



SETYM International

Montréal, Québec, Canada www.setym.com



TRAINING PROGRAMME

MONTREAL
MARRAKESH
WASHINGTON
KUALA LUMPUR



SETYM is accredited
by Emploi-Québec
no 0050295



The REP logo is a registered mark of
the Project Management Institute, Inc.

Project Management
Public Procurement
Management and Organisation
Public Governance
Sustainable Development



MISSION

To contribute to performance improvement in development projects and public institutions through better management of resources and capacity building.

To be part of our participants' professional success by sharing our knowledge and expertise.

VALUES

SETYM carries out its mission while subscribing to the following values:

- Unanimously recognized excellence and professionalism.
- Human relationships and a tradition of hospitality.
- Openness to the world and respect for cultures.
- Promotion of shared experiences and a spirit of collaboration.
- Commitment to the satisfaction of our customers with respect for professional ethics and transparency.

VISION

To remain the recognized leader in capacity building by offering practical and innovative training programmes.

To be a skilled partner in change management and to be of assistance in the implementation of development projects.



WORD FROM THE CEO

Larbi Bennouna
M. Sc., MBA, PMP

A handwritten signature in black ink, which appears to read 'Bennouna' followed by a stylized flourish.



In 2019, SETYM International distinguished itself for its high standard of service provided to African organizations. We were honored to receive the award of excellence from the President of the REPAF (Network of African Entrepreneurs and Professionals).

SETYM International is strengthening its standing as a leader in capacity building with an unequivocal reputation in the public procurement field. Our goal is to contribute to the professionalization of public procurement and to support governments in this process. This area of expertise is evolving and requires specific skills. Its economic and social impact is highly significant and strategic. It must become a priority in reform initiatives promoted by governments.

Our involvement in the community of project management professionals is growing. We sponsored the Summer Institute organized by the *Réseau africain des professionnels de la gestion de projet* (RAPGP - African Network of Project Management Professionals), which took place in Abidjan. SETYM International stood out for the quality of our three presentations.

I am also pleased to announce that SETYM International has opened a new training center in downtown Montreal, in the heart of the *Quartier des Spectacles* with views of *Mont Royal*. Our center provides modern, high-quality facilities that align with our tradition of hospitality. The center has relaxation and dining spaces that promote discussion and networking among participants. As with all our centers, we want you to experience training sessions in a comfortable and enjoyable environment that is conducive to acquiring knowledge and sharing expertise.

On behalf of our entire team, I sincerely thank all of the participants who show unwavering loyalty year after year. Every year, 30 percent of our participants are returning alumni and we are very proud to welcome them back.



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- Financial Statements Analysis of State-Owned Enterprises and Parastatals
- Public Investment Life-Cycle Management (PIM) **NEW**

COMPANY BACKGROUND



32 years in the service of capacity building development

Founded in 1988, SETYM International is a Canadian company specializing in **capacity building** (training and technical support). SETYM is an internationally renowned market leader. The company capitalizes on the expertise and experience of several distinguished partners and experts.

PROJECT
MANAGEMENT

PUBLIC
PROCUREMENT

MANAGEMENT AND
ORGANISATION

PUBLIC
GOVERNANCE

SUSTAINABLE
DEVELOPMENT

CAPACITY BUILDING

Training Programme

Professional Training Seminars

World Network of Training Centers

SETYM, whose trainings are accredited by the **Project Management Institute (PMI®-USA)** and the **Government of Quebec (Canada)**, has developed a coherent set of training seminars aimed at project development managers (coordinators), their administrative teams and civil servants of emerging and developing countries. These training programmes are linked so as to meet the management needs of governments, major donors and development aid agencies.

SETYM International has four training centers:

- Headquarters in Montreal (Canada)
- Washington (United States)
- Kuala Lumpur (Malaysia)
- Marrakesh (Morocco)

Every year, we welcome over 1000 participants from more than 115 countries.

Technical Assistance

Our skills at service for international development

Our pragmatic and results-oriented approach has enabled us to succeed in our technical assistance missions to the satisfaction of our clients, donors and beneficiaries.

On-Site Trainings

SETYM also offers training seminars on request, in the various countries of our clients. These on-site training programmes are adapted to the specific needs and context of the project or institution.



OUR TEAM



LARBI BENNOUNA
M. Sc., MBA, PMP
Chief Executive Officer



JEAN-MICHEL DELAGRAVE
M. Sc., PMP
Director



FÉLIX ZOGNING
Ph.D.



PATRICIA LAPOINTE
M.A.P., PMP



MARTIN BOUCHARD
Ing., M. Sc., PMP



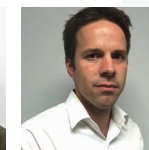
KAREN DIAZ
M.Ed



ALAIN ALBERT
DEA, MA Econ.



MAXIME BONNEVILLE
MPM, PMP



VINCENT MELILLO
M.A. Economy



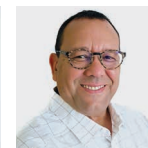
PIERRE COMTOIS
Ph.D.



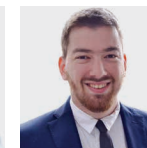
JOSHUA ZAATO
Ph.D., MPA



MARIE-DOUCE PRIMEAU
Ph.D., PMP



SALAHDINE OURZIK
MBA, PMP



LUKA MOSHAVILI
LL.M., PMP



BRIGITTE LAVALLÉE
MPM, CRHA

Our experts



HUSSEIN BAALBAKI
MBA



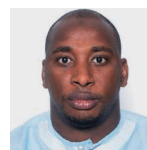
STEVE FORGET
MPM., PMP



HASSAN AZROUR
Ph.D.



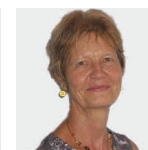
MARK HOLLINGWORTH
M.Eng., EMBA



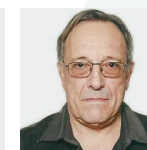
MOHAMED DIALLO
M.A.P., MSPM



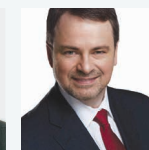
GÉRARD ÉMAR
DESS, CPA



UTE EBERHARDT
M. Sc. Ed.



JEAN-LUC SIRUGUET
M. Sc., Eng.



ALAIN PAQUET
Ph.D.



FRÉDÉRIC CHOQUETTE
LL. B.



DENIS JULIEN
BAA



JOHANNE ST-ONGE
CRHA



AMADOU DOUDOU SECK
Exécutive MBA-IP,
Ing., MSFP



EL HADY HAMED
Eng.



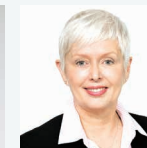
JEAN-CLAUDE PIERI
M. Sc., MPM, PMP



JAMSHID UMAROV
M. Sc.



HARALD MODIS
MBA, PMP



DANIELLE LABERGE
Ph.D., IAS. A.



MURIELLE BOUCHER
M. Sc., CPA, CGA

Customer Service and Business Development



INGRID MARTIN
Senior Coordinator
North and West Africa



BHAVNA RAMBHUJUN
Training Program
Advisor



DENISE MOUELE
Administrative
Assistant



IOANA SUCIU, B.A.
Coordinator
Africa, Asia and
the Caribbean



MELISSA MAUGHN
Training Program
Advisor



LAYLA ROJAS
Training Program
Advisor



VÉRONIQUE BRISSONNAUD
Coordinator
Central Africa,
Madagascar and Haiti



JULIE ROLLINGER
Training Program
Advisor



NADIA BERKANE, B. COMM.
Administrative
Assistant



ISABELLE GARCEAU
Administrative &
Financial Controller



LINE GODIN
Receptionist



**LAURENCE
LEBRUN-JULIEN, MPM**
Development and
Marketing



GENEVIÈVE ÉMOND, B.A.
Coordinator
Business
Development

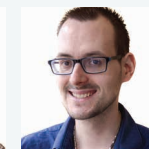


FLORIANE FERLET
Administrative
Assistant

Administration



CAROLINE BOURQUE
General Administration
Agent



JONATHAN ARCOUETTE
IT technician

TRAINING
CALENDAR 2020

Project Management
Public Procurement
Management And Organisation
Public Governance



MONTREAL, CANADA

[illegible]

WASHINGTON, UNITED STATES

[illegible]

Register:

Online at **www.setym.com** (contact us) or;
By email **setym@setym.com** or;
By telephone **+1 (514) 939.2200**.



Do not hesitate to contact our customer service team for any question regarding registration, visa, payment, etc.

KUALA LUMPUR, MALAYSIA

Project Management, Monitoring and Control

Contract Management: Planning and Monitoring the Execution

Project Identification, Preparation and Budgeting

Public Procurement Audit and Control

Effective Project Management: Core Skills from Concept to Plan

Results-Based Management (RBM) and Performance Measurements

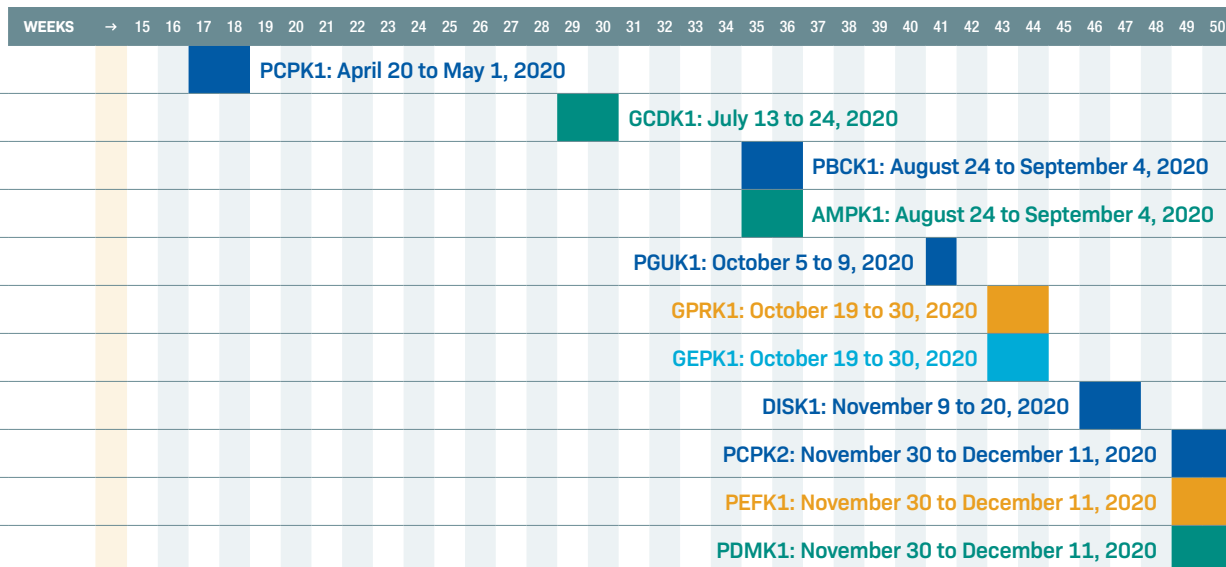
Leadership: Managing Teams to Achieve Change

Monitoring and Evaluation for Results

Project Management, Monitoring and Control

PEFA: Framework for Public Financial Management

Procurement of Goods and Services: Best Practices



MARRAKESH, MOROCCO (ENGLISH)

Monitoring and Evaluation for Results

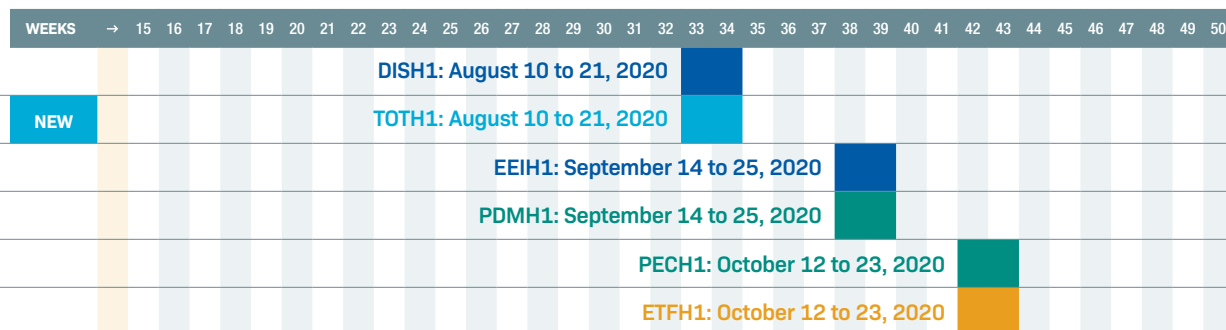
Professional Training of Trainers

Environmental and Social Impact Management

Procurement of Goods and Services: Best Practices

Performance-Based Contracting

Financial Statements Analysis of State-Owned Enterprises and Parastatals



Nous dispensons des séminaires en français à Montréal (Canada), Washington (États-Unis), Marrakech (Maroc), Dakar (Sénégal), Abidjan (Côte d'Ivoire) et Kuala Lumpur (Malaisie). Veuillez nous contacter soit par téléphone au +1 (514) 939-2200, par courrier électronique à setym@setym.com ou visitez notre site web au www.setym.com pour tout renseignement ou pour vous inscrire.

SETYM'S BENEFITS



Gift Certificate

Participants in our regular seminars will receive a gift certificate as support for their information and communication technology material need.



Recognized Training

The excellence of our training is recognized by the Project Management Institute (PMI) and the Government of Quebec (Canada).

Over the years, we have established our status as a world renowned consultancy company and we have built our reputation on constantly updated curricula, a focus on practice and interaction with the participants, as well as on our special customer service support and hospitality.



Loyalty Programme

PARTICIPANTS

Our Alumni will receive a loyalty bonus certificate, the amount depending on the number of the previous participations in our regular seminars.

INSTITUTIONS

Organizations and projects that enroll a large number of staff in our seminars can benefit from our special group discount structure. We are pleased to give you more details upon request.



Unrivalled Customer Service

Our dedicated team will assist you throughout the registration and preparation process.



Top of the Art Training Centers Located Downtown

SETYM has located its training centers downtown to ensure participants can take advantage of everything big cities have to offer. Easy access to shopping, restaurants, cultural sights and entertainment.



Personalized Customer Experience

SETYM's dedicated team picks you up from the airport, brings you to your hotel and assists you during your entire stay. They also accompany you on weekend trips and respond quickly and professionally to your every day needs.



Sightseeing Tours

In order to make the training experience even more enjoyable and foster ties among participants, SETYM organizes weekend tours to various locations of interest near the training centers.



Coffee Breaks and Lunches

At the training centers, snacks, refreshments and lunches are served during class days, free of charge.

OUR TRAINING CENTERS

Head Office and Center in Montreal (CANADA)



85, Sainte-Catherine West, 10th floor,
Montreal, Quebec,
Canada, H2X 3P4



SORAYA BENITEZ
Montreal and Washington

Center in Washington (UNITED STATES)



Washington, USA



DIEGO LLUGDAR
Montreal and Washington

Center in Marrakesh (MOROCCO)



Hotel Teranga,
Lot Ali BenHaj Champ El Ghoul,
Marrakesh, Morocco



AMINE KHA LAAYOUN
Marrakesh

Center in Kuala Lumpur (MALAYSIA)



Central Plaza 26.06,
34 Jalan Sultan Ismail, Bukit Bintang,
50250 Kuala Lumpur, Malaysia



IZAN
Kuala Lumpur

CUSTOMER EXPERIENCE REPRESENTATIVES

TAILOR-MADE AND ON-SITE TRAININGS

SETYM International has a long track record in organizing tailor-made seminars. At the request of institutions, development projects, governments or donors, all the training programmes offered in this brochure can be delivered in your country or agreed upon venues of your choice, at any time and adapted to your specific needs. This solution allows you to train the maximum allowed number of people in a most cost-effective way.



BANGLADESH

Ministry of Environment and Forests (MOEF)

Training seminar on the Essentials of Project Management

BANGLADESH

Ministry of Environment and Forests (MOEF)

Training seminar in Procurement: Best Practices



MOZAMBIQUE

Ministry of Transport and Communications

Training seminar in Results-Based Management (RBM) and Performance Measurements

KENYA

Ministry of Energy

Customized Training in Project Management, Monitoring and Control



TECHNICAL ASSISTANCE

Building on our experience on the ground, our in-depth knowledge of local realities and our expertise in project management, public procurement, management and organisation, public governance and sustainable development, we carry out more and more technical support missions every year.

By invitation or tender, public institutions, governments and donors give us short or long-term mandates to intervene as experts. Our pragmatic and results-oriented approach has enabled us to succeed in our technical assistance missions to the satisfaction of our clients, donors and beneficiaries.

Our interventions are varied and can take many forms:

- **Tailor-made and adapted training programmes**
- **Advice**
- **Coaching**
- **Project management**
- **Technical assistance**



TRAINING ON REQUEST

All the topics of the professional seminars offered in our centers (pages 6-7) are available for on-site training. We also have the expertise to provide on request training sessions on the topics listed below.

PROJECT MANAGEMENT

- Project Impact Evaluation
- Audit and Control of Projects and Programmes
- Review of Projects and Programmes and Completion Processes
- Advanced Multiproject Management and Support Systems
- Design and Implementation of Monitoring and Evaluation Systems
- PMP® Exam Preparation Boot Camp
- Project Guidance
- Project Implementation: Planning, Scheduling and Control
- Project Management Offices (PMO's), Programme Management and Maturity Models
- Project Planning, Scheduling and Intranet Project Management
- Project Team Management

MANAGEMENT AND ORGANISATION

- Integrated Risk Management
- Crisis Prevention, Management and Communication
- Effective Leadership and Project Team Management
- Leadership: Mobilizing Organizations for Development
- Organizational Change and Sustainable Management in the Public Sector
- International Supply Chain Management
- Managing and Leading Strategic Communication

PUBLIC PROCUREMENT

- Effective Public Procurement
- New World Bank Procurement Framework (NPF) and PPSP
- Procurement of Works

PUBLIC GOVERNANCE

- Doing Business: Reform, Governance and Competitiveness of the Private Sector
- International Financial Reporting Standards (IFRS)
- Local Governance and Municipal Finance
- Human Rights and Development: Bridging the Divide
- Community-Driven Development and Participatory Approaches
- Capital Budgeting and Financial Management in the Public Sector
- Developing Public Sector Integrity and Improving Ethics
- Financing Imbalances, Treasury and Sovereign Debt Management
- Public Policies: Design, Implementation and Evaluation
- Customs and Tax: Principles and Management
- Public Administration: Managing Modern Government

SUSTAINABLE DEVELOPMENT

- Displacement and Involuntary Resettlement of Populations
- Integrating Climate Change in Development Policies and Programmes
- Social and Environmental Monitoring of Projects and Programmes



+ +
**ALL OTHER
TOPICS OF OUR AREA
OF COMPETENCE**

PROJECT MANAGEMENT TRAINING SEMINARS

For detailed course
descriptions,
please visit
www.setym.com



What I like the most about SETYM is the fact that the trainings are well structured, adequate and respond to the needs of all programme managers (...) It is my second time here and I chose to come back because it is one of the best institution. I have lived it, I have learned and seen it for myself, and I am urging everyone to come to SETYM. Not only you are learning, but the staff also makes you feel very comfortable."

Balla Kaandeh,
Programme Manager, The Gambia

Participant of a training seminar
in Project Management,
Monitoring and Control



"The training helped me turning the ideas that I already have into innovations. We use to outsource tools as MS Project, and I can now interpret and use it. I am very sure that I am going to be a better project manager when I go back to Kenya. The facilitators are very passionate and they have what it takes to train. I am going to come again next year for another training."

Emelda Odhiambo,
Project Manager, Kenya

Participant of a training seminar
in Project Management,
Monitoring and Control



Project Management, Monitoring and Control

KUALA LUMPUR	April 20 to May 1, 2020 / CODE: PCPK1	2 weeks / US\$ 5200
MONTREAL	June 22 to July 3, 2020 / CODE: PCPM1	2 weeks / US\$ 5200
KUALA LUMPUR	November 30 to December 11, 2020 / CODE: PCPK2	2 weeks / US\$ 5200

Monitoring and Evaluation for Results

MARRAKESH	August 10 to 21, 2020 / CODE: DISH1	2 weeks / US\$ 5200
KUALA LUMPUR	November 9 to 20, 2020 / CODE: DISK1	2 weeks / US\$ 5200

Effective Project Management: Core Skills from Concept to Plan

KUALA LUMPUR	October 5 to 9, 2020 / CODE: PGUK1	1 week / US\$ 3500
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Project Identification, Preparation and Budgeting

KUALA LUMPUR	August 24 to September 4, 2020 / CODE: PBCK1	2 weeks / US\$ 5200
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Environmental and Social Impact Management

MARRAKESH	September 14 to 25, 2020 / CODE: EEIH1	2 weeks / US\$ 5200
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PUBLIC PROCUREMENT TRAINING SEMINARS

For detailed course
descriptions,
please visit
www.setym.com



"SETYM came highly recommended because the content of the training is quite exhaustive, and the consultants are very knowledgeable in their various domains. The delivery methods are very good, encouraging collaboration and teamwork. SETYM has chosen a very conducive environment to conduct this training."

Bernard ANGIMA MATOYA,
Supply Chain Officer - Procurement,
Kenya

Participant of a training seminar
in Procurement of Goods and Services:
Best Practices



"Our facilitator was very knowledgeable with excellent insights. He impressed me with his ability to carry the class. From an organizational perspective, it was out of this world. People are very friendly; in fact there is a part of me that does not want to go back home."

Anthony IKEMEFUNA,
Head, Fixed Networks and Converged
Services, Nigeria

Participant of a training seminar
in Planning and Delivery of
Public-Private Partnerships (PPP)



Procurement of Goods and Services: Best Practices

WASHINGTON	June 1 to 12, 2020 / CODE: PDMU1	2 weeks / US\$ 5200
MARRAKESH	September 14 to 25, 2020 / CODE: PDMH1	2 weeks / US\$ 5200
KUALA LUMPUR	November 30 to December 11, 2020 / CODE: PDMK1	2 weeks / US\$ 5200

Public Procurement Audit and Control

MONTREAL	May 11 to 22, 2020 / CODE: AMPM1	2 weeks / US\$ 5200
KUALA LUMPUR	August 24 to September 4, 2020 / CODE: AMPK1	2 weeks / US\$ 5200

Planning and Delivery of Public-Private Partnerships (PPP)

MONTREAL	June 22 to July 3, 2020 / CODE: MPPM1	2 weeks / US\$ 5200
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Contract Management: Planning and Monitoring the Execution

KUALA LUMPUR	July 13 to 24, 2020 / CODE: GCDK1	2 weeks / US\$ 5200
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Performance-Based Contracting

MARRAKESH	October 12 to 23, 2020 / CODE: PECH1	2 weeks / US\$ 5200
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MANAGEMENT AND ORGANISATION TRAINING SEMINARS

For detailed course
descriptions,
please visit
www.setym.com



"This course is extremely useful and has a sweet mixture between theory and practice. You discover who you are as a leader, what you need to do, where you need to upgrade and accelerate. I have had other forms of training in other parts of the world but this has a dimension of practicality that makes you find out exactly who you are as a leader. I am empowered to deliver better resources to my people, be a good leader and bring my team to a better level of appreciation of their organization."

Francis Ploughman KOTOBIDJA,
Principal Auditor, Nigeria

Participant of a training seminar
in Leadership: Managing Teams
to Achieve Change



"Attending this course was very helpful for my work, since it requires making high level decisions. Building my capacity to be able to do that effectively and efficiently was not only useful for the organization but for me. It is always great to learn more about something you are passionate about."

Joyce Kathambi MUCHENA,
Director, Kenya

Participant of a training seminar
in Strategic Planning and
Decision Making



Strategic Planning and Decision Making

MONTREAL

June 22 to July 3, 2020 / CODE: EXEM1

2 weeks / US\$ 5200

Certification in Leadership and Management NEW

MONTREAL

August 24 to 29, 2020 / CODE: CLHM1

6 days / US\$ 5200

Human Resources Management 4.0: Happiness & Development NEW

MONTREAL

August 31 to September 11, 2020 / CODE: GRHM1

2 weeks / US\$ 5200

Leadership: Managing Teams to Achieve Change

WASHINGTON

June 1 to 12, 2020 / CODE: GEPU1

2 weeks / US\$ 5200

KUALA LUMPUR

October 19 to 30, 2020 / CODE: GEPU1

2 weeks / US\$ 5200

Women's Leadership NEW

MONTREAL

May 11 to 22, 2020 / CODE: GEWM1

2 weeks / US\$ 5200

Professional Training of Trainers NEW

MARRAKESH

August 10 to 21, 2020 / CODE: TOT11

2 weeks / US\$ 5200



PUBLIC GOVERNANCE TRAINING SEMINARS

For detailed course
descriptions,
please visit
www.setym.com



"I can easily tell you that I have no regrets in any form. SETYM has set its standards: I have attended several courses from organizations in different parts of the world but SETYM is the number one. The most important part to me was the feedback. [...] The combination of our two facilitators gave us all information we needed to learn, and made the course to be worthwhile. Anyone wanting to be trained should consider SETYM."

Patrick Ayanbanji OJO,
Head Consumer Protection
and Advocacy, Nigeria

Participant of a training seminar
in Public Administration:
Managing Modern Government



"It's been an amazing time. We have interacted so much within our group of international participants and our instructor was amazing. I highly recommend attending this seminar"

Edmund TUSHABE ARIYO,
Economist, Uganda

Participant of a training seminar
in Customs and Tax: Principles
and Management



Results-Based Management (RBM) and Performance Measurements

MONTREAL	May 11 to 22, 2020 / CODE: GPRM1	2 weeks / US\$ 5200
KUALA LUMPUR	October 19 to 30, 2020 / CODE: GPRK1	2 weeks / US\$ 5200

Public Financial Management

WASHINGTON	June 1 to 12, 2020 / CODE: GBFU1	2 weeks / US\$ 5200
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Managing Modern Government and Performance-Based Budgeting

MONTREAL	August 31 to September 11, 2020 / CODE: PBBM1	2 weeks / US\$ 5200
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PEFA: Framework for Public Financial Management

KUALA LUMPUR	November 30 to December 11, 2020 / CODE: PEFK1	2 weeks / US\$ 5200
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Financial Statements Analysis of State-Owned Enterprises and Parastatals

MARRAKESH	October 12 to 23, 2020 / CODE: ETFH1	2 weeks / US\$ 5200
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Public Investment Life-Cycle Management (PIM) NEW

MONTREAL	August 31 to September 11, 2020 / CODE: PIPM1	2 weeks / US\$ 5200
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SETYM International
Montréal, Québec, Canada www.setym.com



TEACHING PEOPLE TO LEAD

Training Programme

A complete training programme that covers knowledge, skills and tools for managing international development projects, and provides key competencies to public officers in developing and emerging countries.

- Professional training seminars held in our international network of training centers in Montreal (Canada), Washington (United States), Kuala Lumpur (Malaysia) and Marrakesh (Morocco).

Technical Assistance

Our pragmatic and results oriented approach allows us to successfully execute:

- Specific short or long term assignments that contribute to the achievement of your institution's development objectives.
- On-site training: At any time, all our training seminars can be provided in your country. These training programmes are adapted to the specific needs and context of the project or institution.

