



Training Catalogue

Y'CAB GROUPE



Nadine Zadi

Founder & CEO

Y'CAB GROUPE wishes, above all, to become an indispensable lever for companies wishing to establish themselves in Côte d'Ivoire.

Our intention is to build ourselves around important issues: study, advisory and development, which will help us become a bridge, and a unifying force for companies at international and national level, together with all the actors necessary for this integration in Côte d'Ivoire.

First, study, to assess the viability of projects and bring to light weaknesses for which we will offer to support companies so as to make their execution easy and of quality.

Then, advise: our ultimate goal being the sustainability of projects and their improvement.

And finally, development: over the course of my professional career I have gained the experience and qualities essential to coordinating multiple activities, and my wish is to put my knowledge at the service of Côte d'Ivoire, an incredible country with projects that only ask to be developed.

For this, Y'CAB aims to be an incubator built on values such as leadership and rigour. I am particularly confident that we are going to do extraordinary things.



Our Vision

Deliver quality services in a constant pursuit of client satisfaction.

1

Know-how

2

Commitment

3

Availability

4

Quality

5

Responsibility

6

Trust and closeness

Our Services

Recruitment

- 360° recruitment
- Sourcing

Talent Management

- Individual training
- Corporate training
- Coaching for managers and business leaders
- Talent assessment



All our services are also TAILOR-MADE, Contact us for more information!

Our Services

- Outsourcing of Human Resources Management and Payroll
- Organisational Audit
- HR Audit and Working and Employment Conditions Audit
- Salary Benchmark
- Support for HR Department Structuring and Drafting of HR Procedure Manual
- Social Climate Audit and Employer Brand Support



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Our Approach

Needs Analysis

Identification of the target audience (profile, expectations, specific needs); assessment of current skills and gaps to be closed; definition of suitable learning objectives.

Training Programme Design

Structuring of modules and content; definition of learning formats (in-person, remote, hybrid); choice of tools and learning materials.

Teaching Methodology

Approach used (experiential, active, participative, etc.); learning methods (lectures, case studies, simulations, hands-on workshops); follow-up and support for learners.

Assessment Methods

Assessment of learning outcomes (tests, role-play, self-assessment); assessment of participant satisfaction; analysis of post-training impact.

CONTEXT

Context

Roles within companies are undergoing major change due to the combination of a constantly shifting competitive environment and the unprecedented acceleration of technical and technological progress.

Thriving in this context requires a perfect command of new tools, techniques and methods, as well as excellent self-management, both technical and behavioural.

Our training sessions aim to let you generate greater added value by adopting a two-pronged approach that truly makes the difference: the development of professional (technical) skills and soft skills (human skills).

Our promise is to offer you, at every interaction, a unique, enriching and constructive experience. Our method rests on a subtle harmony between the quality, the consistency and the relevance of the content.



Management & Leadership

Often promoted to Manager roles for their technical expertise, many Executives face challenges with managerial skills, particularly in team management.

In a context of digital transformation and the need for agility, developing change-leadership, leadership, collaboration, performance-seeking and diversity-management capabilities becomes essential.

Our sessions provide the tools needed to succeed in these managerial roles, whether hierarchical or cross-functional, by refining the skills required for effective team management.



MANAGEMENT & LEADERSHIP

Management & Leadership

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Management & Leadership	Duration (hours)	Preferential individual rate, incl. tax, USD*
Leading change	8h	670 USD
Becoming a manager	8h	670 USD
Developing your leadership	8h	670 USD
Driving change: approach and tools	8h	670 USD
Training the trainers	8h	830 USD
The importance of delegation	6h	500 USD
Managing tension and stress at work	8h	670 USD
Developing your managerial skills	8h	670 USD
Project management and management: saving time and gaining efficiency through digital	8h	670 USD
Relational quality at work	6h	500 USD
Turning your meetings into effective meetings	6h	500 USD
Managing your team by developing your leadership	8h	670 USD
Managing talent within your department	6h	500 USD
The effective manager's toolkit	8h	670 USD
Working in an agile team	6h	500 USD
Trust as a performance tool in business	6h	500 USD

Professional Effectiveness

Professional-effectiveness training courses aim to optimise skills and knowledge in order to increase effectiveness at work.

They target the improvement of individual and collective performance, mastery of tools and methods specific to each domain, as well as the development of behavioural skills for better adaptation to varied professional environments.

These courses seek to maximise productivity, quality of work and the adaptability of professionals.



PROFESSIONAL EFFECTIVENESS

Professional Effectiveness

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Professional Effectiveness	Duration (hours)	Preferential individual rate, incl. tax, USD*
Time and priority management	6h	420 USD
Personal branding: communicating with self-assurance	6h	420 USD
Mastery of public speaking and behaviour	6h	420 USD
Optimising your working time	6h	420 USD
Facilitating a meeting	6h	420 USD
Managing your emotions	6h	420 USD
Mind-Mapping and professional effectiveness	6h	420 USD



Sales Strategies

Today, it is no longer enough to sell: you need to know how to think through your sales approach, adapt it to market realities and turn it into a solid, lasting growth lever. This course offers a structured, concrete approach to designing, steering and effectively adjusting a sales strategy aligned with company objectives.

It covers the fundamentals of market analysis, target definition, building a coherent value proposition, as well as the planning and steering of sales actions.

Beyond tools and methods, it helps develop a strategic posture: knowing how to step back, anticipate changes, mobilise teams around shared objectives and adjust one's approach based on feedback from the field.

Designed for sales staff, team leaders or executives, this course combines theoretical input, case studies and directly applicable tools to maximise commercial impact.



SALES STRATEGIES

Sales Strategies

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Sales Strategies	Duration (hours)	Preferential individual rate, incl. tax, USD*
The fundamentals of sales performance	8h	580 USD
Effective prospecting and targeting	6h	500 USD
Sales and strategic negotiation techniques	8h	580 USD
Customer relations and loyalty	8h	500 USD
Digital sales tools	6h	500 USD
B to B/C strategy	8h	670 USD
Developing your emotional intelligence to sell better	6h	500 USD
Public speaking and the important sales pitch	8h	500 USD
Personal branding and the sales professional's image	6h	420 USD
Working in a sales team and collaborating with other departments	6h	420 USD
Time management and organisation of sales work	6h	420 USD

Human Resources

Regardless of company size, the Human Resources function remains crucial and demands an exemplary level of professionalism.

Events that occur regularly have profoundly impacted this function, requiring HR staff to expertly assist operational management, thereby fostering quality social dialogue and improving organisational performance.

Human capital requires coherent HR frameworks, in step with the company's strategic vision, essential to attract, retain and maintain competitiveness.

These training sessions bring together the elements of the HR field, enabling the acquisition of key technical and relational skills for an effective, recognised contribution within any company.



HUMAN RESOURCES

Human Resources

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Human Resources	Duration (hours)	Preferential individual rate, incl. tax, USD*
Recruiting and onboarding staff effectively	6h	420 USD
Mastering the payroll management procedure, Sage Paie case study	6h	250 USD
Personnel administration	6h	500 USD
Designing and conducting staff appraisals	8h	500 USD
Evaluating a training course, a training scheme	6h	420 USD
Mastering the design of a training plan	6h	330 USD
Better describing jobs and an introduction to workforce planning (GPEC)	8h	670 USD
Mastering the legal and practical aspects of human resources	8h	580 USD
The essentials of labour law	8h	580 USD
Building an organisation's competency frameworks	8h	670 USD
Recruitment procedure	8h	670 USD

Finance - Accounting - Audit - Taxation

Accounting is often underestimated, being perceived mainly as an administrative requirement to meet tax obligations.

However, in this period of post-crisis recovery and budget optimisation, it represents a powerful tool for steering, deciding and adjusting strategies according to data and economic context.

Accounting and tax professionals must constantly update their knowledge due to the frequent changes in standards, tax reforms and regulations.

Our training sessions cover both the basics of accounting and specialised topics, offering complete expertise in these areas.



Finance - Accounting - Audit - Taxation

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Finance / Accounting / Audit / Taxation	Duration (hours)	Preferential individual rate, incl. tax, USD*
New payroll tax reform, ITS	8h	670 USD
2024 tax appendix	6h	580 USD
Preparing and tracking a budget	8h	580 USD
Preparation of year-end financial statements (DISA-301 and 302)	8h	580 USD
Cash management	8h	580 USD
Closing annual company accounts: from accounting result to taxable result	8h	580 USD
Bank reconciliation techniques	6h	250 USD
Year-end closing procedures	8h	580 USD
Accounting audit	8h	580 USD
Banking accounting	8h	500 USD
Drafting an accounting procedures manual	8h	580 USD
From accounting to management control	8h	580 USD
The essentials of IFRS accounting	6h	330 USD

Office Skills & Digital Culture

The professional office-skills courses provide participants with the skills and knowledge needed to make effective use of the IT tools and software commonly used in an office environment. The stakes and objectives of these courses are manifold.

Indeed, they aim to teach the advanced use of word-processing software (such as Microsoft Word, Google Docs), spreadsheets (such as Excel, Google Sheets), presentation software (such as PowerPoint, Google Slides) and other related tools.

The objective is to enable employees to work efficiently and produce professional-quality documents.



OFFICE SKILLS & DIGITAL CULTURE

Office Skills & Digital Culture

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Code	Office Skills & Digital Culture	Duration (hours)	Preferential individual rate, incl. tax, USD*
BCD1	Excel — intermediate level	6h	330 USD
BCD2	Excel — advanced level	8h	330 USD
BCD3	Word — intermediate level	6h	330 USD
BCD4	PowerPoint — intermediate level	6h	330 USD
BCD5	PowerPoint — advanced level	8h	330 USD
BCD6	Advanced calculations and features - Pivot tables	6h	330 USD
BCD7	Access - Using a database - Database essentials	8h	500 USD
BCD8	Mastering the essentials of Word, Excel and PowerPoint	6h	250 USD
BCD X	Custom training in IT, specialised software (HR, Accounting, Sales...) and Generative Artificial Intelligence	Tailor-made	Tailor-made



English

Command of English has become an essential asset in today's professional world. Whether to communicate effectively with international partners, access new career opportunities, or navigate a multicultural work environment, English is the key to broadening one's horizons.

However, for it to be truly useful, this skill must go beyond simple comprehension of the language. It requires a professional, practical approach, in step with the company's requirements and employees' expectations.

This course is designed to offer a complete, immersive experience, covering both the technical aspects and the relational skills needed for fluent, effective communication. It is aimed at professionals, executives, managers, employees or leaders required to use English as part of their role, as well as anyone wishing to strengthen their language skills for professional purposes.



ENGLISH

English

General terms of sale: 1. 100% of the total amount due at registration. 2. The rate includes breakfast, lunch and coffee breaks.

Code	English	Duration (hours)	Preferential individual rate, incl. tax, USD*
A1	English for beginner level	40h	630 USD
A2	English for elementary level	40h	630 USD
B1	English for intermediate level	40h	630 USD
B2	English for upper-intermediate level	40h	630 USD
C1	English for advanced level	40h	670 USD
C2	English for mastery level	40h	670 USD
AA	Business English	50h	750 USD
AC	Commercial English	50h	750 USD
AS	Specific English: medical, hospitality, tourism, legal, HR, project management, communication	50h	830 USD





CONTACT

**We look forward to contributing
to the growth of your skills!**



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