

No	Course code & Title	Duration (Weeks)	* Date(s)
1	M15 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	2	16 February – 27 February 6 July – 17 July 7 December – 18 December
2	M18 DESIGN AND IMPLEMENTATION OF HUMAN RESOURCE POLICIES	2	2 March – 13 March 20 July – 31 July 19 October – 30 October
3	M20 HUMAN RESOURCE PLANNING	2	16 February – 27 February 6 July – 17 July 7 December – 18 December
4	M22 STRATEGIC MANAGEMENT	2	13 April – 24 April 17 August – 28 August 30 November – 11 December
5	M25 STAFF DEVELOPMENT AND TRAINING ADMINISTRATION	2	19 January – 30 January 1 June – 12 June 2 November – 13 November
6	M29 EFFECTIVE MANAGEMENT OF PEOPLE	2	16 March – 27 March 20 July – 31 July 19 October – 30 October
7	M36 STORES MANAGEMENT	2	12 January – 23 January 4 May – 15 May 5 October – 16 October
8	M37 RECORDS MANAGEMENT	2	2 February – 13 February 18 May – 29 May 14 September – 25 September
9	M40 MANAGEMENT OF LABOUR RELATIONS	2	16 March – 27 March 20 July – 31 July 5 October – 16 October
10	M41 MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS	2	19 January – 30 January 1 June – 12 June 2 November – 13 November
11	M43 CUSTOMER CARE, EFFECTIVE COMMUNICATION AND IT SKILLS FOR EXECUTIVE SECRETARIES	2	2 March – 13 March 15 June – 26 June 2 November – 13 November
12	M44 COMMUNICATION AND WRITING SKILLS FOR SECRETARIES	2	2 March – 13 March 15 June – 26 June 30 November – 11 December
13	M45 MANAGEMENT SKILLS FOR SUPERVISORS AND ADMINISTRATION ASSISTANTS	2	19 January – 30 January 1 June – 12 June 14 September – 25 September
14	M48 ORGANISATION DEVELOPMENT AND CHANGE MANAGEMENT	2	13 April – 24 April 17 August – 28 August 30 November – 11 December
15	M54 HUMAN RESOURCE INFORMATION SYSTEM AND RECORDS MANAGEMENT	2	30 March – 10 April 3 August – 14 August 16 November – 27 November
16	M56 TOTAL QUALITY MANAGEMENT	2	2 February – 13 February 18 May – 29 May 19 October – 30 October
17	M64 PROTOCOL AND PUBLIC RELATIONS MANAGEMENT	2	30 March – 10 April 3 August – 14 August 16 November – 27 November
18	M65 CONFLICT MANAGEMENT AND NEGOTIATION SKILLS DEVELOPMENT	2	12 January – 23 January 4 May – 15 May 31 August – 11 September
19	M77 EFFECTIVE LEADERSHIP, ACCOUNTABILITY AND GOOD GOVERNANCE	2	30 March – 10 April 3 August – 14 August 16 November – 27 November
20	M80 OFFICE ADMINISTRATION AND MANAGEMENT SKILLS FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS	2	2 February – 13 February 1 June – 12 June 30 November – 11 December
21	M82 COMPUTER BASED RECORDS MANAGEMENT, REPORT WRITING AND PRESENTATION SKILLS	2	2 March – 13 March 1 June – 12 June 2 November – 13 November
22	M95 ADVANCED MANAGEMENT PROGRAMME FOR SENIOR EXECUTIVES AND PROFESSIONALS	2	2 February – 13 February 15 June – 26 June 31 August – 11 September

* **SCHEDULED VENUE(S)**: Dar-es-salaam (Tanzania), Manzini (Eswatini / Swaziland), Kampala (Uganda). Durations are flexible (1 – 3 weeks).

OTHER VENUES (GROUPS): Pretoria / Durban (South Africa), Dubai (UAE), New Delhi, etc (India) available on enquiry.

No	Course code & Title	Duration (Weeks)	* Date(s)
23	P12 FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	2	12 January – 23 January 4 May – 15 May 14 September – 25 September
24	P14 FINANCIAL MANAGEMENT OF DONOR FUNDED PROJECTS	2	30 March – 10 April 17 August – 28 August 30 November – 11 December
25	P16 FINANCIAL MANAGEMENT FOR NON-FINANCE MANAGERS	2	13 April – 24 April 3 August – 14 August 7 December – 18 December
26	P17 GOVERNANCE, MEDIUM TERM EXPENDITURE FRAMEWORK AND FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	2	12 January – 23 January 4 May – 15 May 14 September – 25 September
27	P19 IPSAS AND ACCRUAL BASIS OF ACCOUNTING	2	16 March – 27 March 20 July – 31 July 16 November – 27 November
28	P20 PUBLIC SECTOR BUDGETING, CONTROL AND GOVERNANCE ISSUES	2	2 March – 13 March 6 July – 17 July 2 November – 13 November
29	P21 PREVENTION, ANALYSIS AND DETECTION OF FRAUDS	2	2 February – 13 February 1 June – 12 June 19 October – 30 October
30	P33 FINANCIAL MANAGEMENT STRATEGY AND VALUE FOR MONEY	2	30 March – 10 April 17 August – 28 August 30 November – 11 December
31	P42 FINANCIAL PLANNING AND CONTROL	2	16 March – 27 March 20 July – 31 July 16 November – 27 November
32	P43 COMPUTER BASED FINANCIAL ANALYSIS AND REPORTING	2	16 February – 27 February 15 June – 26 June 5 October – 16 October
33	P44 AUDITING AND INTERNAL REVIEW	2	19 January – 30 January 18 May – 29 May 31 August – 11 September
34	P44E AUDITING OF DONOR FUNDED PROJECTS	2	19 January – 30 January 18 May – 29 May 31 August – 11 September
35	P45 COMPUTER BASED AUDITING SKILLS	2	16 March – 27 March 6 July – 17 July 7 December – 18 December
36	P46 EFFECTIVE MANAGEMENT OF PUBLIC EXPENDITURE	2	2 March – 13 March 6 July – 17 July 2 November – 13 November
37	P47 RISK BASED AUDITING	2	2 February – 13 February 1 June – 12 June 19 October – 30 October
38	P48 CASH AND TREASURY MANAGEMENT	2	12 January – 23 January 4 May – 15 May 14 September – 25 September
39	P49 RISK MANAGEMENT IN THE PUBLIC SECTOR	2	19 January – 30 January 18 May – 29 May 31 August – 11 September
40	P50 CREDIT MANAGEMENT AND ADMINISTRATION	2	2 February – 13 February 15 June – 26 June 16 November – 27 November
41	P51 FINANCIAL PERFORMANCE, ANALYSIS AND MONITORING	2	13 April – 24 April 3 August – 14 August 7 December – 18 December
42	P61 PERFORMANCE AUDITING AND VALUE FOR MONEY IN GOVERNMENT	2	30 March – 10 April 17 August – 28 August 30 November – 11 December
43	P64 INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	2	16 February – 27 February 15 June – 26 June 5 October – 16 October
44	P73 MANAGING THE INTERNAL AUDIT FUNCTION IN LOCAL GOVERNMENTS	2	13 April – 24 April 20 July – 31 July 5 October – 16 October

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OTHER VENUES (GROUPS): Pretoria / Durban (South Africa), Dubai (UAE), New Delhi, etc (India) available on enquiry.

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45	S13 INVESTMENT APPRAISAL AND PUBLIC SECTOR PROJECTS	2	2 February – 13 February 18 May – 29 May 16 November – 27 November
46	S17 PLANNING AND FINANCING OF SMALL AND MEDIUM PROJECTS	2	2 March – 13 March 17 August – 28 August 19 October – 30 October
47	S18A ENTREPRENEURSHIP SKILLS DEVELOPMENT	2	2 March – 13 March 17 August – 28 August 19 October – 30 October
48	S22 POLICY FORMULATION, ANALYSIS AND IMPLEMENTATION	2	19 January – 30 January 6 July – 17 July 30 November – 11 December
49	S23 MONITORING AND EVALUATION OF PROJECTS	2	16 February – 27 February 1 June – 12 June 2 November – 13 November
50	S25 STRATEGIC DESIGN AND IMPLEMENTATION OF PROJECTS	2	2 February – 13 February 18 May – 29 May 16 November – 27 November
51	S27 INTERNATIONAL PROJECT MANAGEMENT AND FINANCIAL RESOURCE MOBILISATION	2	16 February – 27 February 1 June – 12 June 2 November – 13 November
52	S30 ADVANCED PROJECT MANAGEMENT	2	30 March – 10 April 15 June – 26 June 14 September – 25 September
53	S33 PROCUREMENT MANAGEMENT FOR DONOR FUNDED PROJECTS	2	30 March – 10 April 20 July – 31 July 5 October – 16 October
54	S35 PURCHASING AND SUPPLIES CHAIN MANAGEMENT	2	19 January – 30 January 4 May – 15 May 30 November – 11 December
55	S37 MANAGEMENT AND NEGOTIATION SKILLS FOR INTERNATIONAL CONTRACTS	2	16 March – 27 March 3 August – 14 August 7 December – 18 December
56	S38 PROCUREMENT OF CONSULTANCY SERVICES	2	30 March – 10 April 20 July – 31 July 5 October – 16 October
57	S40 PUBLIC - PRIVATE PARTNERSHIPS (PPP)	2	16 March – 27 March 3 August – 14 August 7 December – 18 December
58	S46 EXTENSION MANAGEMENT AND RURAL COMMUNITY DEVELOPMENT	2	16 February – 27 February 17 August – 28 August 30 November – 11 December
59	S50 DEVELOPMENT AND INTEGRATED ENVIRONMENTAL MANAGEMENT	2	13 April – 24 April 6 July – 17 July 31 August – 11 September
60	S52 ENVIRONMENTAL IMPACT ASSESSMENT	2	12 January – 23 January 4 May – 15 May 31 August – 11 September
61	S53 DISASTER PREPAREDNESS AND RESPONSE MANAGEMENT	2	2 March – 13 March 1 June – 12 June 2 November – 13 November
62	S54 OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT FOR OIL & GAS AND ENERGY INDUSTRIES	2	13 April – 24 April 3 August – 14 August 7 December – 18 December
63	S57 FUNDAMENTAL CONCEPTS AND GENERAL OPERATIONS OF THE OIL AND GAS INDUSTRY	2	12 January – 23 January 15 June – 26 June 14 September – 25 September
64	S61 RISK MANAGEMENT AND INSURANCE IN OIL AND GAS INDUSTRY	2	16 March – 27 March 6 July – 17 July 19 October – 30 October
65	S65 RESEARCH METHODOLOGIES AND DATA ANALYSIS	2	13 April – 24 April 20 July – 31 July 5 October – 16 October
66	S71 MANAGING THE CHALLENGE OF POST - PRIVATIZATION	2	13 April – 24 April 17 August – 28 August 30 November – 11 December

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67	K10 ADVANCED COMPUTER SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	2	• 12 January – 23 January • 17 August – 28 August • 7 December – 18 December
68	K11 COMPUTER OPERATORS AND DATA ENTRY OPERATORS PROGRAMME	2	• 19 January – 30 January • 15 June – 26 June • 2 November – 13 November
69	K17 MICRO-COMPUTER OPERATION AND APPLICATION	2	• 12 January – 23 January • 4 May – 15 May • 5 October – 16 October
70	K20 DATABASE MANAGEMENT AND DEVELOPMENT	3	• 6 April – 24 April • 3 August – 21 August • 5 October – 23 October
71	K24 PHP & MYSQL DATABASE DEVELOPMENT	2	• 19 January – 30 January • 18 May – 29 May • 31 August – 11 September
72	K29 IT CONTROL AND SECURITY PROGRAMME	2	• 30 March – 10 April • 3 August – 14 August • 30 November – 11 December
73	K32 WEBSITE DEVELOPMENT AND MAINTENANCE	2	• 2 February – 13 February • 20 July – 31 July • 16 November – 27 November
74	K34 DEVELOPING CORPORATE WEBSITES USING JOOMLA CMS	2	• 2 February – 13 February • 20 July – 31 July • 7 December – 18 December
75	K38 COMPUTER NETWORKING AND NETWORK ADMINISTRATION	3	• 12 January – 30 January • 4 May – 22 May • 31 August – 18 September
76	K75 SERVER ADMINISTRATION AND MAINTENANCE	2	• 16 March – 27 March • 1 June – 12 June • 14 September – 25 September

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OTHER VENUES (GROUPS): Pretoria / Durban (South Africa), Dubai (UAE), New Delhi, etc (India) available on enquiry.

SOME OF 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	M40D MEDIATION AND ARBITRATION PROGRAMME
82	M40H LEGISLATIVE DRAFTING
83	M40K ADVANCED INDUSTRIAL RELATION AND LABOUR LAWS
84	M49 MANAGEMENT OF PERFORMANCE AND REWARD
85	M51A TALENT MANAGEMENT AND ITS STRATEGIC RELEVANCE
86	M52 PERSONNEL DEVELOPMENT PLANNING AND JOB EVALUATION
87	M61 PRESENTATION AND FACILITATION SKILLS FOR TRAINERS
88	M70 LOCAL GOVERNMENT ADMINISTRATION AND REFORM
89	M76A COURT MANAGEMENT PROGRAMME
90	P18 MONITORING AND EVALUATION OF MTEF ACTIVITIES
91	P20A PLANNING AND BUDGETING FOR ROADS DEVELOPMENT PROJECTS
92	P47A FINANCIAL RISK MANAGEMENT
93	P66 FINANCE MANAGEMENT AND AUDIT SKILLS FOR DONOR FUNDED PROJECTS
94	P74 PAYROLL ADMINISTRATION AND REMUNERATION STRUCTURE DESIGN
95	P79A AUDITING OF COMPUTERISED ACCOUNTING SYSTEM
96	S18 RETIREMENT PLANNING AND ENTREPRENEURSHIP
97	S21 POLICY ANALYSIS AND STRATEGIC PLANNING
98	S22A MACRO-ECONOMIC POLICY MANAGEMENT
99	S24 PROJECT EVALUATION AND REVIEW TECHNIQUES
100	S27A COORDINATION AND MANAGEMENT OF DONOR FUNDED PROGRAMMES
101	S34 PROCUREMENT AND CONTRACT MANAGEMENT
102	S34F PROCUREMENT IN OIL AND GAS INDUSTRY
103	S39 POVERTY REDUCTION STRATEGIES AND PARTICIPATORY DEVELOPMENT
104	S41 MONITORING AND EVALUATION OF HIV / AIDS PROJECTS AND PROGRAMMES
105	S52A ENVIRONMENTAL IMPACT ASSESSMENT, HEALTH AND SAFETY, RISKS AND INSURANCE FOR OIL AND GAS INDUSTRY
106	S55 NATURAL RESOURCE MANAGEMENT AND SUSTAINABLE TOURISM DEVELOPMENT
107	K26 ADVANCED DATABASE ADMINISTRATION USING ORACLE
108	K70 SQL PROGRAMMING LANGUAGE
109	K42 ANALYSIS AND DESIGN OF INFORMATION SYSTEMS
110	K58 DEVELOPMENT OF BUSINESS APPLICATIONS AND VISUAL STUDIO
111	K73 INFORMATION TECHNOLOGY RISK MANAGEMENT
112	N10 DEFENSIVE DRIVING AND CUSTOMER CARE PROGRAMME FOR PROFESSIONAL DRIVERS
113	N20 ROAD SAFETY AUDITING
114	N30 REGULATION AND MANAGEMENT OF VEHICLE AXLE LOADS
115	N55 TRAFFIC SYSTEM MANAGEMENT IN URBAN AREAS