

PROGRAM MANUAL 1.0

We are dedicated to supporting your professional growth and success, contributing to the overall performance of institutions, and driving national and continental development.



+231 880806657

+231 775704823

SD. Cooper Road, Paynesville City

@gonetacademylib
www.gonetacademy.com

TABLE OF CONTENT

1. Introduction and Background	01
2. Program Objectives and Benefits	01
3. Eligibility and Enrollment	02
4. Program Structure	03
5. Course Offerings	07
6. Assessment and Certification	07
7. Special Events	09
8. Policies and Important Notices	12
Annex 1: Frequently Asked Questions (FAQs)	18





1. INTRODUCTION AND BACKGROUND

Welcome to Gonet Academy, your trusted partner for Continuous Professional Development (CPD). This manual provides a guide to the program's objectives, structure, course offerings, assessments, and policies. Founded in February 2021, GonetAfrica, registered with the Liberia Business Registry, accredited by the Liberia Ministry of Education, and recognized by the Agricultural and Industrial Training Bureau (AITB), established Gonet Academy to address the growing need for professional development in Liberia and beyond. In today's rapidly evolving industries, traditional education often falls short in equipping professionals with up-to-date skills and knowledge.

The Gonet Academy Continuous Professional Development Program bridges this gap by offering structured, relevant training that combats skills obsolescence, addresses knowledge gaps, and fosters lifelong learning. By empowering individuals to adapt and excel, the program drives personal, organizational, and industry growth, building a dynamic and competent workforce.

2. PROGRAM OBJECTIVES AND BENEFITS

Gonet Academy aims to:

- Enhance professional skills and knowledge to keep pace with industry advancements.
- Foster a culture of lifelong learning and continuous improvement.
- Equip professionals with the latest tools, techniques, and best practices.
- Support career development and advancement.



The program offers numerous benefits to participants, including but not limited to:

- **Skill Enhancement:** Gain practical skills that directly apply to your professional role.
- **Career Advancement:** Enhance your career prospects and open up new growth opportunities.
- **Job Performance:** Improve your job performance and become efficient.
- **Networking:** Build a network of professionals from various industries and sectors.
- **Certification:** Receive a certificate and a diploma from Gonet Academy upon successful completion of each course, which can enhance your professional credentials.

3. ELIGIBILITY AND ENROLLMENT

3.1 Eligibility

The program is open to students, graduates, and professionals across various industries who seek to update their skills and knowledge.

It targets high school graduates, university students and graduates, and working professionals with a desire to learn and grow professionally.

Specific eligibility criteria may apply to certain courses, and such information will be provided during enrollment.

3.2 Enrollment

To enroll, participants must:

1. Complete the online registration form.
2. Submit documentation (as may be required).
3. Receive acceptance letter.
4. Pay the applicable course fees.
5. Receive confirmation of enrollment.



4. PROGRAM STRUCTURE

Each course within our professional development training programs is divided into multiple modules, each focusing on a specific area of professional development. This modular structure ensures comprehensive coverage of essential skills and knowledge while allowing participants to progress through the course in manageable segments. Our courses are flexible and meticulously designed to accommodate the diverse needs and career goals of our participants.



Key Features of Our Modules:

1. **Structured Learning Path:**

Each module is part of a well-defined learning path that builds upon previous knowledge and skills, ensuring a coherent and progressive learning experience.

2. **Focused Topics:** Modules are dedicated to specific areas of professional development, allowing for deep dives into critical subjects. This focused approach helps participants gain a thorough understanding of each topic.

3. **Flexible Selection:** Participants have the flexibility to choose modules that best align with their career goals and professional interests. This customizable approach ensures that each participant can tailor their learning journey to their unique needs.

4. **Practical Application:** Our modules emphasize practical application, combining theoretical knowledge with hands-on activities, case studies, and real-world projects. This ensures that participants can directly apply what they learn to their professional contexts.

5. **Interactive Learning:** Modules incorporate interactive elements such as discussions, group activities, and peer reviews to foster collaboration and enhance the learning experience.



4.2 Delivery Methods

Our professional development training programs are delivered through various formats to accommodate the diverse needs and preferences of our participants. Each format is designed to provide a rich and engaging learning experience, ensuring that participants can effectively acquire and apply new skills and knowledge.

4.2.1 In-Person Workshops and Interactive Learning

Purpose: To provide a hands-on, face-to-face learning experience that fosters direct interaction and immediate feedback.

Description: In-person workshops and interactive learning sessions are conducted in a physical classroom or training facility. These sessions are led by experienced instructors and include a mix of lectures, group discussions, hands-on activities, and real-time feedback. The in-person format allows participants to engage deeply with the material, ask questions, and collaborate with peers in a dynamic and interactive environment.



Key Features:

- **Direct Interaction:** Participants can interact face-to-face with instructors and peers, facilitating immediate feedback and discussion.
- **Hands-On Activities:** Emphasis on practical exercises, simulations, and role-playing to reinforce learning.
- **Networking Opportunities:** Opportunities to build professional relationships and networks with fellow participants and instructors.

4.2.1 Online Learning

- **Purpose:** To provide flexible and accessible learning opportunities that can be accessed from anywhere, at any time.
- **Description:** Online learning is delivered through e-learning platforms and webinars, allowing participants to engage with course content at their own pace. This format includes pre-recorded video lectures, interactive modules, online discussions, and digital resources. Webinars, conducted live or on demand, provide opportunities for real-time interaction with instructors and other participants. Online learning is ideal for those who need flexibility due to geographical or time constraints.



Key Features:

- **Flexibility:** Access course materials and complete assignments at your convenience, from any location.
- **Diverse Content:** Includes video lectures, interactive modules, quizzes, and digital resources to cater to different learning styles.
- **Real-Time Interaction:** Webinars offer live interaction with instructors and peers, including Q&A sessions and group discussions.

4.2.3 Blended Learning

Purpose: To combine the best aspects of in-person and online learning, providing a comprehensive and versatile learning experience.

Description: Blended learning integrates both online and in-person sessions, offering a balanced approach that leverages the strengths of each format. Participants engage with online content (e.g., e-learning modules, videos, and discussions) and attend in-person workshops or seminars for hands-on practice and direct interaction. This hybrid model provides the flexibility of online learning with the personal touch of face-to-face instruction.



Key Features:

- **Balanced Approach:** Combines the convenience of online learning with the interactivity of in-person sessions.
- **Enhanced Engagement:** Participants can engage with content online at their own pace and reinforce learning through in-person activities.
- **Continuous Support:** Ongoing access to instructors and peers through both online platforms and in-person meetings.



4.2.4 Course Customization and Flexibility

Participants can choose the delivery format that best suits their learning preferences, professional responsibilities, and personal schedules.

The flexibility of our program ensures that everyone can find a suitable learning path, whether they prefer the immersive experience of in-person workshops, the convenience of online learning, or the integrated approach of blended learning.



4.3 Course Level, Duration, and Fee

We offer our courses in two levels: certificate and diploma. However, only students who complete the certificate level can enroll directly in the diploma program. We also accept students who have completed a certificate level at credible professional training institutions to enroll directly in the diploma program in the related course(s). The table below shows the program levels, prices, duration, and general eligibility.

Level	Price (USD)	Duration	Eligibility
Certificate Programs	\$150.00	10 Weeks	High school graduate and above
Diploma Programs	\$300.00	16 Weeks	Complete certificate level
Comprehensive Programs	\$450.00	26 Weeks	High school graduate and above

4.3.1 Payment Plan

Certificate Level: A minimum payment of USD 115 is required to start, and the balance of USD 35 must be paid by Week 4.

Diploma Level: A minimum payment of USD 150 is required to start, and the balance of USD 150 must be paid in two installments within the first two months, payable by USD 75 monthly.

Comprehensive Level: A minimum of USD 150 is required to start, and the balance of USD 300 must be paid in four installments within the first four months of the program, payable by USD 75 monthly.

Registration Fee: A non-refundable payment of USD 10 is required for all new students enrolling in certificate or comprehensive program.

Note: Please note that learners who do not fulfill these payment obligations will not be permitted to start or continue classes. The Business and Finance Office will remind all students at each stage of the payment plan through various channels, including email, WhatsApp group, and sometimes phone calls and text messages. Please ensure that to comply with the payment schedule to enjoy your learning experience smoothly without interruption.



5. COURSE OFFERINGS

The program offers a wide range of courses, including but not limited to:

- | | |
|---|--|
| 1. Project Management | 14. Communication and Resource Mobilization for NGOs |
| 2. Monitoring and Evaluation | 15. Data Analysis Using SPSS |
| 3. Procurement and Contract Management | 16. Public Relations and Media |
| 4. Logistics and Supply Chain Management | 17. QuickBooks Essentials |
| 5. Financial Management | 18. Marketing Strategy and Brand Management |
| 6. Human Resource Management | 19. Web Development Using WordPress |
| 7. Microsoft Excel Essentials | 20. Office Administration and Management |
| 8. Microsoft Office Productivity | 21. Environmental and Social Impact Assessment |
| 9. Customer Relationship Management | 22. Project Proposal Writing |
| 10. Entrepreneurship and Business Management | 23. Banking and Finance |
| 11. Occupational Health and Safety Management | 24. Graphics Design for Beginners |
| 12. Compliance and Risk Management | 25. SQL Database Essentials |
| 13. Internal Audit and Control | 26. Computer Networking Essentials |
| | 27. Introduction to Computers |

Course catalogs are updated regularly to reflect the latest industry trends and requirements.

6. ASSESSMENT AND CERTIFICATION

Regardless of delivery format, each course includes comprehensive assessments to evaluate participants' understanding and application of the material. These assessments may include quizzes, practical assignments, presentations, and peer reviews. Upon successful completion of the course requirements, participants receive certification, validating their new skills and knowledge.

Professional Certificate: A minimum of 60% average is required to obtain the professional certificate in your selected field.

Professional Diploma and Comprehensive: A minimum of 70% is required to obtain both the certificate and diploma (comprehensive) or diploma only in your selected field.

Note: Attendance requires a minimum of 80% across all levels.



6.1 Assessment Methods

Methods	Purpose	Description
Weekly Knowledge Check	To ensure continuous learning and understanding of the material covered each week.	Weekly knowledge checks typically consist of short quizzes or tests that assess participants' grasp of recent topics. These can be multiple-choice questions, short answers, or other formats that quickly gauge comprehension. The frequent assessments help reinforce learning, identify areas that need further explanation, and keep participants engaged with the course content.
Mid-term and Final Presentations	To evaluate participants' ability to synthesize and communicate their knowledge and skills effectively.	Mid-term and final presentations require participants to present their understanding and application of course concepts. These presentations can be individual or group efforts and typically involve research, organization of ideas, and delivery of findings or projects. They assess not only the participants' grasp of the subject matter but also their presentation and communication skills.
Practical Assignments and Projects	To assess participants' ability to apply theoretical knowledge to real-world situations.	Practical assignments and projects are hands-on tasks that require participants to use the skills and knowledge they have learned in practical scenarios. These could range from case studies and simulations to real-life projects related to the course material. The emphasis is on application, problem-solving, and critical thinking.



6.1 Assessment Methods

Methods	Purpose	Description
Peer Reviews and Group Activities	To foster collaborative learning and provide diverse feedback on participants' work.	Peer reviews and group activities involve participants working together and assessing each other's contributions. In peer reviews, participants provide constructive feedback on each other's assignments or projects. Group activities might include discussions, collaborative projects, or team-based problem-solving tasks. These methods promote teamwork, critical analysis, and diverse perspectives.

7. SPECIAL EVENTS

In addition to the core training modules, our professional development training programs include special events designed to enhance the learning experience, foster community, and celebrate achievements. These events provide opportunities for participants to build networks, share experiences, and enjoy moments of celebration and recognition.

7.1 Orientation

Purpose: To introduce participants to the training program, familiarize them with the course structure, resources, and expectations, and foster a sense of community from the outset.

Description: Orientation is the initial event that marks the beginning of the professional development training program. It serves as an introduction to the program, providing participants with essential information and resources to help them navigate their learning journey. The orientation is designed to ensure that participants feel welcomed, informed, and prepared for the course ahead. It typically includes presentations, interactive sessions, and opportunities for participants to meet their peers, instructors, and support staff.



Key Features:

- **Program Introduction:** Overview of the program's goals, structure, and key components, ensuring participants understand what to expect.
- **Resource Familiarization:** Introduction to the resources and tools available, including e-learning platforms, learning materials, and support services.
- **Expectations and Guidelines:** Clear communication of program expectations, assessment methods, and participant responsibilities.
- **Community Building:** Activities designed to help participants get to know each other, fostering a collaborative and supportive learning environment.

7.2 Celebration Retreat

Purpose: To provide participants with a relaxed, enjoyable event to unwind, celebrate their journey, and build lasting connections before graduation.

Description: The Celebration Retreat is a social event held at the end of the training program, just before the graduation ceremony. This event is designed to offer participants a fun and memorable experience in a resort or beach setting. It features cultural activities, entertainment, and opportunities for relaxation and socializing. The Celebration Retreat is a time for participants to celebrate their achievements, enjoy each other's company, and create lasting memories.



Key Features:

- **Cultural Night:** Participants showcase their cultural heritage through performances, traditional attire, music, and dance.
- **Fun Activities:** A variety of recreational activities, such as beach games, sports, and adventure activities, to foster camaraderie and enjoyment.
- **Entertainment:** Live music, DJ, dance floor, and other entertainment options to ensure a lively and festive atmosphere.
- **Relaxation:** Opportunities to unwind and relax in a beautiful resort or beach setting, providing a refreshing break before graduation.



7.3 Graduation

Purpose: To celebrate the achievements and dedication of participants, recognize outstanding alumni, and honor the contributions of trainers and staff.

Description: Graduation is a formal ceremony held after the training program, where we celebrate the accomplishments of our participants. This event includes speeches, awards, and recognition segments, highlighting the hard work and progress made by the graduates. It also serves as an opportunity to spotlight alumni who have demonstrated excellence in their professional journeys, inspiring current participants. Trainers and staff are also recognized for their contributions to the success of the program.



Key Features:

- **Celebration of Achievement:** Acknowledges the hard work, dedication, and accomplishments of the graduates.
- **Alumni Recognition:** Honors outstanding alumni who have excelled in their professional fields, providing role models for current participants.
- **Trainer and Staff Appreciation:** Recognizes the efforts and support of the trainers and staff who have contributed to the participant's professional development.



7.4 Graduation and Closing Class Networking Event Fees

The graduation and closing class networking event fee is 60.00 USD per student or its equivalent in Liberian dollars for certificate level and 70.00 USD for diploma and comprehensive levels. The fee covers the graduation package (branded bag, t-shirt, cap, scarf, and packaged certificate or diploma), and the closing networking event (celebration retreat) and graduation ceremony. This fee is to be paid only by students who receive clearance for successful completion of the program.

8. POLICIES AND IMPORTANT NOTICES

8.1 Enrollment Policy

- **Eligibility:** Enrollment in the Gonet Academy Continuous Professional Development (CPD) Training Program is open to professionals, high school graduates, university students/graduates, and individuals seeking to enhance their skills in their respective fields.
- **Application Process:** Applicants must complete the online application form and submit all required documents by the specified deadline (if applicable).
- **Payment:** Enrollment is confirmed upon payment of the required tuition and fees. Payment plans will be available during enrollment.
- **Refund Policy:** Refund or deferment requests made one week before the start of the training will require a 50% deduction for administrative processing, and 50% will be refunded or deferred. No refunds or deferments will be granted when the training starts or when training materials are sent.

8.2 Payment Policies

- **Payment Deadlines:** All tuition and fees must be paid in full by the deadline specified in the enrollment notice. Failure to meet the payment deadline may result in late fees or suspension from the program.
- **Late Payment:** Payments made after the specified deadline will incur a late fee of 10% of the outstanding balance. Students with unpaid balances at the payment deadline will not be allowed to attend classes, receive course materials, or participate in assessments until the balance is settled.
- **Refusal to Pay:** Students who refuse or fail to pay the required tuition and fees will be subject to disenrollment from the program. In cases where the student completed the training without full payment, Gonet Academy reserves the right to withhold certificates/diplomas until all outstanding fees are paid in full.
- **Payment Plans:** Gonet Academy offers payment plans to assist students who may need more time to pay their tuition and fees. Students must make payments according to the payment schedule. Failure to adhere to the payment plan may result in additional fees and potential disenrollment.





8.3 Attendance Policy

- **Minimum Attendance Requirement:** Students must attend at least 80% of scheduled classes to qualify for a certificate of completion.
- **Punctuality:** Students are expected to arrive on time for all classes and training sessions. Late arrivals may be recorded as partial attendance.
- **Absences:** In the case of an unavoidable absence, students must notify the course instructor in advance.

8.4 Program Withdrawal

- **Withdrawal Procedure:** Students wishing to withdraw from the program must submit a written request to the Enrollment and Admissions Office. The request will be reviewed, and the student will receive information on their status and the applicable policy relevant to the situation.
- **Re-Enrollment:** Students who withdraw from the program may apply for re-enrollment in a future cohort. Re-enrollment is subject to space availability and payment of applicable fees.

8.5 Code of Conduct

We pride ourselves on maintaining a professional and respectful environment at Gonet Academy.

All students and visitors are expected to adhere to our code of conduct, which includes:

- **Respect for Others:** Treat all individuals with respect and courtesy. Discrimination, harassment, or bullying of any kind will not be tolerated.
- **Professionalism:** Professionally conduct yourself at all times. This includes punctuality, appropriate attire, and preparedness for all activities and sessions.
- **Confidentiality:** Respect the confidentiality of all proprietary information and personal data encountered during your time at the facility.



8.6 Key Notices

- **Official Communication:** All official communications from Gonet Academy will be sent via email and the Cohort chatroom. Students are responsible for regularly checking their email and the general WhatsApp group for updates and announcements.
- **Feedback:** Students are encouraged to provide feedback on their learning experience. Feedback forms will be distributed at the end of each course.
- **Program Schedule:** The CPD Training Program follows a structured schedule, including start and end dates, breaks, and holidays. Students will receive a detailed schedule at the beginning of the program.
- **Special Events:** Gonet Academy regularly hosts guest lectures, workshops, and networking events. Attendance at these events is highly encouraged as they offer additional learning opportunities.
- **Course Updates:** Gonet Academy reserves the right to update or modify course content, schedules, and policies as needed. Students will be notified of any changes in advance.
- **Data Protection:** Gonet Academy is committed to protecting the privacy and personal data of its students. Personal information collected during the enrollment process will be used solely for academic and administrative purposes and will not be shared with third parties without consent.
- **Photography and Videography Policy:** Gonet Academy takes photos and videos in its training facility and events for promotional and reporting purposes. Students who do not want to be photographed or videographed should inform the Media and Communications Team, and are permitted to be excused before such activity can go on.
- **Personal Belongings:** Please take care of your personal belongings. Gonet Academy is not responsible for any lost or stolen items. However, our facility team members are dedicated to ensuring the protection of your items during active classes.
- **Food and Non-Alcoholic Beverages:** Food and non-alcoholic beverages are only permitted in designated areas. Please ensure all food waste is disposed of properly to maintain cleanliness. Eating is not permitted in the training rooms. Alcoholic drinks are not allowed in the training facility.



- **Dress Code:** We encourage professional attire within the facility. Please avoid wearing overly casual clothing, such as gym wear or beachwear, during professional development activities.
- **Room Bookings:** All rooms must be booked in advance. Please check the availability schedule and reserve your space accordingly.
- **Equipment:** Handle all equipment with care. Report any malfunctions or damages to a staff member immediately.
- **Cleanliness:** Maintain the cleanliness of all areas. Dispose of trash in the designated bins and leave rooms as you find them.
- **Technical Assistance:** For technical support on online courses and IT, contact our IT Innovator; for equipment access and usage, contact our Facility Maintenance Assistant or Administrative Officer.
- **Health and Safety:** Follow all safety instructions and emergency procedures. Do not run or engage in horseplay within the facility. First aid service is available at the facility in case of emergency and minor health issues. However, we encourage all students to be in good health throughout their study period and seek treatment at a health facility during illness.
- **Smoking:** Smoking is strictly prohibited within the facility.
- **Grievances:** Any grievances or disputes should be reported to the Student Services Coordinator or Program Support Assistant. Gonet Academy is committed to resolving issues promptly and fairly and providing you with the best experience you deserve.



8.7 Disciplinary Actions and Procedures

Purpose

This clause outlines the disciplinary framework for maintaining high standards of conduct, responsibility, and professionalism among students of Gonet Academy. It ensures that all learners understand the behavioral expectations and the consequences of misconduct.

General Conduct

Students are expected to uphold the highest level of discipline and integrity in their academic and professional journey. They must:

- Show respect to trainers, staff, and fellow students.
- Attend classes regularly and punctually.
- Maintain professionalism and decorum during classes, events, and online engagements.
- Avoid behaviors that disrupt learning or damage the reputation of the Academy.

Forms of Misconduct

Misconduct includes, but is not limited to:

- Academic Misconduct: Cheating, plagiarism, forgery, falsifying documents, or impersonation during assessments.
- Disrespectful Behavior: Use of abusive, threatening, or inappropriate language or conduct toward staff, trainers, or students.
- Property Misuse: Damage, theft, or unauthorized use of Academy property or that of another student.
- Attendance and Class Conduct: Chronic lateness, absenteeism without a valid reason, or disruptive classroom behavior.
- Substance Misuse: Consumption or possession of alcohol, drugs, or any illegal substances within Academy premises or during official activities
- Online Misconduct: Cyberbullying, sharing false information, or making derogatory posts about the institution, staff, or students.
- Fraudulent Activity: Misrepresentation of credentials, identity, or payment records.
- Harassment or Discrimination: Any act of sexual harassment, bullying, or discrimination based on gender, ethnicity, religion, or disability.



Disciplinary Procedures

When a breach of conduct is reported, the following steps shall be taken:

Preliminary Review:

- The issue will be reported to the Student Services Coordinator or Program Coordinator.
- A preliminary assessment will be conducted to establish facts.

Formal Inquiry:

- If the case warrants further action, it will be referred to the Disciplinary Committee, chaired by the Program Quality and Delivery Manager.
- The student involved will be allowed to respond to the allegations in writing or during a hearing.

Decision and Sanction:

- After review, the Committee shall recommend an appropriate disciplinary action to management.
- The final decision will be communicated in writing to the student

Disciplinary Actions

- All students of Gonet Academy are expected to behave responsibly, respectfully, and professionally at all times.
- Misconduct such as cheating, disrespect, fighting, harassment, property damage, or misuse of Academy resources will not be tolerated.
- For minor offenses (like lateness or class disruptions), students may receive verbal or written warnings. Repeated or moderate offenses may lead to temporary suspension. Serious offenses such as cheating, theft, or harassment may result in dismissal or expulsion from the program.
- All disciplinary actions will be handled fairly and confidentially. Students have the right to explain their side before a final decision is made.

Right to Appeal

- Students have the right to appeal disciplinary decisions within five (5) working days of notification. Appeals must be submitted in writing to the Operations Manager, who will review the case in consultation with the CEO for final resolution.

Confidentiality

- All disciplinary proceedings shall be handled confidentially. Records of such proceedings shall be maintained by the Student Services Coordinator and HR Department for internal reference only.

Commitment to Positive Conduct

- By enrolling at Gonet Academy, every student agrees to abide by this Disciplinary Clause and uphold the Academy's core values. The goal of discipline is not punishment but character building, accountability, and transformation.



Annex 1: Frequently Asked Questions (FAQs)

Question	Responses
What is the Gonet Academy CPD Program?	The Gonet Academy CPD Program is designed to enhance professional skills and knowledge, foster a culture of lifelong learning, and equip professionals with the latest tools, techniques, and best practices. The program supports career development and advancement through a variety of courses and training modules.
Who can enroll in the Gonet Academy CPD Program?	Eligibility: The program is open to professionals from all industries and sectors who are looking to enhance their skills, improve job performance, and advance their careers. There are no specific prerequisites for most courses, making them accessible to a wide range of participants.
What are the objectives of the Gonet Academy CPD Program?	Objectives: • Enhance professional skills and knowledge to keep pace with industry advancements. • Foster a culture of lifelong learning and continuous improvement. • Equip professionals with the latest tools, techniques, and best practices. • Support career development and advancement.
What benefits does the Gonet Academy CPD Program offer?	Benefits: • Skill Enhancement: Gain practical skills that are directly applicable to your professional role. • Career Advancement: Enhance your career prospects and open up new growth opportunities. • Job Performance: Improve your job performance and become more efficient. • Networking: Build a network of professionals from various industries and sectors. • Certification: Receive a certificate from Gonet Academy upon successful completion of each course, enhancing your professional credentials.



Annex 1: Frequently Asked Questions (FAQs)

Questions	Responses
How are the courses delivered at Gonet Academy?	Course Delivery Formats: • In-Person Workshops and Interactive Learning: Hands-on, face-to-face sessions with instructors and peers. • Online Learning: E-learning platforms and webinars that offer flexibility and convenience. • Blended Learning: A combination of online and in-person sessions for a comprehensive learning experience.
What types of assessments are used in the Gonet Academy CPD Program?	Assessment Methods: • Weekly Knowledge Checks: Regular quizzes and tests to monitor progress. • Mid-Term and Final Presentations: Presentations to demonstrate understanding and application of course material. • Practical Assignments and Projects: Real-world tasks and projects to apply learned skills. • Peer Reviews and Group Activities: Collaborative assessments to foster teamwork and peer learning.
How can the Gonet Academy CPD Program help with career advancement?	Career Advancement: The program equips participants with advanced skills and knowledge that can lead to promotions, new job opportunities, and increased responsibilities. The certification received upon completion can enhance your resume and professional credentials.
What networking opportunities are available through the Gonet Academy CPD Program?	Networking: Participants have the opportunity to build a network of professionals from various industries and sectors through in-person workshops, online forums, group activities, and special events like the Meet and Greet, Cultural Night, and Celebration Retreat.



Annex 1: Frequently Asked Questions (FAQs)

Question	Responses
Will I receive a certificate after completing the course at Gonet Academy?	Certification: Yes, upon successful completion of each course, participants will receive a professional certificate from Gonet Academy, which can be used to demonstrate their professional development and enhance their credentials.
How does the Gonet Academy CPD Program support lifelong learning?	Lifelong Learning: The program encourages a culture of continuous improvement and professional development by providing up-to-date training on the latest industry advancements, tools, and best practices. Participants are encouraged to take multiple courses to continually enhance their skills and knowledge.
What support services are available to participants at Gonet Academy?	Support Services: • Course Advising: Guidance on course selection and career planning if needed. • Technical Support: Assistance with e-learning platforms and online tools. • Career Opportunities: Support with job searches, resume building, and interview preparation.
How do I enroll in the Gonet Academy CPD Program?	Enrollment: To enroll, visit the Gonet Academy website at gonetacademy.com , Facebook @gonetacademylib, or WhatsApp at 0880806657, and complete the online registration form. For further assistance, you can contact our admissions office via email at gonetacademy@gmail.com or via WhatsApp at 0880806657.
What is the duration of the Gonet Academy CPD Program?	Program Duration: The duration is the same across all courses, specifically certificate courses run for 10 weeks and diploma courses run for 16 weeks, with a total of 26 weeks for both certificate and diploma levels.



Annex 1: Frequently Asked Questions (FAQs)

Question	Responses
How can I contact Gonet Academy for more information?	Contact Information: For more information, you can visit our website, email us at gonetacademy@gmail.com , or call our office at 0775704823 or WhatsApp us at +231 880806657. Our support team is available to answer any questions you may have.
Are there any fees associated with the Gonet Academy CPD Program?	Fees: Yes, there are fees associated with the courses offered in the CPD Program. The certificate costs US\$150.00, the comprehensive costs US\$450.00, and the diploma costs US\$300.00.
What is the payment plan at Gonet Academy?	Payment Plan: Payments can be made in installments at Gonet Academy. The first installment payment for the certificate is US\$115.00 of the US\$150.00, and the diploma is only US\$150.00 out of US\$300.00, and the comprehensive is US\$150 out of US\$450. See full payment plan in 5.3.1.
Is financial assistance or scholarships available?	Financial Assistance: No, Gonet Academy does not offer financial assistance or scholarships to students. However, we run discount promotions and offer scholarships/financial assistance as corporate social responsibility based on available funding.
What is the process for course registration and payment at Gonet Academy?	Registration and Payment: Participants can register for courses online through the Gonet Academy online application form available on the website. Payment options include bank transfer/deposit, mobile money, and cash payment in the business and finance office, with flexible installment plans. Detailed instructions are provided in the information sheet.
Can I take multiple courses at the same time?	Multiple Courses: Yes, participants can enroll in multiple courses simultaneously, depending on their availability and commitment. It is recommended to review course schedules and workload before enrolling in multiple courses.



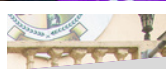
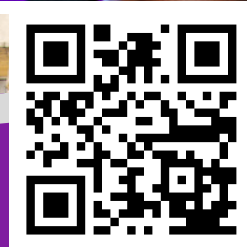
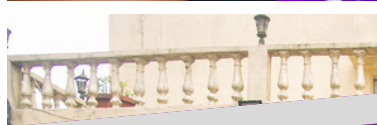
Annex 1: Frequently Asked Questions (FAQs)

Question	Responses
What happens if I need to withdraw from a course?	Withdrawal Policy: Participants who need to withdraw from a course should contact the enrollment and admissions office at gonetacademy@gmail.com . Refunds or credits may be available depending on the timing of the withdrawal. There is no refund upon starting the program or receiving program resources. Refund requests made one week before the start of classes will amount to a 50% deduction for administrative processing and will be processed within 14 working days of receiving the request.
How is the quality of the courses ensured?	Quality Assurance: Gonet Academy ensures the quality of its courses through rigorous curriculum development, experienced instructors, and regular course evaluations. Participant feedback is actively sought and used to continuously improve the program.
Can I transfer credits from the Gonet Academy CPD Program to other educational institutions?	Credit Transfer: Some courses in the Gonet Academy CPD Program may be eligible for credit transfer to other educational institutions. Participants should check with the receiving institution and Gonet Academy for specific transfer policies and agreements.
Are there opportunities for hands-on experience during the courses?	Hands-On Experience: All the courses in the Gonet Academy CPD Program include practical assignments, projects, and simulations to provide hands-on experience. These activities are designed to apply theoretical knowledge to real-world situations.
How can I stay updated on new courses and events at Gonet Academy?	Stay Updated: Participants can stay updated on new courses, events, and announcements by subscribing to the Gonet Academy newsletter, following us on social media, and regularly visiting our website at www.gonetacademy.com .



THANK YOU!

Thank you for choosing the Gonet Academy for your
Continuous Professional Development.



+231 880806657
+231 775704823
SD. Cooper Road, Paynesville City

@gonetacademylib
www.gonetacademy.com