

No	Course code & Title	Duration (Weeks)	* Date(s)
1	M15 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	2	<ul style="list-style-type: none"> 14 February – 25 February 4 July – 15 July 5 December – 16 December
2	M18 DESIGN AND IMPLEMENTATION OF HUMAN RESOURCE POLICIES	2	<ul style="list-style-type: none"> 28 February – 11 March 18 July – 29 July 17 October – 28 October
3	M20 HUMAN RESOURCE PLANNING	2	<ul style="list-style-type: none"> 14 February – 25 February 4 July – 15 July 5 December – 16 December
4	M22 STRATEGIC MANAGEMENT	2	<ul style="list-style-type: none"> 18 April – 29 April 15 August – 26 August 28 November – 9 December
5	M25 STAFF DEVELOPMENT AND TRAINING ADMINISTRATION	2	<ul style="list-style-type: none"> 24 January – 4 February 6 June – 17 June 31 October – 11 November
6	M37 RECORDS MANAGEMENT	2	<ul style="list-style-type: none"> 31 January – 11 February 16 May – 27 May 19 September – 30 September
7	M40 MANAGEMENT OF LABOUR RELATIONS	2	<ul style="list-style-type: none"> 14 March – 25 March 18 July – 29 July 3 October – 14 October
8	M40D MEDIATION AND ARBITRATION PROGRAMME	2	<ul style="list-style-type: none"> 31 January – 11 February 20 June – 1 July 5 September – 16 September
9	M40G LITIGATION AND ADVOCACY PROGRAMME	2	<ul style="list-style-type: none"> 14 March – 25 March 18 July – 29 July 17 October – 28 October
10	M41 MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS	2	<ul style="list-style-type: none"> 24 January – 4 February 6 June – 17 June 31 October – 11 November
11	M43 CUSTOMER CARE, EFFECTIVE COMMUNICATION AND IT SKILLS FOR EXECUTIVE SECRETARIES	2	<ul style="list-style-type: none"> 28 February – 11 March 20 June – 1 July 31 October – 11 November
12	M44 COMMUNICATION AND WRITING SKILLS FOR SECRETARIES	2	<ul style="list-style-type: none"> 28 February – 11 March 20 June – 1 July 28 November – 9 December
13	M45 MANAGEMENT SKILLS FOR SUPERVISORS AND ADMINISTRATION ASSISTANTS	2	<ul style="list-style-type: none"> 24 January – 4 February 6 June – 17 June 19 September – 30 September
14	M48 ORGANISATION DEVELOPMENT AND CHANGE MANAGEMENT	2	<ul style="list-style-type: none"> 18 April – 29 April 15 August – 26 August 28 November – 9 December
15	M49 MANAGEMENT OF PERFORMANCE AND REWARD	2	<ul style="list-style-type: none"> 17 January – 28 January 2 May – 13 May 3 October – 14 October
16	M54 HUMAN RESOURCE INFORMATION SYSTEM AND RECORDS MANAGEMENT	2	<ul style="list-style-type: none"> 4 April – 15 April 1 August – 12 August 14 November – 25 November
17	M64 PROTOCOL AND PUBLIC RELATIONS MANAGEMENT	2	<ul style="list-style-type: none"> 4 April – 15 April 1 August – 12 August 14 November – 25 November
18	M65 CONFLICT MANAGEMENT AND NEGOTIATION SKILLS DEVELOPMENT	2	<ul style="list-style-type: none"> 17 January – 28 January 2 May – 13 May 5 September – 16 September
19	M76A COURT MANAGEMENT PROGRAMME	2	<ul style="list-style-type: none"> 31 January – 11 February 16 May – 27 May 17 October – 28 October
20	M77 EFFECTIVE LEADERSHIP, ACCOUNTABILITY AND GOOD GOVERNANCE	2	<ul style="list-style-type: none"> 4 April – 15 April 1 August – 12 August 14 November – 25 November
21	M80 OFFICE ADMINISTRATION AND MANAGEMENT SKILLS FOR EXECUTIVE SECRETARIES & PERSONAL ASSISTANTS	3	<ul style="list-style-type: none"> 7 February – 25 February 13 June – 1 July 5 December – 23 December
22	M82 COMPUTERISED RECORDS MANAGEMENT, REPORT WRITING AND PRESENTATION SKILLS	3	<ul style="list-style-type: none"> 7 March – 25 March 11 July – 29 July 7 November – 25 November

* **SCHEDULED VENUE(S)**: Dar-es-salaam (Tanzania) / Manzini (Swaziland / Eswatini).

OTHER VENUES (GROUPS): Morogoro / Mwanza / Arusha (Tanzania), Kampala (Uganda), Pretoria / Durban (South Africa) available on enquiry.

No	Course code & Title	Duration (Weeks)	* Date(s)
23	P12 FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	2	<ul style="list-style-type: none"> • 17 January – 28 January • 2 May – 13 May • 19 September – 30 September
24	P14 FINANCIAL MANAGEMENT OF DONOR FUNDED PROJECTS	2	<ul style="list-style-type: none"> • 4 April – 15 April • 15 August – 26 August • 28 November – 9 December
25	P16 FINANCIAL MANAGEMENT FOR NON-FINANCE MANAGERS	2	<ul style="list-style-type: none"> • 18 April – 29 April • 1 August – 12 August • 5 December – 16 December
26	P17 GOVERNANCE, MEDIUM TERM EXPENDITURE FRAMEWORK AND FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	2	<ul style="list-style-type: none"> • 17 January – 28 January • 2 May – 13 May • 19 September – 30 September
27	P19 IPSAS AND ACCRUAL BASIS OF ACCOUNTING	2	<ul style="list-style-type: none"> • 14 March – 25 March • 18 July – 29 July • 14 November – 25 November
28	P20 PUBLIC SECTOR BUDGETING, CONTROL AND GOVERNANCE ISSUES	2	<ul style="list-style-type: none"> • 28 February – 11 March • 4 July – 15 July • 31 October – 11 November
29	P21 PREVENTION, ANALYSIS AND DETECTION OF FRAUDS	2	<ul style="list-style-type: none"> • 31 January – 11 February • 6 June – 17 June • 17 October – 28 October
30	P33 FINANCIAL MANAGEMENT STRATEGY AND VALUE FOR MONEY	2	<ul style="list-style-type: none"> • 4 April – 15 April • 15 August – 26 August • 28 November – 9 December
31	P42 FINANCIAL PLANNING AND CONTROL	2	<ul style="list-style-type: none"> • 14 March – 25 March • 18 July – 29 July • 14 November – 25 November
32	P43 COMPUTERISED FINANCIAL ANALYSIS AND REPORTING	2	<ul style="list-style-type: none"> • 14 February – 25 February • 20 June – 1 July • 3 October – 14 October
33	P44 AUDITING AND INTERNAL REVIEW	2	<ul style="list-style-type: none"> • 24 January – 4 February • 16 May – 27 May • 5 September – 16 September
34	P46 EFFECTIVE MANAGEMENT OF PUBLIC EXPENDITURE	2	<ul style="list-style-type: none"> • 28 February – 11 March • 4 July – 15 July • 31 October – 11 November
35	P47 FINANCIAL RISK MANAGEMENT	2	<ul style="list-style-type: none"> • 24 January – 4 February • 16 May – 27 May • 5 September – 16 September
36	P48 CASH AND TREASURY MANAGEMENT	2	<ul style="list-style-type: none"> • 17 January – 28 January • 2 May – 13 May • 19 September – 30 September
37	P49 RISK MANAGEMENT IN THE PUBLIC SECTOR	2	<ul style="list-style-type: none"> • 24 January – 4 February • 16 May – 27 May • 5 September – 16 September
38	P50 CREDIT MANAGEMENT AND ADMINISTRATION	2	<ul style="list-style-type: none"> • 31 January – 11 February • 20 June – 1 July • 14 November – 25 November
39	P51 FINANCIAL PERFORMANCE, ANALYSIS AND MONITORING	2	<ul style="list-style-type: none"> • 18 April – 29 April • 1 August – 12 August • 5 December – 16 December
40	P64 INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	2	<ul style="list-style-type: none"> • 14 February – 25 February • 20 June – 1 July • 3 October – 14 October
41	P66 FINANCE MANAGEMENT AND AUDIT SKILLS FOR DONOR FUNDED PROJECTS	2	<ul style="list-style-type: none"> • 4 April – 15 April • 15 August – 26 August • 28 November – 9 December
42	P67 RISK BASED AUDITING	2	<ul style="list-style-type: none"> • 31 January – 11 February • 6 June – 17 June • 17 October – 28 October
43	P73 MANAGING THE INTERNAL AUDIT FUNCTION IN LGAs	2	<ul style="list-style-type: none"> • 18 April – 29 April • 18 July – 29 July • 3 October – 14 October
44	P79 COMPUTER BASED AUDITING SKILLS	2	<ul style="list-style-type: none"> • 14 March – 25 March • 4 July – 15 July • 5 December – 16 December

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OTHER VENUES (GROUPS): Morogoro / Mwanza / Arusha (Tanzania), Kampala (Uganda), Pretoria / Durban (South Africa) available on enquiry.

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45	S13 INVESTMENT APPRAISAL AND PUBLIC SECTOR PROJECTS	2	<ul style="list-style-type: none"> • 31 January – 11 February • 16 May – 27 May • 14 November – 25 November
46	S17 PLANNING AND FINANCING OF SMALL AND MEDIUM PROJECTS	2	<ul style="list-style-type: none"> • 28 February – 11 March • 15 August – 26 August • 17 October – 28 October
47	S18A ENTREPRENEURSHIP SKILLS DEVELOPMENT	2	<ul style="list-style-type: none"> • 28 February – 11 March • 15 August – 26 August • 17 October – 28 October
48	S22 POLICY FORMULATION, ANALYSIS AND IMPLEMENTATION	2	<ul style="list-style-type: none"> • 24 January – 4 February • 4 July – 15 July • 28 November – 9 December
49	S23 MONITORING AND EVALUATION OF PROJECTS	2	<ul style="list-style-type: none"> • 14 February – 25 February • 6 June – 17 June • 31 October – 11 November
50	S25 STRATEGIC DESIGN AND IMPLEMENTATION OF PROJECTS	2	<ul style="list-style-type: none"> • 31 January – 11 February • 16 May – 27 May • 14 November – 25 November
51	S26 PROJECT PLANNING AND MANAGEMENT	2	<ul style="list-style-type: none"> • 14 February – 25 February • 6 June – 17 June • 31 October – 11 November
52	S30 ADVANCED PROJECT MANAGEMENT	2	<ul style="list-style-type: none"> • 4 April – 15 April • 20 June – 1 July • 19 September – 30 September
53	S33 PROCUREMENT MANAGEMENT FOR DONOR FUNDED PROJECTS	2	<ul style="list-style-type: none"> • 4 April – 15 April • 18 July – 29 July • 3 October – 14 October
54	S35 PURCHASING AND SUPPLIES CHAIN MANAGEMENT	2	<ul style="list-style-type: none"> • 24 January – 4 February • 2 May – 13 May • 28 November – 9 December
55	S37 MANAGEMENT AND NEGOTIATION SKILLS FOR INTERNATIONAL CONTRACTS	2	<ul style="list-style-type: none"> • 14 March – 25 March • 1 August – 12 August • 5 December – 16 December
56	S39 POVERTY REDUCTION STRATEGIES AND PARTICIPATORY DEVELOPMENT	2	<ul style="list-style-type: none"> • 18 April – 29 April • 1 August – 12 August • 5 December – 16 December
57	S39A LEADERSHIP, GENDER EQUALITY AND DIVERSITY	2	<ul style="list-style-type: none"> • 17 January – 28 January • 20 June – 1 July • 19 September – 30 September
58	S40 PUBLIC - PRIVATE PARTNERSHIPS (PPP)	2	<ul style="list-style-type: none"> • 14 March – 25 March • 1 August – 12 August • 5 December – 16 December
59	S46 EXTENSION MANAGEMENT AND RURAL COMMUNITY DEVELOPMENT	2	<ul style="list-style-type: none"> • 14 February – 25 February • 15 August – 26 August • 28 November – 9 December
60	S50 DEVELOPMENT AND INTEGRATED ENVIRONMENTAL MANAGEMENT	2	<ul style="list-style-type: none"> • 18 April – 29 April • 4 July – 15 July • 5 September – 16 September
61	S52 ENVIRONMENTAL IMPACT ASSESSMENT	2	<ul style="list-style-type: none"> • 17 January – 28 January • 2 May – 13 May • 5 September – 16 September
62	S53 DISASTER PREPAREDNESS AND RESPONSE MANAGEMENT	2	<ul style="list-style-type: none"> • 28 February – 11 March • 6 June – 17 June • 31 October – 11 November
63	S55 NATURAL RESOURCE MANAGEMENT AND SUSTAINABLE TOURISM DEVELOPMENT	2	<ul style="list-style-type: none"> • 14 March – 25 March • 4 July – 15 July • 17 October – 28 October
64	S65 RESEARCH METHODOLOGIES AND DATA ANALYSIS	2	<ul style="list-style-type: none"> • 18 April – 29 April • 18 July – 29 July • 3 October – 14 October

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OTHER VENUES (GROUPS): Morogoro / Mwanza / Arusha (Tanzania), Kampala (Uganda), Pretoria / Durban (South Africa) available on enquiry.

No	Course code & Title	Duration (Weeks)	* Date(s)
65	K10 ADVANCED COMPUTER SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	2	<ul style="list-style-type: none"> • 17 January – 28 January • 15 August – 26 August • 5 December – 16 December
66	K11 COMPUTER OPERATORS AND DATA ENTRY OPERATORS PROGRAMME	2	<ul style="list-style-type: none"> • 24 January – 4 February • 20 June – 1 July • 31 October – 11 November
67	K17 MICRO-COMPUTER OPERATION AND APPLICATION	2	<ul style="list-style-type: none"> • 17 January – 28 January • 2 May – 13 May • 3 October – 14 October
68	K20 DATABASE MANAGEMENT AND DEVELOPMENT	3	<ul style="list-style-type: none"> • 11 April – 29 April • 8 August – 26 August • 10 October – 28 October
69	K24 PHP & MYSQL DATABASE DEVELOPMENT	2	<ul style="list-style-type: none"> • 24 January – 4 February • 16 May – 27 May • 5 September – 16 September
70	K26 ADVANCED DATABASE ADMINISTRATION USING ORACLE	3	<ul style="list-style-type: none"> • 7 March – 25 March • 11 July – 29 July • 7 November – 25 November
71	K29 IT CONTROL AND SECURITY PROGRAMME	2	<ul style="list-style-type: none"> • 4 April – 15 April • 1 August – 12 August • 28 November – 9 December
72	K32 WEBSITE DEVELOPMENT AND MAINTENANCE	2	<ul style="list-style-type: none"> • 31 January – 11 February • 18 July – 29 July • 14 November – 25 November
73	K34 DEVELOPING CORPORATE WEBSITES USING JOOMLA CMS	2	<ul style="list-style-type: none"> • 31 January – 11 February • 18 July – 29 July • 14 November – 25 November
74	K38 COMPUTER NETWORKING AND NETWORK ADMINISTRATION	3	<ul style="list-style-type: none"> • 10 January – 28 January • 9 May – 27 May • 12 September – 30 September
75	K70 SQL PROGRAMMING LANGUAGE	2	<ul style="list-style-type: none"> • 14 February – 25 February • 20 June – 1 July • 17 October – 28 October
76	K75 SERVER ADMINISTRATION AND MAINTENANCE	2	<ul style="list-style-type: none"> • 14 March – 25 March • 6 June – 17 June • 19 September – 30 September
<p>* SCHEDULED VENUE(S): Dar-es-salaam (Tanzania) / Manzini (Swaziland / Eswatini). OTHER VENUES (GROUPS): Morogoro / Mwanza / Arusha (Tanzania), Kampala (Uganda), Pretoria / Durban (South Africa) available on enquiry.</p>			

NON-SCHEDULED / TAILOR-MADE PROGRAMMES (AVAILABLE ON REQUEST)

No	Course code & Title
77	M21 SUCCESSION PLANNING AND CAREER MANAGEMENT
78	M23 RESULTS BASED MANAGEMENT
79	M26 MODERNISING HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
80	M30 EMPLOYEE BENEFITS AND PENSION ADMINISTRATION
81	M36A STORES MANAGEMENT
82	M40H LEGISLATIVE DRAFTING
83	M40K ADVANCED INDUSTRIAL RELATION AND LABOUR LAWS
84	M51A TALENT MANAGEMENT AND ITS STRATEGIC RELEVANCE
85	M52 PERSONNEL DEVELOPMENT PLANNING AND JOB EVALUATION
86	M56 TOTAL QUALITY MANAGEMENT
87	M61 PRESENTATION AND FACILITATION SKILLS FOR TRAINERS
88	M62 OCCUPATIONAL HEALTH , SAFETY AND WORKPLACE SECURITY
89	M62F HEALTH AND SAFETY FOR OIL AND GAS INDUSTRIES
90	M70 LOCAL GOVERNMENT ADMINISTRATION AND REFORM
91	M76D DOMESTIC RELATIONS AND CHILDREN LAW
92	M83 EXECUTIVE PROGRAMME FOR MANAGEMENT AND TRAVEL ASSISTANTS
93	M90 PSYCHOLOGY, GUIDANCE AND COUNSELING MANAGEMENT TECHNIQUES
94	M95 ADVANCED MANAGEMENT PROGRAMME FOR SENIOR EXECUTIVES AND PROFESSIONALS
95	P18 MONITORING AND EVALUATION OF MTEF ACTIVITIES
96	P20A PLANNING AND BUDGETING FOR ROADS DEVELOPMENT PROJECTS
97	P40 COMPUTERISED ACCOUNTING AND FINANCIAL MANAGEMENT FOR FINANCE OFFICERS
98	P74 PAYROLL ADMINISTRATION AND REMUNERATION STRUCTURE DESIGN
99	P79A AUDITING OF COMPUTERISED ACCOUNTING SYSTEM
100	S18 RETIREMENT PLANNING AND ENTREPRENEURSHIP
101	S21 POLICY ANALYSIS AND STRATEGIC PLANNING
102	S22A MACRO-ECONOMIC POLICY MANAGEMENT
103	S24 PROJECT EVALUATION AND REVIEW TECHNIQUES
104	S27A COORDINATION AND MANAGEMENT OF DONOR FUNDED PROGRAMMES
105	S34 PROCUREMENT AND CONTRACT MANAGEMENT
106	S34F PROCUREMENT IN OIL AND GAS INDUSTRY
107	S41 MONITORING AND EVALUATION OF HIV / AIDS PROJECTS AND PROGRAMMES
108	S57 RISK MANAGEMENT AND INSURANCE IN OIL AND GAS INDUSTRY
109	K42 ANALYSIS AND DESIGN OF INFORMATION SYSTEMS
110	K58 DEVELOPMENT OF BUSINESS APPLICATIONS AND VISUAL STUDIO
111	K73 INFORMATION TECHNOLOGY RISK MANAGEMENT
112	K86 REGULATION AND MANAGEMENT OF VEHICLE AXLE LOADS
113	K89 DEFENSIVE DRIVING AND CUSTOMER CARE PROGRAMME FOR PROFESSIONAL DRIVERS
114	K93 ROAD SAFETY AUDITING
115	K95 TRAFFIC SYSTEM MANAGEMENT IN URBAN AREAS