

Train your teams. *Transform your organisation.*

IDEMBOXES ACADEMY is the professional training centre of IDEMBOXES — Level 6 (N6) of our intervention architecture. Programmes for leaders, managers and teams of SMEs, NGOs, associations and diaspora organisations.

2

TRAINING TRACKS

6

OFFICIAL PROGRAMMES

27

MODULES IN TOTAL

FR · IT

LANGUAGES & TERRITORIES

Summary table

This catalogue brings together every professional training programme designed by IDEMBOXES. It forms Level 6 (N6 — Training & Support) of the IDEMBOXES intervention architecture, alongside diagnostics, documentation and transformational support. A programme can be taken on its own, or alongside an ongoing assignment.

Every programme follows the same philosophy as all our work: structure with you, not instead of you. Content is immediately applicable, with materials handed to each participant and an IDEMBOXES certificate of completion at the end of each track.

TRACK A — ADMINISTRATION, GOVERNANCE & MANAGEMENT

This track addresses two distinct audiences within the same organisation: administrative teams, who structure day-to-day work, and the leader, who steers and decides. It includes two structured programmes, à la carte modules and a cross-cutting closing workshop.

TRACK B — APPLIED ARTIFICIAL INTELLIGENCE

This track builds on two proprietary IDEMBOXES methods: MIAPE® (Mission, Information, Actor, Production, Expectations), to address AI properly, and AEI — IDEMBOXES Enterprise Architecture (Philosophy, Brand, Business, Operations), to structure the organisation around AI. Two levels: MIAPE® ESSENTIEL, already field-tested, and IA PREMIUM, for governed deployment at scale.

Summary table

TRACK A

SOCLE ADMIN®

ADMINISTRATIVE TEAMS · STRUCTURED PROGRAMME

Four modules to give an administrative team the foundations of an organisation that stands on its own — even when the leader is away.

Who it is for : Administrative teams and executive assistants in SMEs, NGOs and associations looking to structure their daily operations for the long run.

Modules

- **A1** Fundamentals and administrative maturity diagnosis — assess the current level of organisation and lay the groundwork for lasting structure. (1h30 – 2h)
- **A2** Organisation & filing — document tree, control centre and daily filing discipline. (2h – 2h30)
- **A3** Processes & procedures — formalise key processes to reduce dependence on individuals. (2h)
- **A4** Management tools & templates — master the digital tools and templates that support administration. (2h)

What we deliver

- An administrative maturity diagnosis of the team
- A ready-to-use document tree and control centre
- Formalised processes and procedures for key tasks
- Command of daily digital tools and management templates
- A participant workbook and an IDEMBOXES certificate per module

“In 2 days, your administrative team knows where to file, how to proceed, and why — without waiting for you to say so.”

À la carte modules (A5, A6) to go deeper on a specific need, or a move to Reprendre le Contrôle™ if structuring must go beyond the administrative team.

TRACK	A
DURATION	1.5 – 2 days
AUDIENCE	Administrative teams
PRICE	150 000 – 220 000 FCFA ≈ 230 – 335 € / participant

TRACK A

À la carte modules

ADMINISTRATIVE TEAMS · SINGLE MODULE

Independent from SOCLE ADMIN®, these modules answer a specific need in half a day.

Modules

- **A5** HR management without an HR department — recruitment, contracts, discipline and payroll basics for SMEs with no formal HR function. *≈ 3h – 4h*
- **A6** Donor reporting and proposals (NGOs) — logical framework, donor reporting and proposals aligned with funders' expectations. *≈ 3h – 4h*

“A precise need, half a day, a concrete deliverable — without a full programme.”

TRACK	A
DURATION	Half a day
AUDIENCE	Administrative teams
PRICE	70 000 – 100 000 FCFA ≈ 105 – 155 € / participant, per module

TRACK A

BOUSSOLE DIRIGEANT®

LEADERS · STRUCTURED PROGRAMME

Five modules to give leaders the steering, decision-making and delegation tools they lack — to truly lead, not just fight fires.

Who it is for : Leaders of SMEs, NGOs and associations who steer by sight, carry everything themselves, and want to structure their own way of working as much as their team's.

Modules

- **B1** Steering & administrative KPIs — build and read a dashboard to run the organisation. (3h)
- **B2** Change management — lead your own organisational transformation. (3h)
- **B3** Time and priority management — arbitrate between urgent and important, structure the leader's agenda. (≈ 3h)
- **B4** Delegating and managing your team — delegate with clear follow-up tools, without losing control. (≈ 3h)
- **B5** Finance & cash — read your key figures, track cash flow and break-even. (≈ 3h)

What we deliver

- A steering dashboard with key indicators
- A change-management method for your own transformation
- Time-management and prioritisation tools
- A delegation method with follow-up, without losing control
- A financial reading grid (cash, profitability) without being an accountant

“Five modules, one goal: decide with data rather than intuition — and stop carrying the organisation alone.”

A natural bridge to Reprendre le Contrôle™ for a full transformation, or to Dirigeant Libre™ for continuous monthly support.

TRACK	A
DURATION	2 days
AUDIENCE	Leader
PRICE	220 000 – 320 000 FCFA ≈ 335 – 490 € / participant

TRACK A

Cross-cutting workshop

TEAMS / LEADER · CLOSING OPTION

An optional closing module, added at the end of a programme, to anchor learning on a real case brought by the participant.

Modules

- — Practical workshops & deployment plan — anchor the learning on a real case and leave with an action plan. (≈ 3h)

TRACK	A
DURATION	Half a day
AUDIENCE	Teams / Leader
PRICE	50 000 – 80 000 FCFA ≈ 75 – 120 € / participant Included in SOCLE ADMIN® or BOUSSOLE DIRIGEANT® · the price shown applies as a stand-alone option.

TRACK B

MIAPE® ESSENTIEL

ENTREPRENEURS, MICRO-BUSINESSES · VALIDATED PROGRAMME

Six modules so an entrepreneur or micro-business uses AI day to day, calmly and effectively — without technical jargon.

Who it is for : Entrepreneurs, micro-businesses and freelancers who want to save time with AI without prior technical expertise.

Modules

- **1** Understanding AI — demystify artificial intelligence and what it can concretely do. *(45 min)*
- **2** Choosing and setting up your AI assistant — select and configure the right tool for your activity. *(35 – 45 min)*
- **3** Prompt engineering — the MIAPE® method — address AI properly for reliable results. *(1h – 2h)*
- **4** Producing professional content — write emails, reports and documents with AI. *(2h30)*
- **5** Using AI daily / automating tasks — set up simple automations. *(2h – 3h)*
- **6** Grand Video Ad Workshop — closing workshop: produce an AI-assisted advertising video. *(3h40)*

What we deliver

- A participant workbook and trainer manual per module
- A graded assessment quiz per module
- An overall score out of 100 and an IDEMBOXES certificate at the 75% threshold
- A personalised AI assistant built during the training

“In under 7 hours, you know how to choose your AI tool, talk to it properly, produce professional content and automate repetitive tasks.”

IA PREMIUM, for leaders and structured organisations moving beyond individual use towards governed deployment.

TRACK	B
DURATION	≈ 6h45
AUDIENCE	Entrepreneurs, micro-businesses
PRICE	80 000 FCFA ≈ 120 € / participant

TRACK B

IA PREMIUM

STRUCTURED ORGANISATIONS · VALIDATED PROGRAMME

Nine modules for a structured organisation to deploy artificial intelligence strategically and under governance, with the proprietary AEI method.

Who it is for : Leaders, executive committees and management teams seeking organisation-wide AI deployment.

Modules

- **M1 FOUNDATIONS** — Deploying the AI stack & connected assistants across the organisation. (2h)
- **M2 FOUNDATIONS** — MIAPE® Enterprise, to produce professional content at scale. (2h)
- **M3 OPERATIONS** — Change management & AI adoption within teams. (2h)
- **M4 OPERATIONS** — Automations & team integrations. (2h)
- **M5 OPERATIONS** — Real-case workshop, on a company-wide thread. (2h30)
- **M6 STRATEGY** — AEI, IDEMBOXES Enterprise Architecture (proprietary method, 4 layers). (3h)
- **M7 STRATEGY** — Agentic AI: autonomous agents and orchestration, with guardrails. (2h30)
- **M8 STRATEGY** — Measuring AI performance and return on investment. (1h30)
- **M9 STRATEGY** — Final workshop: a structured 90-day AI transformation plan. (2h30)

What we deliver

- A participant workbook covering the 9 modules
- An AEI diagnosis structured along the 4 layers (Philosophy, Brand, Business, Operations)
- A personalised 90-day AI transformation plan
- Access to the private IDEMBOXES community for post-training follow-up

“Your teams already talk to AI thanks to MIAPE® ESSENTIEL. IA PREMIUM structures how your entire organisation works around it.”

A natural bridge from MIAPE® ESSENTIEL; MIAPE® and AEI together form the IDEMBOXES signature across the AI catalogue.

About 20 hours of effective training, spread according to the chosen format (online by default, on-site in Bouaké/Abidjan on request).

TRACK	B
DURATION	≈ 20h
AUDIENCE	Leaders, structured organisations
PRICE	250 000 FCFA ≈ 380 € / participant for the in-house format : 400 000 FCFA ≈ 610 €
FDFP	Eligible for FDFP funding

How our training works

FDFP funding

Contributing companies in Côte d'Ivoire (0.4% apprenticeship tax + 1.2% continuous vocational training tax on payroll) may obtain FDFP reimbursement for these programmes, subject to approval and eligibility. IDEMBOXES supports the funding application. This scheme is reserved for organisations based in Côte d'Ivoire.

Delivery formats

On-site

Abidjan, Bouaké, or at your premises

Remote

live online sessions

Hybrid

a mix of on-site and remote

In-company

on-site training for the whole team

Every track includes: a participant workbook, presentation materials, a graded assessment and an IDEMBOXES certificate of completion.

Standard 2026 rates, indicative and expressed in FCFA (EUR conversion for guidance only), excluding travel costs for sessions outside Abidjan. For a group or an in-house session, request a quote.

Corporate option

In-house sessions, groups, tailor-made tracks and FDFP funding: dedicated pricing.

OUR TRAINING LANGUAGES

French & Italian today. More languages, soon.

We currently train in French (Côte d'Ivoire, French-speaking Africa, diaspora) and Italian (Italy) — the two territories where IDEMBOXES works with no intermediary and no loss of pedagogical nuance. As we identify qualified trainers, new languages will join this catalogue.

🇫🇷 **French — available**

Côte d'Ivoire, French-speaking Africa (ECOWAS), diaspora

🇮🇹 **Italian — available**

Italy — Milan and nationwide

🌐 **Next language — coming**

Added as soon as a qualified trainer joins IDEMBOXES ACADEMY

Ready to structure how your teams build their skills?

Tell us which programme interests your organisation. We will design the format, schedule and quote together.