



CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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SUCCESS!

CIC International Newsletter No. 64



Running an International College during a Global Pandemic (see inside)

Innovating:
New Programs

Adapting:
An Assignment Option

Caring:
Face masks for Members

Improving:
Updating course content

Focusing:
Career competence

Developing:
Key knowledge & training

International:
CIC's 'Global Family'

Supporting:
Opportunity for everyone

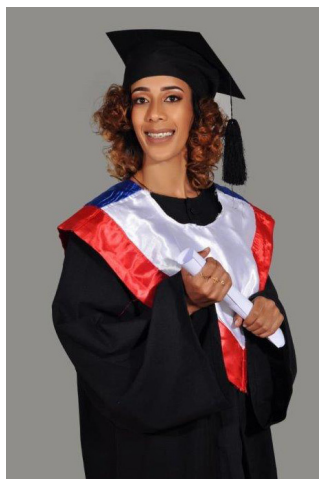
The HR approach:
Up-skilling personnel

*"Dear CIC team,
Please accept my warm greetings, this is **NGALA TAAL** from **CAMEROON**. I am very glad to share with you this amazing news, I was selected for the position of warehouse controller in the most popular car manufacturing company in the Middle East. They were very pleased with my professional international diploma from Cambridge International College on Logistics Management. I will be going in for warehousing course very soon. Thanks very much for your quality materials."*



**Diploma in
Logistics,
Materials &
Supply Chain
Management**

CIC Graduate Heaven Aklilu



"Learning at the prestigious college has helped me in excelling in my performance and getting promoted to a higher position in my work. Thank you so much for the easily accessible supporting materials."

Heaven graduated with Merit on the Baccalaureate in Business Administration Programme in 2018 whilst in Eritrea, then moved to United Arab Emirates to work, and completed the EMBA gaining Merit (Second Class) in October 2021.

Innovating: New Programs

"There is ALWAYS a demand for well-trained managers and personnel who have studied subjects such as business, management, accounting, marketing and HR, and those subjects are the foundation of many careers. CIC's wide range of Programs offers those subjects and very many more, reflecting the careers available and the aims and interests of our Members worldwide."

David Lawson, CIC Director of Studies

Adapting: Assignment Option

"COVID-19 and lock-downs in many countries around the world made it hard for some CIC Members to sit Exams. So we devised a home-based Assignment Option as an alternative to a supervised Exam, designed for those who preferred an Assignment, or who could not sit Exams."

Similar in style to Exams, Assignments have an emphasis on asking Members to show HOW they would implement - make use of at work - the new knowledge and understanding gained from their studies."

J J Swanson, CIC Assessments Coordinator

Caring: Face masks for Members

"Wherever possible, and whilst stocks last, we have provided a CIC face mask to new Members to help protect against the danger of catching COVID-19 - the corona virus. Since 2020 many thousands of CIC Members (and graduates and others) have received a CIC face mask - some are shown below."

V Carlyle, CIC Head Registrar



Diploma in Environmental Concerns & Protection

A fascinating Program teaching about ecosystems, pollution, energy use, production, sustainability, climate change and lots more; and how to manage and protect the environment in which we all live. For careers in this field, and general interest.



Diploma in Early Childhood Care & Education

This Program explains about childhood learning and development, how to care for and educate youngsters, the childcare educator's role, learning environments, how to teach and how to be a good teacher, pre-school and children's learning goals.

Chaddie Faucher from St Lucia:

"I completed my Hotel Management Diploma, and a Baccalaureate in Management & Administration with Cambridge International College."



Well-structured and extremely informative, I became a lot more confident in the workplace and eager to learn more.

This study opportunity is extremely convenient as you learn at your own pace and take exams when you are ready. If you are looking for the right balance between quality and cost, this is the place to start."

Ali Mohamed Salat - Kenya Business Management & Administration



"The Diploma course has really changed my career and my career development. I am happy to report that I have a new post as Administrative Assistant in UNHCR following my Diploma from CIC."

LEADERSHIP & LISTENING THE TOP 10 TIPS

Christine Lagarde, Managing Director of the International Monetary Fund, was asked what was the most important thing she had learnt during her illustrious career. She answered:

“Active listening - being a good listener”.

Top managers say the best active listening tips are:

1. Look like and show you really are listening.
2. Be aware of your body language as you are communicating even when you are not talking.
3. Face the speaker, lean forward and if appropriate use mirroring techniques.
4. Never interrupt and do not look for a gap into which to inject your own ideas.
5. Make listening noises like “ahah”, “yes”, and “okay”, and nod often.
6. Maintain good eye contact.
7. Show the speaker you value their comments, focus on them, give them your time.
8. Allow pauses for speakers to think, do not fill the gaps and do not hurry or stress them.
9. Do not think you know what they are going to say or the points they want to make.
10. Summarise key points by repeating them back to the speaker, and ask follow-up questions.

NEW Program coming soon on School Leadership & Management

Due for release in Summer 2022, this Program covers effective, professional running of schools, education management, school leadership roles, personnel, organisation, standards, strategies, decision-making, and more, for aspiring head teachers, course leaders, educators and teachers.

It is the 4th of CIC's popular education & teaching Diplomas. And on completing all 4 Programs in a 5-year period, a Higher Diploma on 'Teaching, Education & School Management' will be awarded.

Look out for details and news from the College.



CIC Graduate Abdullahi Yusuf Farah



“It was a great opportunity for me to be a student of various specialities and a graduate from Cambridge International College. I am really committed to my education and to developing my knowledge.

The knowledge and skills I learned at CIC raised my profile and had a good impression on many people who have shown me respect and consideration, and it paved the way for my promotion to a high position.

All in all, I thank the entire CIC team who 24/7 play a key role in developing the skills and knowledge of millions of people around the world.”

Comments from
CIC's Director of Studies:

“Congratulations Mr Farah! You are a great example of someone who has succeeded by improving your knowledge and achieving respect.”

Mr Farah has gained CIC Diplomas in:

- ★Management/Administration
- ★Accounting & Finance
- ★Management & Leadership
- ★International Relations

He is currently studying:
Environmental Concerns & Protection.

Tips for sending professional emails

- ★**Include your FULL NAME** in all of the emails you send. (If you do not, the receiver will not know who you are.)
- ★If you are a Member, state your **CIC Membership Number**.

Improving: Updating course content

"Our world does not stay still, and as Covid-19 has shown us, the way to succeed is to be prepared and up-to-date with knowledge and key job skills. We regularly update our Manuals and Programs to keep them relevant and to make YOU the best you can be in the situations you face at work.

Recent updates and new content include:

- Managing COVID-19 (& working from home)
- Data Protection & Management Policy
- Discrimination & Communication
- Company Corporation Tax
- Quality Management Systems
- Cloud Computing
- IT Project Management

... and more as we regularly update our professionally-produced, interesting Manuals.

Dr Stephen M Lawson, CIC Principal

Focusing: On career competence

"We focus on teaching useful, vocational and applicable competencies which enable you to do your job well. This identifies you as being someone to be trusted and respected. It helps you stand out from others and to be noted as a person worthy of promotion and advancement."

D Forrester, CIC Coordinator

Developing: Key knowledge & training

"It has been said that great leaders never stop learning and constantly move forward. We are here to support you in developing and improving how you lead and manage others, how you motivate and inspire those around you. We are here to help you become a confident, well-trained, successful and reliable employee, colleague and leader. So don't stop; enjoy the journey you are on - there is always more you can learn and we are here to help and advise you to achieve those goals.

N Smeeton, CIC Administrator & Advisor

CIC Supports Sport, Fitness & Health in the Community



In April CIC sponsored a Squash Exhibition featuring Paul Coll (pictured) **World No. 1**, and Patrick Rooney (no. 20 in the world). Local players also had the opportunity to be coached by these stars thanks to CIC.

You can also benefit from CIC's support of sport and leisure by enrolling for CIC's **Recreational Sport & Leisure Management Diploma Program with a 25% fee reduction**. Post or email the coupon below to CIC with an Enrolment Form and with just £150 or US\$300 (the normal Fee is £200 or US\$400) so you can start the interesting Program and to aim for a great career in sport & leisure.

Special 25% Fee Reduction
Coupon for CIC's Diploma Program in
Recreational Sport & Leisure Management
at a Reduced Fee of
ONLY £150 or US\$300
from 1st May to 31st August 2022

Ask for Program details or visit CIC's website to learn how to be a great coach & leisure manager.

More important tips for sending professional emails

- ★ Ensure the email you are replying to **is included in the email 'string' below your reply**.
- ★ **Always re-read your email before sending it** to ensure it is clear, has no spelling errors, and includes all key details.

SOME OF THE VERY MANY NEWS AND SUCCESS STORIES RECENTLY RECEIVED FROM CIC MEMBERS AND GRADUATES WORLDWIDE:-



Moi Santino David wrote from **South Sudan:**

"I thank CIC for the first-class, interesting and enjoyable Baccalaureate course. I cannot fault the content or teaching, and I recommend it. Most importantly it gave me confidence, it sharpened my skills in handling my responsibilities, and I am putting what I learnt in to practice in a professional and ethical manner."

Sewala Laukeba wrote from **Papua New Guinea:**

"I am pleased to inform you that studying with CIC helped me a lot in my career and I have been promoted to a senior position in the supply chain department with a salary increase after completing the Diploma in Logistics, Materials & Supply Chain Management. I will enrol for the Honours Group Diploma soon."



Mburu Daniel Kiongo wrote from **Kenya:**

"This distance-learning Program has really helped us, especially some who cannot attend classes. Your learning materials are very detailed and the content has enlightened me in my work. My management skills have really improved. I am now a hospitality professional managing a luxury camp in the great Masai Mara."

Basil Belemu wrote from **Zambia:**

"I really thank CIC for assisting me in my Stores Management and Business studies. My Diploma and Certificate enabled me to be employed by the United Nations Development Programme. In 2021 I was also elected as a councillor in Rufunsa district. I want to further my studies in International Relations & Politics."



Richard Ondimu wrote from **England:**

"I am constructively using the skills I gained from CIC. After the CIC Baccalaureate in Human Resource Management I gained other qualifications including Master of Science in Finance and Banking from University of Westminster in London. I am now in the last year of my PhD in Economics at Aston University, UK."

Eric Cudjoe wrote from **Ghana:**

"CIC's Diploma in Management has been so helpful. I was admitted to University for a BSc in Public Health. With my CIC Diploma I was promoted to Assistant Health Officer and with my degree I am now Deputy Chief Health Analyst. My success is a result of the support of CIC and your world quality education."



Jam Mulekeni Luhanga wrote from **Malawi:**

"CIC is the best institution for distance education and made my dream of becoming a professional English Teacher come true. With my CIC Diploma in Professional English I was hired as an English teacher at a private institution."

Elimyres Moroto Likaveke wrote from **Solomon Islands:**

"CIC was vital for my career. After completing my study at CIC I was employed as Liaison/Certification Manager. I thank CIC for this wonderful opportunity and for helping me to reach this far, and I plan to continue my education with CIC."



Benjamin Eebo Ampere wrote from **United States of America:**

"With my Baccalaureate I have been able to relocate to the USA and I obtained permanent residence status. I am now working with the CT State Department. The CIC programme is enhancing my rate and growth potential in the department."

International: CIC's 'Global Family'

"Send your news and stories of interest to share with your international CIC family. We want to learn about your successes. Be proud of your achievements as even little 'wins' make a big difference, like recognition of a job well-done, respect of colleagues, promotion, more responsibility, better performance.

All Graduates receive a Congratulations letter which has a Comments Section you can fill in and send us by post or email. Take a moment to share your news, views and successes."

Mrs Rosalind, CIC Newsletters Coordinator

Supporting: Opportunity for everyone

"Wherever you live and whether you are employed or unemployed, young or mature, experienced or a beginner, you can study with CIC and be assured of our care and support. We will guide you through your studies, and afterwards we can provide transcripts, advice, recommendation letters and more for you."

Ms Charlotte, CIC Administrator

The HR approach: Up-skilling personnel

"The HR approach is to choose the best person for the job, the person who can do it well and who has the skills, understanding and ability to actually do the work needed. Employment and promotion is not just based on an academic certificate. With CIC we provide you with the skills and ability to get the job done well and stand out from others.

CIC graduates have gained employment over degree holders because in interviews they answered questions better, showing they know how to do the tasks competently. You can get ahead of others with CIC."

F Creer, Director & HR Executive



Did you know?

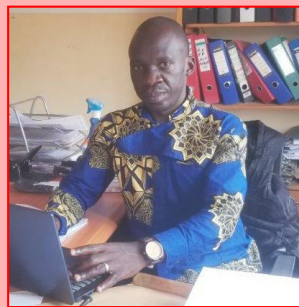
- ★ The College was founded in 1935.
- ★ The College is accredited and is approved for providing international study and education Programs and Awards worldwide.

A Warm Welcome to Kiettisack International School one of CIC's new Affiliates



- ★ Pictured is KIS's Dean of Academic Affairs with several students. KIS uses CIC Programs to provide a well-rounded career-oriented curriculum of study.
- ★ Mainly focusing on CIC's EBA Programme and Graduate Diplomas which include full CIC study-materials, past papers or tests, KIS's professional lecturers help prepare KIS students before their CIC Final Examination.

Winner of CIC Game 82 and the US\$500 prize was Gerald Kaseba from Zambia



Gerald (pictured) entered CIC's 'Capital Cities' Game 82 and won US\$500. He also has a great career success story to tell us about:

"I completed the CIC Human Resource & Personnel Management Diploma and was promoted to country director of the organization which has a total of 67 staff. I really appreciate the training offered and plan to do more courses with the College."

You can enter the new Game; it is free and fun and you could win US\$500 or a CIC Program. We can email a Game Form to you; you can also find it on our website.

- ★ The College currently offers over 100 Programs and Specializations.
- ★ The College has Members in over 120 countries around the world.
- ★ The College's Director of Studies is the great-nephew of the College founder, Dr Joseph Lee.

Cambridge International College, the Business Training Centre and the SKYE project in the West Indies.

During 2020/21 over 200 young men and women studied and achieved CIC Diplomas in various career development fields including business, management, secretarial duties, leadership, stores management, marketing and logistics. Congratulations to all! Some of them are pictured here.



Some Of The Many Successful Members Worldwide Who Recently Completed Programs And Graduated With CIC - Congratulations To All!



ROSEMARY NANZIRI
DIPLOMA
PA/SECRETARIAL
DUTIES
(U A E)



JANINE HARBOE
HONOURS DIPLOMA
EXECUTIVE
ASSISTANCE
(DENMARK)



DLER G RAHEEM
EMBA
FINANCIAL
MANAGEMENT
(IRAQ)



ALEICA CASTELLO
GRADUATE DIPLOMA
MANAGEMENT &
LEADERSHIP
(GUYANA)



SAI KAPHALE
BACCALAUREATE
HUMAN RESOURCE
ADMINISTRATION
(TANZANIA)



K MOLEFHI
HONOURS DIPLOMA
MANAGEMENT &
WORKPLACE SAFETY
(BOTSWANA)



JOHN RETSIOS
DIPLOMA
HEALTH & SAFETY IN
THE WORKPLACE
(GREECE)



BR GEN. FESSEHAYE
EMBA
BUSINESS
MANAGEMENT
(ERITREA)



MOSES AKO
DIPLOMA
HEALTH & SAFETY IN
THE WORKPLACE
(PAPUA NEW GUINEA)



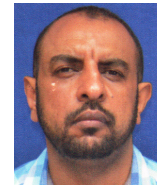
DIABATE SAMIRA
EBA
BUSINESS
ADMINISTRATION
(IVORY COAST)



L LIKURNAN
HONOURS DIPLOMA
LOGISTICS
MANAGEMENT
(GHANA)



JOSEPH KANU
EMBA
HUMAN RESOURCE
MANAGEMENT
(SIERRA LEONE)



MOHAMED ABDALAH
DIPLOMA
TOURISM &
TRAVEL
(TANZANIA)



AARON SIMANGO
HONOURS DIPLOMA
COMPUTERS & IT
ADMINISTRATION
(ZIMBABWE)



HANEEN ALADWAN
DIPLOMA
HUMAN RESOURCE
MANAGEMENT
(JORDAN)



MOI SANTINO DAVID
BACCALAUREATE
MANAGEMENT &
ADMINISTRATION
(SOUTH SUDAN)



J IRECHUKWU I
DIPLOMA
MASS MEDIA &
COMMUNICATION
(NIGERIA)



MINDOU LARISSA
EBA
INTERNATIONAL
BUSINESS
(GABON)



AMINATA KAMARA
HONOURS DIPLOMA
EXECUTIVE
ASSISTANCE
(SIERRA LEONE)



MULUGHETA TZADA
EMBA
LEADERSHIP &
MANAGEMENT
(GERMANY)



ROMA BALLIAH
BACCALAUREATE
FINANCIAL
ADMINISTRATION
(GUYANA)



ABDULLAHI FARAH
EBA
INT RELATIONS &
POLITICS
(43739A)



HEAVEN AKLILU
EMBA
BUSINESS
MANAGEMENT
(U A E)



TRACEY-ANN LINDSAY
BACCALAUREATE
BUSINESS
ADMINISTRATION
(JAMAICA)



EDMUND ATSUI
EBA
BUSINESS
ADMINISTRATION
(GHANA)



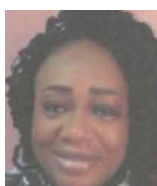
ELENA VLADIOU
DIPLOMA
LEADERSHIP &
MANAGEMENT
(ENGLAND)



ABDELRAHMAN ABDALLA
BACCALAUREATE
BUSINESS
ADMINISTRATION
(EGYPT)



SUSAN WITHERS
DIPLOMA
HUMAN RESOURCE
MANAGEMENT
(ENGLAND)



HORTENCE KAMDEM
EXECUTIVE MINI MBA
BUSINESS
ADMINISTRATION
(CAMEROON)



NHLONIPHO NDLOVU
HONOURS DIPLOMA
HOSPITALITY
MANAGEMENT
(ZIMBABWE)

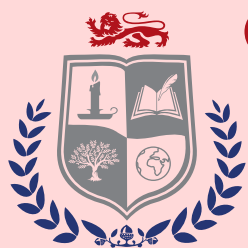


SHARON LENGWE
DIPLOMA
ADVANCED
MANAGEMENT
(ZAMBIA)



TOM SANDI
HONOURS DIPLOMA
BUSINESS
MANAGEMENT
(SIERRA LEONE)

They succeeded and so can YOU with expert CIC Study!



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+ 44 1534 485485 @learn@cambridgetraining.com cambridgecollege.co.uk

ENSURE YOUR STUDY & CAREER SUCCESS WITH HIGH QUALITY ACCREDITED STUDY & AWARDS

July 2022						
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November 2022						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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26	27	28	29	30		

Banking & Finance

Business Accounting

Business English

Business Management

Classroom Management

Commercial Law

Events Management

Health & Safety

Hotel Operations

International Relations

Logistics, Supply & Transport

Mass Media

Office Management

Project Leadership

Tourism & Travel Management

plus many more....

Global Awards



Self-respect

Knowledge



Understanding

Employability



Development

