

IMTC 2020/2021 TRAINING CALENDAR

FINANCIAL MANAGEMENT, ACCOUNTING AND AUDITING PROGRAMMES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
FA001	Financial Management for Project Accountants	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16 , May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA002	Revenue Collection and Assets Management	2Weeks	2020 Jun. 15 -26, Jul. 20 – 31. Aug. 17 – 28. Sep. 28 – Oct 2 2021 Jan.4-15, Feb.15- 26, Mar.22-Apr.2, May.17- 28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA003	Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	2Weeks	2020 Jun. 29 – Jul 10, Jul. 13 – 24, Aug . 10 – 21, Nov. 2 – 13 2021 Feb.8-19, Mar.8-19, Apr.12- 23, May.31-Jun.11	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA004	Advanced Financial Management and Auditing in	2Weeks	2020 Jul. 27 – Aug 7, Sep. 14 – 25, Oct. 26 – Nov 6, Dec. 6	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public and private Sectors		-17 2021 Jan.11-22, Feb.15-26, Apr.12-23, May.17-28	
FA005	Budgetary process and public expenditure Management	2Weeks	2020 Jun. 22 – Jul 3, Aug. 13 – 24, Oct. 5 – 16, Nov. 23 – Dec 4 2021 Jan.4-15, Mar.1-12, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA006	Auditing and Computerized Accounting System	2Weeks	2020 Jun. 15 -26, Jul. 20 – 31. Aug. 17 – 28. Sep. 28 – Oct 2 2021 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Dubai, Nairobi, Nigeria, Mumbai,
FA007	Cash and Treasury Management	2Weeks	2020 Jun. 22 – Jul 3, Aug. 13 – 24, Oct. 5 – 16, Nov. 23 – Dec 4 2021 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA008	Budgeting and Budgetary Control	2Weeks	2020 Jun. 1 – 12. Jul.6 – 17, Aug. 17 – 28, Dec. 6 – 17. 2021 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA009	Effective Methods and Techniques of Managing Public and Donor Funds	2Weeks	<p>2020</p> <p>Jul. 6 – 17, Aug. 24- Sep 4. Oct. 19- 30. Nov. 2 -13.</p> <p>2021</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA010	Finance for Non –Financial Managers	2Weeks	<p>2020</p> <p>Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA011	Computerized Financial Management and Auditing	2Weeks	<p>2020</p> <p>Jun. 15 -26, Jul. 20 – 31. Aug. 17 – 28. Sep. 28 – Oct 2</p> <p>2021</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA012	Micro finance for SME	2Weeks	<p>2020</p> <p>Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18</p> <p>2021</p> <p>Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA013	Certificate in Financial Management and Internal auditing	2Weeks	<p>2020</p> <p>Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov .30- Dec.10</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			2021 Feb.15-26,Mar.1-12,Apr.12-23,May.17-28	
FA014	International Borrowing and Debt Management	2Weeks	2020 Jun.29-Jul.10,Aug.24-Sep.4,Oct.12-23,Nov.16-27 2021 Jan.11-22,Feb.1-12,Mar.22-Apr2, May.24-Jun4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA015	Local Government accounting and Financial Management	2Weeks	2020 Jun. 8-19, Jul.13-24, Sep.14-25, Nov.9-20 2021 Feb.15-26,Mar.1-12,Apr.12-23,May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA016	Combating Corruption and the misuse of Public Office	2Weeks	2020 Jun. 29-Jul.10, Aug. 3 -14, Oct. 5 – 16, Nov. 16 -27. 2021 Jan.11-22, Feb.22-Mar..5, Apr.19-30, May24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA017	Maintaining and Enhancing efficiency and value for Money in the Public and private Sectors	2Weeks	2020 Jun. 8-19, Jul.13-24, Sep.14-25, Nov.9-20. 2021 Jan.11-22, Feb.22- Mar.5, Apr.19-30, May24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA018	Public Finance	2Weeks	2020	Ghana, South Africa,

	Management in the Public Sector: Issues and Solutions		<p>Jun. 8-19, Jul.13-24, AUG.24-Sep.4, Nov.24-Dec4</p> <p>2021</p> <p>Jan.18-29, Feb.22-Mar.5, Apr.5-16, May.3-14</p>	<p>Swaziland, Dubai, Nairobi, Nigeria</p>
FA019	Managing Risk and Developing a Debt Strategy in the Public Sector	2Weeks	<p>2020</p> <p>Jul. 20 – 32, Aug. 10 – 21, Sep. 21 – Oct 2, Nov. 2 – 13.</p> <p>2021</p> <p>Jan.4-15, Feb.8-19, Mar.8-19, May.10-21</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
FA020	Public Financial Management: Planning and Control	2Weeks	<p>2020</p> <p>Jun.29-Jul.10, Aug.24-Sep.4, Oct.12-23, Nov.16-27</p> <p>2021</p> <p>Feb.15-26, Apr.12-23, May.17-28, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
FA021	Funds Management and Domestic Debt Management	2Weeks	<p>2020</p> <p>Jul. 20 – 32, Aug. 10 – 21, Sep. 21 – Oct 2, Nov. 2 – 13.</p> <p>2021</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
FA022	Forensic Auditing and Computerized Fraud Detection	2Weeks	<p>2020</p> <p>Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov .30-Dec.10</p> <p>2021</p>	<p>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</p>

			Feb.15-26, Mar.1-12, Apr.12-23, May.17-28	
FA023	Tax Administration and Revenue Management	2Weeks	2020 June3- 14, August 12 – 23, Oct. 14 – 25, Nov. 25 – Dec. 6 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA024	Modern Accounting principles and Cash Flow Management for Account Clerks and Cashiers	2Weeks	2020 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2021 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA025	Financial Management for Donor Funded projects	2Weeks	2020 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA026	Credit Management and Debt Collection	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA027	Public Sector Financial Management	2Weeks	2020 Jun.8-`19,Jul.20-31,Aug.17-28,Oct.26-Nov.6 2021 Jan.11-22, Feb.22-,Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA028	Financial Planning and Control in the Public and private Sectors	2Weeks	2020 Jun.1-12, Aug.17-28, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.18-29, Feb.22-Mar.5, Apr.19-30, May.24-Jun.2	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
FA029	Accounting principles in an Inflationary Economy	2Weeks	2020 Jul.13-24, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.25-Feb.5, Mar.8-19, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA030	Investment Analysis and Management in the Public and private Sectors	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA031	Accounting & Book Keeping To Trial Balance Skills	2Weeks	2020 Jul.20-31, Aug.3-14, Sep.21-Oct.2, Nov.23-Dec.4 2021	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb.8-19, Mar.15-26, Apr.19-30, May.24-Jun.4	
FA032	Understanding And Interpreting Financial Statement	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23- Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA033	Bank Reconciliation And Cash Management	2Weeks	2020 Jun.8-19, Jul.13-24, Aug.24-Sep.4, Nov.24- Dec4 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA034	Treasury Single Account: Procedures and Processes	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA035	Banking Operations Management: Cheques Administration & Revenue Collections Reporting	2 Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA036	Revenue Collection Analysis and	2 Weeks		Ghana, South Africa, Swaziland, Dubai, Nairobi,

	Bank Back Office Supervision		<p>2020</p> <p>Jun. 29-Jul.10, Aug. 3 -14, Oct. 5 – 16, Nov. 16 -27.</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar..5, Apr.19-30, May24-Jun.4</p>	Nigeria
FA037	Accounting in the Petroleum Industry	2 Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA038	Financial Management and International Public Sector Accounting Standard	2 Weeks	<p>2020</p> <p>Jun.15-26, Jul.27-Aug.7, Sep.14-25, Oct.26-Nov.6</p> <p>2021</p> <p>Jan.25-Feb.5, Mar.1-12, Apr.5-16, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA039	Payment Systems Statistics and Reporting	2 Weeks	<p>2020</p> <p>Jul.13-24, Aug.24-Sep.4, Oct.19-30, Dec.6-17</p> <p>2021</p> <p>Feb.15-26, Mar.22-Apr.2, May.3-14</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA040	Anti-money laundering	2week	<p>2020</p> <p>Jun.15-26, Jul.27-Aug.7,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	course strategies and practices		Sep.14-25, Oct.26-Nov.6 2021 Jan.25-Feb.5, Mar.1-12, Apr.5-16, May.17-28	Nigeria
FA041	Fixed assets management and international financial reporting standard	2Week	2020 Jul.13-24, Aug.24-Sep.4, Oct.19-30, Dec.6-17 2021 Feb.15-26, Mar.22-Apr.2, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA042	IFRS 9 implementation framework in a computerized accounting environment	2Week	2020 Jun.15-26, Jul.27-Aug.7, Sep.14-25, Oct.26-Nov.6 2021 Jan.25-Feb.5, Mar.1-12, Apr.5-16, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA043	World bank new procurement framework	2Week	2020 Jul.13-24, Aug.24-Sep.4, Oct.19-30, Dec.6-17 2021 Feb.15-26, Mar.22-Apr.2, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA044	Bank liquidation and resolution	2Week	2020 Jun.15-26, Jul.27-Aug.7, Sep.14-25, Oct.26-Nov.6 2021 Jan.25-Feb.5, Mar.1-12, Apr.5-16, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA045	Credit management		2020 Jul.13-24, Aug.24-Sep.4,	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	for audit and risk officers		Oct.19-30, Dec.6-17 2021 Feb.15-26, Mar.22-Apr.2, May.3-14	Nigeria
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PROCUREMENT & LOGISTICS MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PL001	Inventory Planning, Management and Monitoring programme	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL002	Computerized Materials and Logistics Management Course	2Weeks	2020 Jun.1-12, Aug.17-28, Sep.21-Oct.2, Nov.23- Dec.4 2021 Jan.18-29, Feb.22-Mar.5, Apr.19-30, May.24-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL003	National and International procurement for Donor Funded projects	2Weeks	2020 Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov .30- Dec.10 2021 Feb.15-26, Mar.1-12,	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.12-23, May.17-28	
PL004	Procurement and Supplier Performance Management	2 Week	2020 Jul.20-31, Aug.3-14, Sep.21-Oct.2, Nov.23-Dec.4 2021 Feb.8-19, Mar.15-26, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL005	Equipment Procurement: Tactics and Strategies	2Weeks	2020 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL006	Government procurement and Contract Management	2Weeks	2020 Jun. 15 -26, Jul. 20 – 31. Aug. 17 – 28. Sep. 28 – Oct 2 2021 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL007	Transport Management and Fleet Operations	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL008	Advanced Computerized Stores and Supplies Management	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	
PL009	National and International public Procurement	2Weeks	2020 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2021 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL010	Service and Works Procurement for Public Sector Procurement Officers	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Dec.6-17 2021 Feb.1-12, Mar.15-26, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL011	Electronic Procurement: Strategies for Success	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL012	Successful Tender Design and Contract Management in the Public and Private Sectors	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Dec.6-17 2021 Jan.18-29, Mar.8-19, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL013	IMTC Certificate in procurement for Senior Executives in	2Weeks	2020 Jul.13-24, Aug.3-14, Sep.7-	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public Sector		18, Oct.26-Nov.6 2021 Jan. 18- 29, Mar.8 -19, Apr.29 -30, Jun.15- 26	
PL014	Risk Management in Procurement for public and private Sectors procurement officers	2Weeks	2020 June 15- 26, July 6- 17, August 3- 14, Sept 14-25 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL015	Monitoring and Evaluation of Procurement Performance in the Public and Private Sectors Management	2Weeks	2020 Jun.8-`19, Jul.20-31, Aug.17-28, Oct.26-Nov.6 2021 Jan.11-22, Feb.22-,Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL016	Effective Procurement Skills in the Public and Private Sectors	1Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 7- 18	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL017	Strategic procurement in the Public Sector	1Week	2020 Jul.13-24, Aug24-Sep.4, Oct.19-30, Dec.6-17 2021 Feb.15-26, Mar.22-Apr.2, May.3-14, Jun.7-18	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL018	Effective procurement and Award of Contracts in the Public and	2Weeks	2020 Jul.13-24,Aug.24- Sep.4,Oct.19-30,Nov.16-27	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Private Sectors		2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, Jun. 7- 18	
PL019	Contract Management, Monitoring and Sustainable Procurement in an Organization	2Weeks	2020 Jun.8-19, Jul.27-Aug.7, Oct.12-23, Nov.9-20 2021 Feb.15-26, Mar.8-19, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL020	Procurement of Works and Dispute Resolutions in the Public and Private Sectors	2 Week	2020 Jun.15-26, Aug.10-21, Sep.14-25, Oct.26-Nov.6 2021 Jan.18-29, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL021	Computerized Stores/Materials and Inventory Management	2Weeks	2020 Jul.27-Aug.7, Oct.5-16, Nov.23-Dec.4 2021 Jan.18-29, Feb.1-12, Mar.15-26, Apr.26-May.7	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL022	Modern Approach to procurement: A Strategy perspective	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PL023	ICT Procurement & Vendor Management	2 Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
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PL024	Procurement auditing, fraud detection and control	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL025	Understanding the core techniques of e-procurement for procurement regulators	2Week	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL026	Effective imprest management and accountability for government funds	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL027	Intercultural etiquette and protocol trainer course	2Week	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			May.24-Jun.4	
PL028	Station management in gas-petrol	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL029	Retirement course for executive assistants and administrators	2Week	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL030	Retirement course for executive assistants and administrators	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL031	Psychometric test application for human resource professionals	2Week	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL032	Certified marketing analyst in the 21 st century	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL033	Advanced PA and	2Week	2020 Jun.8-19, Jul.20-31,	Ghana, South Africa, Swaziland, Dubai,

	executive assistants protocol and etiquette course		Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Nairobi, Nigeria, Mumbai
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NGO/AGRICULTURAL/ENVIRONMENTAL MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venues
AD001	Agricultural project Analysis and Management Course	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD002	Agricultural and Activities Management	2Weeks	2020 Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov.30-Dec.10 2021 Feb.15-26, Mar.1-12, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD003	NGO Leadership and Management	2Weeks	2020 Jun. 29-Jul.10, Aug. 3 -14, Oct. 5 – 16, Nov. 16 -27. 2021 Jan.11-22, Feb.22-Mar.5, Apr.19-30, May24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

AD004	Rural Energy Planning and Management	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD005	Poverty Alleviation Policies and Reduction Management	2Weeks	<p>2020</p> <p>Jun.15-26, Jul.27- Aug.7,Sep.21-Oct.2,Nov .30- Dec.10</p> <p>2021</p> <p>Feb.15-26, Mar.1-12, Apr.12- 23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD006	Community Driven Development: Approach Reduction and Poverty Alleviation programme	2Weeks	<p>2020</p> <p>Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18</p> <p>2021</p> <p>Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD007	Disaster Planning and Management of Rural Projects	2Weeks	<p>2020</p> <p>Jul. 27 – Aug 7, Sep. 14 – 25, Oct. 26 – Nov 6, Dec. 6 -17</p> <p>2021</p> <p>Jan.11-22, Feb.15-26, Apr.12- 23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD008	Operations Management of Water Supply Projects	2Weeks	<p>2020</p> <p>Jun. 29-Jul.10, Aug. 3 -14, Oct. 5 – 16, Nov. 16 -27.</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar..5, Apr.19-30, May24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

AD009	Desertification and rural Agricultural Development	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD010	HIV/AIDS: practical Effects at the Work Place and Community	2Weeks	2020 Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov .30-Dec.10 2021 Feb.15-26, Mar.1-12, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, , Nairobi, Nigeria
AD011	Local Government and Community Development Management	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

LEGISLATIVE & JUDICIAL ADMINISTRATION

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course venue
LJ001	Prosecution Skills and Prevention of Corruption in the	2Weeks	2020 Jul.13-24, Aug.24-Sep.4, Oct.5-16, Nov.23-Dec.4	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Judicial System		2021 Jan.4-15, Feb.15-26, Mar.22- Apr.2, May.3-14	
LJ002	Court Management and judicial Administration	2Weeks	2020 Jun.15-26, Jul.20-31, Aug.17-28, Sep.7-18 2021 Feb.8-19, Mar.1-12, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ003	Judicial Records Management Course	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ004	Information Technology and judicial Case Management	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
LJ005	Justice Reform and judicial Administration Course	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ006	Management of Deceased Estates and Trust	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	
LJ007	Management and policy Development Skills for Legal Officers	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ008	Legislative Problem solving and Drafting Course	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ009	Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ010	Parliamentary Administration	2 Week	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5-Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

LJ011	Anti-corruption training for senior managers and commissioners- Head of	2week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29	Ghana, South Africa, Swaziland, Dubai,
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	Institutions		2021 Feb. 3- 14, March 16-27, April 20- May 1, June 1- 12	Nairobi, Nigeria
LJ012	Using Neuro-Linguistic programming (NLP) for life coaching	2Week	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22- Mar.5, Apr.5-Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PROJECT MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PM001	Project Management: The Complete cycle	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM002	Computerized project Analysis and Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM003	Research Methodology and Feasibility Study	2Weeks	2020 July 1- 12, August 19- 30,	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	for Donor Funded projects		October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Nigeria
PM004	Managing, Controlling and Evaluation of Donor Funded projects	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM005	Computerized Project Management for NGO projects	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM006	Monitoring and Evaluation of Projects in Private and Public Sectors	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM007	Finance and Project Management for private and Public Sector Personnel	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM008	Projects Resource Mobilization and	2Weeks	2020	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	project Management		Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Nigeria
PM009	Annual Conference for Finance and project Managers	2Week	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM010	Project Management for Engineers	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM011	Computerized Project Planning, Implementation and Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM012	Project Management and Evaluation Strategies	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.12-23, May.24-Jun.4	
PM013	Advanced project Management	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM014	Effective Planning and Management of Donor Funded projects: Modern Techniques	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM015	Project Investment, Analysis and Appraisal	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2- 13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM016	Implementing Electronic Documents and Records Management for projects	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM017	Projects Procurement and Management	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	
PM018	Participatory Project planning and Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM019	Credit Management, Monitoring and Control of SME and Micro projects	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2- 13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM020	Managing Agricultural and Rural Investment Projects	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM021	Assessing Impacts and Evaluating Projects	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2- 13 2021 Jan.11-22, Feb.22-Mar.5,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.12-23, May.24-Jun.4	
PM022	Planning programmes and Projects	2Weeks		Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM023	Project Cycle Management: Monitoring and Evaluation	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM024	Policy, programmes and projects	2Weeks	<p>2020</p> <p>Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM025	Project proposal writing and Resource mobilization for Project Officers	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM026	Management of the project Teams	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM027	Assessing impacts and evaluating projects	2Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
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PERSONAL ASSISTANTS& EXECUTIVE SECRETARIES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PA001	Effective Report writing and Computerized Presentation Skills	2Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA002	Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA003	Corporate IT and Qualitative Public Relations for Executive Secretaries & PA's	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PA004	Strategic Management Development Programme and Qualitative Customer Care	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA005	Computer Excel for Executive Secretaries and PA's and Senior Secretaries	2 Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA006	Advanced Computer and Secretarial Skills for Secretaries	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA007	Management and Business Skills for PA's and Senior Secretaries	2Week	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA008	Advanced Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PA009	Management Development and Performance Enhancement Skills Programme for Executive Secretaries and Administrators in the Public Sectors	2 Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA010	Annual Conference for Executive Secretaries and Administrative Assistants in the Public and private Sectors	2Week	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA011	Effective Service Delivery , Speech Writing and Speech making for Senior PA's	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA012	Switchboard Operations, Reception Skills for front Office Personnel	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
			<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5,</p>	

PA013	Corporate Governance for Company Secretaries	2 Weeks	Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
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PA014	Strategic Planning, board resolution tracking and Management for Company Secretaries	2 Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
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PUBLIC SECTOR & GENERAL MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PS001	Senior Management Skills workshop: Achieving Best Performance in	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Private and Public Sectors		2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	
PS002	Organisational Change and Transformation Management Skills	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS003	Performance and Results oriented Management in Africa's Reforming Public Sector	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS004	Senior Management Development programme: Modern Techniques	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS005	Public Sector Management and Administration: Senior Officers' Course	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS006	Accountability, Transparency and Ethics: Anti-Corruption and	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Fraud prevention Management		2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	
PS007	Negotiation Skills and International Trade Management	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS008	Research Management Course for Research Unit	1Week	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS009	Managing organisational Change	1Week	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS010	Electricity Utilization and Energy Management for Energy Sector Workers	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS011	Advanced Human Resources and Personnel Management in	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public Sector		Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	
PS012	Strategic Management and Corporate Governance	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS013	Customer Service and Public Relations Workshop	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS014	Protocol Officers Etiquette and civility Course	2 Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS015	Public Policy Analysis, Implementation and Management	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS016	Strategic Leadership Development for Women in Management	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS017	IMPACT: Improving Management and Capacity in the Public Sector	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS018	Managing the Training and Development Function: Strategies and Practices	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS019	Public Enterprise Restructuring, Privatization and Change Management	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS020	Supervisory and Operations Management Course	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS021	Modernizing the	2 Weeks	<p>2020</p>	Ghana, South Africa,

	Human Resource Function and Organization Effectiveness		<p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	<p>Swaziland, Dubai, Nairobi, Nigeria, Mumbai</p>
PS022	Women Empowerment, Gender Issues and Sustainable Development	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS023	Master-Preneurship Training for Management teams	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS024	Tourism and Eco Cultural Tourism: Management and Development	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS025	Effective Negotiation, Reconciliation, Arbitration and Mediation Skills	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS026	Modernizing public Sector	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21-</p>	<p>Ghana, South Africa, Swaziland, Dubai,</p>

	Services		Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Nairobi, Nigeria
PS027	Computer Applications in Human Resource Management in the Public and Private Sectors	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS028	Improving Service Delivery in the Public Sector through Organization Reforms	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS029	Creating and Managing High Performance Teams in the Public and Private Sectors	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS030	Public Sector Reforms: Building Capacity and performance	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS031	Pension Scheme Management and	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-	Ghana, South Africa, Swaziland, Dubai,

	Governance		Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Nairobi, Nigeria
PS032	Customs Laws, Procedures and Duty Deferrals	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS033	Electricity Regulatory and Management	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS034	HIV/AIDS and psychological Counselling	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS035	Managing People Through Change: Attitude and Behaviour	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS036	Effective Speech Writing and	2Weeks	2020 July 1- 12, August 19- 30,	Ghana, South Africa, Swaziland, Dubai,

	Speech Making for Leaders		October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Nairobi, Nigeria
PS037	Citizens Engagement and Community Development	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS038	Public/ Private Partnership: Policy Issues and Options	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS039	Balanced Scorecard	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS040	Prison Reform and Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS041	Community Driven Development: Building Effective Local Service through Community Empowerment	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS042	Emergency Planning, Disaster Preparedness and Recovery	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS043	Office Practice, Management and Administration	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS044	Succession, Contingency Planning and Talent Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS045	Modern Security Procedures and Management	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.12-23, May.24-Jun.4	
PS046	Competency – Based Performance Review	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS047	Events Management in the Public and private Sectors	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS048	Industrial Relations course	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS049	Management Development programme for Public Officers	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS050	Public Administration and Corporate Governance	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.12-23, May.17-28	
PS051	Office Administration & Management Skills Development	2Weeks	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Effective Management Skills Development	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Leadership & Management Skills For The 21 st Century	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Safety And Safety Management	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Nov.23-Dec.4 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS053	Business Development And Customer Service	2Weeks	2020 July 1- 12, August 19- 30,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Management		<p>October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	
PS054	Mainstreaming Creativity And Innovation In The Workplace	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS055	Supervisory Skills For Middle Level Managers & Senior Officers Workshop	2Weeks	<p>2020</p> <p>Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS056	Managerial And Leadership Skills	2Weeks	<p>2020</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2021</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS057	Effective Human Resource Documentation And Standard Operating Procedures	2Weeks	<p>2020</p> <p>Jul.6-17, Aug.10-21, Sep.21- Oct.2, Nov.23-Dec.4</p> <p>2021</p> <p>Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.17-28</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS058	Customer Services Relation	2Weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS059	Creativity, Innovation, Critical Thinking And Problem Solving Seminar	2Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS060	Fixed asset management and international financial reporting standard	2weeks	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS061	Impact –improving management and capacity in the public sector	2Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS062	Change management and public sector modernization	2Week	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS063	Research management for parliamentary research unit	2Week	2020 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS064	Printing management technology	2Week	2020 Jun.8-19,Jul.20-31,Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

INFORMATION & COMMUNICATION TECHNOLOGY

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
ICT 001	Information Technology and Strategic Management for Public Sector Officers	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5- Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 002	Computerized Records and Data Base Management	2Weeks	2020 Jun.1-12, Aug.17-28, Sep.21- Oct.2, Nov.23-Dec.4 2021 Jan.18-29, Feb.22-Mar.5, Apr.19-30, May.24-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

ICT 003	e- government	2Weeks	2020 Jun.15-26, Jul.27-Aug.7, Sep.21-Oct.2, Nov .30-Dec.10 2021 Feb.15-26, Mar.1-12, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 004	System Analysis and Design for System Administrators	2Weeks	2020 Jul.20-31, Aug.3-14, Sep.21-Oct.2, Nov.23-Dec.4 2021 Feb.8-19, Mar.15-26, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 005	Computerized Records and Data Base Management	2Weeks	2020 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2021 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 006	Certificate in Networking and computer Application	2Weeks	2020 Jun. 15 -26, Jul. 20 – 31. Aug. 17 – 28. Sep. 28 – Oct 2 2021 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 007	Building and Implementing Electronic Documents and Data Base Management	2Weeks	2020 Jun. 1 – 12, Jul. 6 – 17, Aug. 3 – 14, Sep. 7 -18 2021 Jan.18-29, Feb.22-Mar.5, Apr.5- Apr.16, May.3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

ICT 008	Computer and Information Management Skills for Managers and Executives	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Nov.16-27 2021 Jan.4-15, Feb.15-26, Mar.22-Apr.2, May.10-21	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 009	Information Technology for Accountants in the Public and Private Sectors	2Weeks	2020 June 17- 28, July 2- 13, August 6-13, Sept 3-14, 3-14 2021 Jan.6- 17, Feb. 10- 21, April 6-17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 010	Website Design, Publishing and Development	2Weeks	2020 Jul.6-17, Aug.10-21, Sep.21-Oct.2, Dec.6-17 2021 Feb.1-12, Mar.15-26, Apr.12-23, May.17-28	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 011	Database Management Systems	2Weeks	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 012	Pastel Accounting for Beginners	2Weeks	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Dec.6-17 2021 Jan.18-29, Mar.8-19, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

ICT013	Data analysis	2Week	2020 Jun.8-19, Jul.20-31, Aug.3-14, Sep.14-25, Oct.5-16, Nov.2-13 2021 Jan.11-22, Feb.22-Mar.5, Apr.12-23, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
ICT014	Files, records and archival management	2Week	2020 Jun.22-Jul.3, Aug.10-21, Sep.14-25, Dec.6-17 2021 Jan.18-29, Mar.8-19, Apr.19-30, May.24-Jun.4	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria

COURSE DURATIONS:

- ONE WEEK
- TWO WEEKS

COURSE FEES:

- ONE WEEK US\$2790 per delegate
- TWO WEEKS US\$3790 per delegate

NB: Please note that our fees are negotiable.

COURSE HIGHLIGHTS:

- There will be Benchmark and/ or tour visit during our training programmes
- In House Training For Groups of 10 or more delegates can be offered on request
- Customised training/ Courses with tailor made dates can also be arranged on request
- We facilitate hotel reservation and airport pick up for all our clients on request

- Training For longer durations are also available on request
- Kindly note that trainings held in DUBAI, INDIA, UNITED KINGDOM and UNITED STATES OF AMERICA attract an additional administrative fee location cost on the tuition fees. Kindly contact our Administrative Office for this rate.

