



## Centre for Professional Development and Training Intelligence Operations Course

### The Institute

The Institute for Intelligence and Strategic Security is a non-profit non-governmental organization dedicated to addressing contemporary threats to national security. It seeks to build professionalism in intelligence and national security, facilitating public discourse on role and value of intelligence to national security, and promoting the intelligence field as a career choice.

Its mission is to promote professionalism in national security intelligence and exert strong influence on the development of these disciplines, contributing to the whole spectrum of national security intelligence through research, training, and professional career development. The Institute does not engage in espionage, covert, clandestine or subversive activity or any intelligence operation in support of any person or organization both within and outside Ghana, in furtherance of the political objective of that person, government or state except research, training, public education, and advocacy in line with applicable domestic and international laws governing the conduct of intelligence and national security affairs and operation of civil society organizations in general.

## Centre for Professional Development and Training Intelligence Operations Course

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P.O.BOX 2327, Accra-Ghana   
H/No. C11 Kissieman, Achimota   
(+233) 54 552 0613 / 54 829 0244 / 37 209 9133 



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IISS programs are aimed at;

- promoting the scholarly and professional study of national security and intelligence affairs, especially among professionals and upcoming practitioners
- educating current and future professionals on intelligence and national security related topics.
- engaging the broader community in discussions about national security affairs through sharing of knowledge and expertise relevant to intelligence and national security matters of local, national and global importance.
- developing and promoting awareness about intelligence and national security issues.
- forming affiliations and partnerships with national and international professional organizations and academic institutions, to establish joined efforts towards enhancing intelligence and national security through knowledge, awareness and professionalism for the prevention and detection of threats against societies, the states' critical infrastructure, and private entities.
- encouraging multi-disciplinary responses to issues related to intelligence and national security.

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### Course Overview

This course is designed for personnel of intelligence and law enforcement agencies, private security investigators, compliance officers, members of revenue collection agencies, anti-fraud investigators, port security, security managers and supervisors of critical facilities such as banks, mining companies, hotels and hospitals.

It is designed to enable personnel perform core duties within the intelligence environment, and provides foundation knowledge on intelligence concepts, collection, operational security, covert tactics, counterintelligence, investigation, legal and ethical standards in intelligence.

Trainee learning is focused on introducing candidates to the fundamentals of intelligence, operations, Ghanaian intelligence system, organisation, national security intelligence model and associated structures and roles of NIB, RD, DDI, PID, NCC, FIC, MOD and MOI.

### Learning Outcome

This course is designed to enable personnel perform core duties within the intelligence environment, and provides foundation knowledge on fundamentals of intelligence, intelligence disciplines, intelligence cycle, intelligence collection techniques and methods, covert tactics, protective security, counterintelligence, decision-making, legal and ethical issues in intelligence and intelligence reporting standards.

It takes participants without knowledge in intelligence to a level where they are able to operate as member of intelligence staff or investigation team.

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### Objectives

Trainees will be able to:

- Employ National Security Intelligence Model
- Apply Basic Security Principles
- Conduct Basic Intelligence Research
- Comply with Surveillance Ethics and Law
- Deliver Intelligence Briefing
- Provide Covert Support to Law Enforcement

### Course Content

- Introduction to Intelligence and Intelligence History
- National Security Intelligence Model (NSIM)
- Intelligence Community
- Intelligence Cycle
- Intelligence Sources and Collection methods
- Espionage, Sabotage and Subversion
- Human Intelligence
- Agent Handling and Informant Management
- Target Penetration
- Surveillance and Counter-surveillance
- Counterintelligence
- Propaganda, Lies and Deception
- Protective Security
- Investigation
- Intelligence Reporting Standards
- Intelligence Ethics, Law and Oversight
- Terrorism and Counterterrorism

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### Target participants

- Personnel of intelligence and security agencies
- Private Security Organizations licensed by Ministry of Interior
- Security Managers and Supervisors of Corporate Organizations

### Restriction Level: 2

Prior security clearance is required for admission. Members of approved government security agencies are exempt from vetting. The Institute however reserves the right to conduct further on all applicants irrespective of employment in public sector security organization. All other applicants shall be subjected to vetting and background checks prior to admission into the course.

### Course duration

**Option A:** 40Hr (5-day course: Monday-Friday)

**Option B:** 40 Hr (3 weekend course: Fridays and Saturdays)

**Course date:** First week in March, June, Sept and December

### Course Instructors

Seasoned professionals drawn from the intelligence community, security and law enforcement.

### Assessment

**Written Exam** (Multiple Choice Examination of 50 Questions)

**Practical assessment:** Throughout exercise scenarios, trainees will be expected to act in the role of intelligence officers within an intelligence cell, and act in accordance with instructions

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given by the instructor. Periodically, throughout the course participants will be asked to complete individual and group assignments. Trainees will be expected to assess complex situations and problem sets, respond according to policy and take any appropriate actions. Practical assessment carries 50 marks)

**Award:** After passing the required assessments, trainees will be issued with Professional Diploma Intelligence Operations recognized by Council for technical and Vocational Education and Training (COTVET) of Ministry of Education.

### Course fee:

- a. Tuition: Ghc2240
- b. Registration: Ghc260
- Total: Ghc2500**

**Training Venue:** Accra, Tamale and Kumasi.

Organizations applying for an in-house bespoke training for their staff have different cost arrangement for a maximum of 15 participants.

### Payment Methods:

Bank Transfer (Institute for Intelligence and Security ADB Account)  
Mobile Money (Institute for Intelligence and Security MTN Mobile Money and Vodacash)

### Application Procedure:

Individual applicants should fill the online form obtainable at Institute website ([www.iissgh.org](http://www.iissgh.org)).

Organizations applying for in-house bespoke training for their staff should apply directly by email and should be addressed to:

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**Directing Staff and Head of Training**  
**P.O. Box 2327, Achimota-Accra**  
**[info@iissgh.org](mailto:info@iissgh.org)**

After submission of required documents, vetted applicants will be notified of their admission to proceed to the next stage which includes payment of registration fee of Ghc260 (part of total course fee) and issue of applicant admission pass (Unique I.D) for applicants to access training program, course administration guidelines, training regulations and relevant materials related to the course.

Applicants who successfully register shall then proceed to pay 70% of total tuition fee (1568) at least 5 working days before commencement of training course. Remaining payment should be made before or immediately after end of course.

No applicant shall be admitted if s/he fails to comply with above procedure.

### **Required documents:**

- Completed enrolment form
- Completed sponsorship form (for employer sponsored applicants)
- Completed referee form
- Cv
- Copies of educational/professional certificates
- Photocopy of national I.D, passport or driver License
- 2 recent passport size photo

**IISS Professional Career Development Program is a joint project by a Consortium of subject matter specialists from IISS Center for Professional Development and Training, Doyen Institute of Intelligence and Investigations and International Association of Law Enforcement Intelligence Analysts-Ghana Chapter.**

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