

WhatsApp 7810 2636

FB @itigoroka

Kimbe

PO Box 694, Morokea Town, KIMBE
West New Britain Province

Phone 983 4922 | 983 5833

Mobile 7484 8828 | 7882 5103

Email trainings.kimbe@iti.ac.pg,

WhatsApp 74848828

FB @itikimbe

Alotau

PO Box 142, ALOTAU, Education
Milne Bay Wanigili Centre, M/B Province

Phone 641 1223

Mobile 7079 0821 | 7181 4731 | 7613 7253

Email trainings.alotau@iti.ac.pg,

WhatsApp 76137253

FB @itialotau

Kokopo

PO Box 1200, KOKOPO
Takubar Industrial Area,
Section 73, Lot 8, Takubar, E.N.B.

Phone 982 5208

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