

# IMTC 2021/2022 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	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26  <b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15 , May.2-13	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA002	Revenue Collection and Assets Management	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1  <b>2022</b> Jan.17-28, Feb.7- 18, Mar.14-25, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA003	Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug . 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10  <b>2022</b> Feb.7-18, Mar.7-18, Apr.11- 22, May.30-Jun.10	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA004	Advanced Financial Management and Auditing in	2Weeks	<b>2021</b> Jul. 19 – 30, Sep. 13 – 24, Oct. 25 – Nov 5, Dec. 6 -17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public and private Sectors		<b>2022</b> Jan.10-21, Feb.7-18, Apr.11-22, May.16-27	
FA005	Budgetary process and public expenditure Management	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA006	Auditing and Computerized Accounting System	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 12 – 23. Aug. 16 – 27. Sep. 27 – Oct 8  <b>2022</b> Jan. 10- 21, March 7-18, May 16- 27, June 13- 24	<b>Ghana, South Africa, Dubai, Nairobi, Nigeria, Mumbai,</b>
FA007	Cash and Treasury Management	2Weeks	<b>2021</b> Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10  <b>2022</b> Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA008	Budgeting and Budgetary Control	2Weeks	<b>2021</b> Jul.5 – 16, Aug. 2 – 13, Sep. 13-24, Nov. 8-19, Dec. 6 – 17.  <b>2022</b> Feb. 7- 18, March 14- 25, April 11- 22, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

FA009	Effective Methods and Techniques of Managing Public and Donor Funds	2Weeks	<b>2021</b> Jul. 5 – 16, Aug. 23- Sep 3. Oct. 4- 15. Nov. 8 -19.  <b>2022</b> Jan. 10- 21, March 7- 18, May 9- 20, June 13- 24	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA010	Finance for Non –Financial Managers	2Weeks	<b>2021</b> Jul. 5 – 16, Aug. 9 – 20, Sep. 13 -24, Nov. 1-12, Dec. 6-17  <b>2022</b> Feb. 7- 18, March 7- 18, April 11- 22, June 6- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA011	Computerized Financial Management and Auditing	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 19 – 30. Aug. 16 – 27. Sep. 20 – Oct 1, Dec. 6-17  <b>2022</b> Jan. 10- 21, March 7-18, May 16- 27, June 6- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA012	Micro finance for SME	2Weeks	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 9 – 20, Sep. 13 -24  <b>2022</b> Jan.17-28, Feb.14-25, Apr.11-22, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA013	Certificate in Financial Management and Internal	2Weeks	<b>2021</b> Jun.12-23, Jul.26-Aug.6, Sep.20-Oct.1, Nov .22-	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	auditing		Dec.3  <b>2022</b>  Feb.14-25,Mar.7-18,Apr.11-22,May.16-27	
FA014	International Borrowing and Debt Management	2Weeks	<b>2021</b>  Jun.21-Jul.2, Aug.23-Sep.3, Oct.11-22, Nov.15-26  <b>2022</b>  Jan.17-28, Feb.7-18, Mar.21-Apr1, May.23-Jun3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA015	Local Government accounting and Financial Management	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b>  Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA016	Combating Corruption and the misuse of Public Office	2Weeks	<b>2021</b>  Jun. 21-Jul.2, Aug. 9 -20, Oct. 11 – 22, Nov. 15 -26.  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA017	Maintaining and Enhancing efficiency and value for Money in the Public and private Sectors	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b>  Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

FA018	Public Finance Management in the Public Sector: Issues and Solutions	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA019	Managing Risk and Developing a Debt Strategy in the Public Sector	2Weeks	<b>2021</b> Jul. 19 – 30, Aug. 16 – 27, Sep. 27 – Oct 8, Nov. 8 – 19.  <b>2022</b> Jan.10-21, Feb.14-25, Mar.14-25, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA020	Public Financial Management: Planning and Control	2Weeks	<b>2021</b> Jun.28-Jul.9, Aug.23-Sep.3, Oct.11-22, Nov.15-26  <b>2022</b> Feb.14-25, Apr.11-22, May.16-27, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA021	Funds Management and Domestic Debt Management	2Weeks	<b>2021</b> Jul. 19 – 30, Aug. 9 – 20, Sep. 20 – Oct 1, Nov. 8 – 19.  <b>2022</b> Jan. 17- 28, March 14-25, May 16- 27, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA022	Forensic Auditing and Computerized Fraud Detection	2Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.20-Oct.1, Nov .22- Dec.3  <b>2022</b>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			Feb.14-25, Mar.7-18, Apr.11-22, May.16-27	
FA023	Tax Administration and Revenue Management	2Weeks	<b>2021</b>  June 7- 18, August 16 – 27, Oct. 18 – 29, Nov. 22 – Dec. 3  <b>2022</b>  Feb. 7- 18, March 14- 25, April 25- May 6, June 6- 17	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA024	Modern Accounting principles and Cash Flow Management for Account Clerks and Cashiers	2Weeks	<b>2021</b>  June 14- 25, July 5- 16, August 16- 27, Sept 13-24, Dec 6-17  <b>2022</b>  Jan.17-28, Feb.14- 25, April 11- 22, May 9- 20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA025	Financial Management for Donor Funded projects	2Weeks	<b>2021</b>  June 14- 25, July 12- 23, August 16- 27, Sept 13-24, Nov 8-19  <b>2022</b>  Feb. 14- 25, March 14- 25, April 11- 22, June 6- 17	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA026	Credit Management and Debt Collection	2Weeks	<b>2021</b>  July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b>  Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

FA027	Public Sector Financial Management	2Weeks	<b>2021</b> Jun.14-25,Jul.19-30,Aug.16-27,Oct.25-Nov.5  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA028	Financial Planning and Control in the Public and private Sectors	2Weeks	<b>2021</b> Jun.7-18, Aug.9-20, Sep.20-Oct.1, Nov.15-26  <b>2022</b> Jan.17-28, Feb.21-Mar.4, Apr.18-29, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
FA029	Accounting principles in an Inflationary Economy	2Weeks	<b>2021</b> Jul.12-23, Aug.9-20, Sep.20-Oct.1, Nov.22-Dec.3  <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.18-29, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA030	Investment Analysis and Management in the Public and private Sectors	2Weeks	<b>2021</b> Jun.28-Jul.9, Aug.16-27, Sep.13-24, Nov.15-26  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA031	Accounting & Book Keeping To Trial Balance Skills	2Weeks	<b>2021</b> Jul.19-30, Aug.9-20, Sep.20-Oct.1, Nov.22-Dec.3  <b>2022</b> Feb.7-18, Mar.14-25,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Apr.18-29, May 16-27	
FA032	Understanding And Interpreting Financial Statement	2Weeks	<b>2021</b> Jul.5-16, Aug.9-20, Sep.27-Oct.8, Nov.29-Dec.10  <b>2022</b> Jan.17-28, Feb.28-Mar.11, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA033	Bank Reconciliation And Cash Management	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA034	Treasury Single Account: Procedures and Processes	2Weeks	<b>2021</b> Jun.21-Jul.2, Aug.16-27, Sep.13-24, Nov.15-26  <b>2022</b> Jan.10-21, Feb.14-25, Mar.21-Apr.1, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA035	Banking Operations Management: Cheques Administration & Revenue Collections Reporting	2 Weeks	<b>2021</b> July 5- 16, August 16- 27, October 11- 22, Nov 15- 26  <b>2022</b> Feb. 7- 18, March 14- 25, April 18- 29, June 6- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA036	Revenue Collection Analysis and	2 Weeks	<b>2021</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi,



	Bank Back Office Supervision		<p>Jun. 28-Jul.9, Aug. 9 -20, Oct. 4 – 15, Nov. 15 -26.</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.21-Mar.4, Apr.11-22, May23-Jun.3</p>	<b>Nigeria</b>
FA037	Accounting in the Petroleum Industry	2 Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA038	Financial Management and International Public Sector Accounting Standard	2 Weeks	<p><b>2021</b></p> <p>Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5</p> <p><b>2022</b></p> <p>Jan.31-Feb.11, Mar.7-18, Apr.18-29, May.16-27</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA039	Payment Systems Statistics and Reporting	2 Weeks	<p><b>2021</b></p> <p>Jul.12-23, Aug.23-Sep.3, Oct.18-29, Dec.6-17</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.28-Apr.8, May 9-20</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA040	Anti-money laundering course strategies and	2week	<p><b>2021</b></p> <p>Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.18-29</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	practices		<b>2022</b> Jan.24-Feb.4, Mar.14-25, Apr.4-15, May 9-20	
FA041	Fixed assets management and international financial reporting standard	2Week	<b>2021</b> Jul.12-23, Aug.23-Sep.3, Oct.18-29, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA042	IFRS 9 implementation framework in a computerized accounting environment	2Week	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5 <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA043	World bank new procurement framework	2Week	<b>2021</b> Jul.12-23, Aug.23-Sep.3, Oct.18-29, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA044	Bank liquidation and resolution	2Week	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5 <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA045	Credit management for audit and	2 Weeks	<b>2021</b> Jul.12-23, Aug.23-Sep.3, Oct.18-29, Dec.6-17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	risk officers		<b>2022</b> Feb.14-25, Mar.28-Apr.8, May 2-13	
FA046	Regional integration of Clearing and settlement Systems	2 Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5 <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA047	Mobile Money and Financial Inclusions Strategic for the Poor	2 Weeks	<b>2021</b> Jul.12-23, Aug.23-Sep.3, Oct.18-29, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 2-13	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA048	Retail and Large Value Payments (ACH, National Switch, RTGS, ATM, POS, Card payments, VISA, Master card etc...)	2 Weeks	<b>2021</b> Jul.5-16, Aug.9-20, Oct.18-29, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA049	Policy Framework on Operations of National Payment and Settlement Systems	2 Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3 <b>2022</b> Jan.17-28, Feb.21-Mar.4, Apr.4-15, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA050	Consumer Protection and Education on Digital Financial	2 Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	and Digital Credits		<b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	
FA051	Regulatory Framework on Digital Credit	2 Weeks	<b>2021</b> Jul.12-23, Aug.23-Sep.3, Oct.11-22, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA052	Digital Financial System and Payment Systems Statistics and Reporting	2 Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Sep.6-17, Oct.18-29 <b>2022</b> Jan.24-Feb.4, Mar.14-25, Apr.11-22, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA053	Digital Financial Processing and Management	2 Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Nov. 8-19 <b>2022</b> Feb. 14- 25, March 14- 25, April 18-29, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA054	Digital Financing in the Finance Sector	2 Weeks	<b>2021</b> Jun.7-18, Jul.19-30, Aug.23-Sep.3, Nov.22-Dec 3 <b>2022</b> Jan.17-28, Feb.21-Mar.4, Apr.11-22, May 9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA055	Coordinating Rural Banking Activities and	2 Weeks	<b>2021</b> Jul.12-23, Aug.16-27,	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	Movement		Oct.18-29, Dec.6-17 <b>2022</b> Feb.14-25, Mar.21-Apr.1, May 16-27	
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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	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26 <b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15 , May.2-13	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL002	Computerized Materials and Logistics Management Course	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1 <b>2022</b> Jan.17-28, Feb.7- 18, Mar.14-25, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL003	National and International procurement for Donor Funded projects	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug . 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10 <b>2022</b>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb.7-18,Mar.7-18,Apr.11-22,May.30-Jun.10	
PL004	Procurement and Supplier Performance Management	2 Week	<p><b>2021</b></p> <p>Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL005	Equipment Procurement: Tactics and Strategies	2Weeks	<p><b>2021</b></p> <p>Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL006	Government procurement and Contract Management	2Weeks	<p><b>2021</b></p> <p>Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10</p> <p><b>2022</b></p> <p>Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL007	Transport Management and Fleet Operations	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.7-18, Apr.11-22, May 16-27</p>	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
PL008	Advanced Computerized Stores and Supplies	2Weeks	<p><b>2021</b></p> <p>July 5- 16, August 9- 20,</p>	Ghana, South Africa, Swaziland, Dubai,

	Management		<p>October 11- 22, Nov 15-26, Dec 6-17</p> <p><b>2022</b></p> <p>Feb. 7- 18, March 14- 25, April 25- May 6, June 13-24</p>	<b>Nairobi, Nigeria, Mumbai</b>
PL009	National and International public Procurement	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL010	Service and Works Procurement for Public Sector Procurement Officers	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL011	Electronic Procurement: Strategies for Success	2Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL012	Successful Tender Design and Contract Management in the Public and Private Sectors	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5</p> <p><b>2022</b></p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	
PL013	IMTC Certificate in procurement for Senior Executives in the Public Sector	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL014	Risk Management in Procurement for public and private Sectors procurement officers	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b> Feb.14-25,Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL015	Monitoring and Evaluation of Procurement Performance in the Public and Private Sectors Management	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL016	Effective Procurement Skills in the Public and Private Sectors	1Week	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL017	Strategic procurement in the Public Sector	1Week	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>



			<b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	
PL018	Effective procurement and Award of Contracts in the Public and Private Sectors	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL019	Contract Management, Monitoring and Sustainable Procurement in an Organization	2Weeks	<b>2021</b> Jun.14-25, Jul.5-16, Aug. 23-Sept 3, Nov.1-12  <b>2022</b> Jan 24-Feb.4, Mar.7-18, Apr.4-15, May 9-20, Jun. 6-17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL020	Procurement of Works and Dispute Resolutions in the Public and Private Sectors	2 Week	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL021	Computerized Stores/Materials and Inventory Management	2Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15-26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13-24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>

PL022	Modern Approach to procurement: A Strategy perspective	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL023	ICT Procurement & Vendor Management	2 Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL024	Asset Management	2 Weeks	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17  <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PL025	Procurement auditing, fraud detection and control	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
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			16-27	
PL026	Understanding the core techniques of e-procurement for procurement regulators	2Week	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL027	Effective imprest management and accountability for government funds	2Week	<b>2021</b> Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL028	Intercultural etiquette and protocol trainer course	2Week	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL029	Station management in gas-petrol	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL030	Retirement course for executive assistants and administrators	2Week	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL031	Retirement	2Week	<b>2021</b>	Ghana, South Africa,

	course for executive assistants and administrators		<p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.</p> <p><b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May23-Jun.3</p>	<p><b>Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL032	Psychometric test application for human resource professionals	2Week	<p><b>2021</b> July 5- 16, August 9- 20, October 11-22, Nov 15- 26, Dec 6-17</p> <p><b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL033	Certified marketing analyst in the 21 <sup>st</sup> century	2Week	<p><b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17</p> <p><b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL034	Advanced PA and executive assistants protocol and etiquette course	2Week	<p><b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL035	Storeroom/ Warehouse Management	2 Weeks	<p><b>2021</b> June 14- 25, July 5-16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b> Jan.10- 21, Feb. 28-Mar.11, April 11-22, May 9- 20, Jun. 13-24</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL036	Transport	2 Weeks	<p><b>2021</b> Jul.5-16, Aug.16-</p>	<p><b>Ghana, South Africa, Swaziland, Dubai,</b></p>

	Economics and Logistics Management		27, Sep.20-Oct.1, Nov.29-Dec.10  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.11-22, May.16-27	<b>Nairobi, Nigeria, Mumbai</b>
PL037	Transport Management and Fleet Operations	2 Weeks	<b>2021</b> Jun.14-25, Aug.9- 20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14- 25, Mar.28-Apr.8, May 23-Jun. 3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL038	Estate Operations and Transport Management	2 Weeks	<b>2021</b> Jun.7-18, Jul.19-30, Aug.16-27, Sep.13- 24, Oct.4-15, Nov.1-12  <b>2022</b> Jan.31-Feb. 11, Feb.21-Mar.4, Apr.4-15, May.16- 27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL039	Strategic Transport Planning, Leadership and Management	2 Weeks	<b>2021</b> Jun. 7-18, Jul.12- 23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL040	World Bank New Procurement Framework	2 Weeks	<b>2021</b> Jun. 7-18, Jul.12- 23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>



## NGO/AGRICULTURAL/ENVIRONMENTAL MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venues
AD001	Agricultural project Analysis and Management Course	2Weeks	<p><b>2021</b></p> <p>Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.14-25, Apr.4-15, May 2-13</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD002	Agricultural and Activities Management	2Weeks	<p><b>2021</b></p> <p>Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.7-18, Mar.14-25, May 9-20</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD003	NGO Leadership and Management	2Weeks	<p><b>2021</b></p> <p>Jun. 14 – 25, Jul. 12 – 23, Aug. 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10</p> <p><b>2022</b></p> <p>Feb.7-18, Mar.7-18, Apr.11-22, May.30-Jun.10</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD004	Rural Energy Planning and Management	2Weeks	<p><b>2021</b></p> <p>Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD005	Poverty Alleviation	2Weeks	<p><b>2021</b></p>	Ghana, South Africa,

	Policies and Reduction Management		<p>Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3</p>	Swaziland, Dubai, Nairobi, Nigeria
AD006	Community Driven Development: Approach Reduction and Poverty Alleviation programme	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD007	Disaster Planning and Management of Rural Projects	2Weeks	<p><b>2021</b></p> <p>Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10</p> <p><b>2022</b></p> <p>Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD008	Operations Management of Water Supply Projects	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.7-18, Apr.11-22, May 16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD009	Desertification and rural Agricultural Development	2Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

AD010	HIV/AIDS: practical Effects at the Work Place and Community	2Weeks	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17  <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai, , Nairobi, Nigeria
AD011	Local Government and Community Development Management	2Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	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 Judicial System	2Weeks	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26  <b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15 , May.2-13	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ002	Court Management and judicial Administration	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9	Ghana, South AfricaOc, Swaziland, Dubai, Nairobi, Nigeria



			– 20. Sep. 20 – Oct 1 <b>2022</b> Jan.17-28, Feb.7-18,Mar.14-25, May.9-20	
LJ003	Judicial Records Management Course	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug . 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10 <b>2022</b> Feb.7-18,Mar.7-18,Apr.11-22,May.30-Jun.10	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ004	Information Technology and judicial Case Management	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3 <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
LJ005	Justice Reform and judicial Administration Course	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3 <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ006	Management of Deceased Estates and Trust	2Weeks	<b>2021</b> Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10 <b>2022</b> Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ007	Management and policy Development Skills for Legal	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi,</b>

	Officers		9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b>  Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	<b>Nigeria</b>
LJ008	Legislative Problem solving and Drafting Course	2Weeks	<b>2021</b>  Jul.5-16, Aug.16-27, Sep.20- Oct.1, Nov.29-Dec.10  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ009	Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector	2Weeks	<b>2021</b>  Jun.14-25, Aug.9-20, Sep.6- 17, Nov.8-19  <b>2022</b>  Jan.17-28, Feb.14-25, Mar.28- Apr.8, May 23-Jun. 3	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ010	Parliamentary Administration	2 Week	<b>2021</b>  Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17  <b>2022</b>  Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

LJ011	Anti-corruption training for senior managers and commissioners- Head of Institutions	2week	<b>2021</b>  Jun. 7-18, Jul.12- 23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b>  Jan.10-21, Feb.21-	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
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			Mar.4, Apr.4-15, May.9-20	
LJ012	Using Neuro-Linguistic programming (NLP) for life coaching	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

## PROJECT MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PM001	Project Management: The Complete cycle	2Weeks	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26  <b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15, May 2-13	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM002	Computerized project Analysis and Management	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1  <b>2022</b> Jan.17-28, Feb.7-18, Mar.14-25, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PM003	Research Methodology and Feasibility Study for Donor Funded projects	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10  <b>2022</b> Feb.7-18, Mar.7-18, Apr.11-	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			22, May.30-Jun.10	
PM004	Managing, Controlling and Evaluation of Donor Funded projects	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM005	Computerized Project Management for NGO projects	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM006	Monitoring and Evaluation of Projects in Private and Public Sectors	2Weeks	<b>2021</b> Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10  <b>2022</b> Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM007	Finance and Project Management for private and Public Sector Personnel	2Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM008	Projects Resource Mobilization and project Management	2Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	
PM009	Annual Conference for Finance and project Managers	2Week	<b>2021</b>  Jul.5-16, Aug.16-27, Sep.20- Oct.1, Nov.29-Dec.10  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM010	Project Management for Engineers	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13- 24, Nov.15-26  <b>2022</b>  Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM011	Computerized Project Planning, Implementation and Management	2Weeks	<b>2021</b>  Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17  <b>2022</b>  Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PM012	Project Management and Evaluation Strategies	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Aug.23- Sep.3, Nov.22-Dec 3  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM013	Advanced project Management	2Weeks	<b>2021</b>  Jun.14-25, Aug.9-20, Sep.6- 17, Nov.8-19  <b>2022</b>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>

			Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	
PM014	Effective Planning and Management of Donor Funded projects: Modern Techniques	2Weeks	<b>2021</b>  June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b>  Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM015	Project Investment, Analysis and Appraisal	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13- 24, Nov.15-26.  <b>2022</b>  Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM016	Implementing Electronic Documents and Records Management for projects	2Weeks	<b>2021</b>  July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b>  Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PM017	Projects Procurement and Management	2Weeks	<b>2021</b>  Jun.14-25, Jul.19-30, Aug.16-27, Sep.20-Oct. 1, Oct.18-29, Nov.1-12  <b>2022</b>  Jan.17-28, Feb.14-25, Apr.18-29, May 2-13, Jun.6- 17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

PM018	Participatory Project planning and Management	2Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.9-20, Sep.27-Oct.8, Nov.22-Dec.3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM019	Credit Management, Monitoring and Control of SME and Micro projects	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.7-18, Apr.11-22, May 16-27, Jun. 6-17</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM020	Managing Agricultural and Rural Investment Projects	2Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM021	Assessing Impacts and Evaluating Projects	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM022	Planning programmes and Projects	2Weeks	<p><b>2021</b></p> <p>Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17</p> <p><b>2022</b></p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	
PM023	Project Cycle Management: Monitoring and Evaluation	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19 <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PM024	Policy, programmes and projects	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3 <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM025	Project proposal writing and Resource mobilization for Project Officers	2Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17 <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM026	Management of the project Teams	2Weeks	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17 <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>



PM027	Assessing impacts and evaluating projects	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM028	Project Accounting	2 Weeks	<b>2021</b> Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM029	Purchasing Techniques, Negotiating and Cost Reduction	2 Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM030	Risk Assessment and Management for Oil and Gas Projects	2 Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM031	Warehouse Management: Best Practices, Strategy, Implementation and Control	2 Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM032	Feasibility Studies, Project Cost Estimating, Budgeting and Value Engineering Skills	2 Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM033	Category and Multishift Operations	2 Weeks	<p><b>2021</b></p> <p>Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.7-18, Mar.14-25, May.9-20</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM034	Corrosion Control in Oil and Gas Exploration Industry	2 Weeks	<p><b>2021</b></p> <p>Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10</p> <p><b>2022</b></p> <p>Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM035	Best Trends in Gas and Liquid Chromatography and Troubleshooting	2 Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM036	Petroleum Refining: Production, Planning, Scheduling and Yield Optimization	2 Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM037	Extractives Project Economics and Risk Analysis	2 Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 – Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	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	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26  <b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15, May.2-13	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA002	Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1  <b>2022</b> Jan.17-28, Feb.7-18,Mar.14-25, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA003	Corporate IT and Qualitative Public Relations for Executive Secretaries & PA's	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug. 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10  <b>2022</b> Feb.7-18, Mar.7-18, Apr.11-22, May.30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PA004	Strategic Management Development Programme and Qualitative Customer Care	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA005	Computer Excel for Executive Secretaries and PA's and Senior Secretaries	2 Weeks	<p><b>2021</b></p> <p>Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA006	Advanced Computer and Secretarial Skills for Secretaries	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA007	Management and Business Skills for PA's and Senior Secretaries	2Week	<p><b>2021</b></p> <p>Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10</p> <p><b>2022</b></p> <p>Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA008	Advanced Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			Apr.4-15, May.9-20	
PA009	Management Development and Performance Enhancement Skills Programme for Executive Secretaries and Administrators in the Public Sectors	2 Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17 <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA010	Annual Conference for Executive Secretaries and Administrative Assistants in the Public and private Sectors	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26 <b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA011	Effective Service Delivery , Speech Writing and Speech making for Senior PA's	2Weeks	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17 <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA012	Switchboard Operations, Reception Skills for front Office Personnel	2Weeks	<b>2021</b> Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
			<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5 <b>2022</b>	

PA013	Corporate Governance for Company Secretaries	2 Weeks	Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
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PA014	Strategic Planning, board resolution tracking and Management for Company Secretaries	2 Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26. <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	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	<b>2021</b> Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Private and Public Sectors		<b>2022</b> Jan.10-21, Feb.14-25, Apr.4-15, May.2-13	
PS002	Organisational Change and Transformation Management Skills	2Weeks	<b>2021</b> Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1  <b>2022</b> Jan.17-28, Feb.7-18,Mar.14-25, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS003	Performance and Results oriented Management in Africa’s Reforming Public Sector	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug. 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10  <b>2022</b> Feb.7-18, Mar.7-18, Apr.11-22, May.30-Jun.10	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS004	Senior Management Development programme: Modern Techniques	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS005	Public Sector Management and Administration: Senior Officers’ Course	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS006	Accountability, Transparency and Ethics: Anti-Corruption and	2Weeks	<b>2021</b> Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	Fraud prevention Management		<b>2022</b> Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24	
PS007	Negotiation Skills and International Trade Management	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS008	Research Management Course for Research Unit	1Week	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS009	Managing organisational Change	1Week	<b>2021</b> Jul.5-16, Aug.16-27, Sep.20- Oct.1, Nov.29-Dec.10  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS010	Electricity Utilization and Energy Management for Energy Sector Workers	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23- Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS011	Advanced Human Resources and	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-	<b>Ghana, South Africa, Swaziland, Dubai,</b>



	Personnel Management in the Public Sector		24, Nov.15-26  <b>2022</b>  Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	<b>Nairobi, Nigeria</b>
PS012	Strategic Management and Corporate Governance	2Weeks	<b>2021</b>  Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS013	Customer Service and Public Relations Workshop	2Weeks	<b>2021</b>  Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b>  Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS014	Protocol Officers Etiquette and civility Course	2 Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b>  Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS015	Public Policy Analysis, Implementation and Management	2Weeks	<b>2021</b>  Jun.21-Jul. 2, Jul.19-30, Aug.9-20, Sep.13-24, Oct.18-29, Nov.29-Dec. 10  <b>2022</b>  Jan.17-28, Feb.14-25, Mar.7-18, Apr.4-15, May.2-13, Jun.13-24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

PS016	Strategic Leadership Development for Women in Management	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.7-18, Apr.11-22, May 16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS017	IMPACT: Improving Management and Capacity in the Public Sector	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26</p> <p><b>2022</b></p> <p>Feb.14-25, Mar.7-18, Apr.11-22, May 16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS018	Managing the Training and Development Function: Strategies and Practices	2Weeks	<p><b>2021</b></p> <p>July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17</p> <p><b>2022</b></p> <p>Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS019	Public Enterprise Restructuring, Privatization and Change Management	2Weeks	<p><b>2021</b></p> <p>Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS020	Supervisory and Operations Management Course	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			April 11- 22, May 9- 20, Jun. 13-24	
PS021	Modernizing the Human Resource Function and Organization Effectiveness	2 Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS022	Women Empowerment, Gender Issues and Sustainable Development	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS023	Master-Preneurship Training for Management teams	2Weeks	<p><b>2021</b></p> <p>Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.11-22, May 16-27</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS024	Tourism and Eco Cultural Tourism: Management and Development	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21- Mar.4, Apr.18-29, May 23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS025	Effective Negotiation, Reconciliation, Arbitration and	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Mediation Skills		<b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	
PS026	Modernizing public Sector Services	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS027	Computer Applications in Human Resource Management in the Public and Private Sectors	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26  <b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PS028	Improving Service Delivery in the Public Sector through Organization Reforms	2Weeks	<b>2021</b> July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17  <b>2022</b> Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS029	Creating and Managing High Performance Teams in the Public and Private Sectors	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26.  <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS030	Public Sector Reforms: Building Capacity and performance	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			<b>2022</b> Feb.14-25, Mar.7-18, Apr.11-22, May 16-27	
PS031	Pension Scheme Management and Governance	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS032	Customs Laws, Procedures and Duty Deferrals	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS033	Electricity Regulatory and Management	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS034	HIV/AIDS and psychological Counselling	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS035	Managing People	2Weeks	<b>2021</b>	Ghana, South Africa,

	Through Change: Attitude and Behaviour		Jul.5-16, Aug.16-27, Sep.20- Oct.1, Nov.29-Dec.10  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	<b>Swaziland, Dubai, Nairobi, Nigeria</b>
PS036	Effective Speech Writing and Speech Making for Leaders	2Weeks	<b>2021</b>  Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b>  Jan.24-Feb.4, Mar.7-18, Apr.4- 15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS037	Citizens Engagement and Community Development	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13- 24, Nov.15-26  <b>2022</b>  Feb.14-25, Mar.7-18, Apr.11- 22, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS038	Public/ Private Partnership: Policy Issues and Options	2Weeks	<b>2021</b>  Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17  <b>2022</b>  Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS039	Balanced Scorecard	2Weeks	<b>2021</b>  Jun. 7-18, Jul.12-23, Sep.13- 24, Nov.15-26.  <b>2022</b>  Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS040	Prison Reform and	2Weeks	<b>2021</b>	<b>Ghana, South Africa, Swaziland, Dubai,</b>

	Management		<p>Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10</p>	<b>Nairobi, Nigeria</b>
PS041	Community Driven Development: Building Effective Local Service through Community Empowerment	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS042	Emergency Planning, Disaster Preparedness and Recovery	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS043	Office Practice, Management and Administration	2Weeks	<p><b>2021</b></p> <p>July 5- 16, August 9- 20, October 11- 22, Nov 15- 26, Dec 6-17</p> <p><b>2022</b></p> <p>Feb. 7- 18, March 14- 25, April 25- May 6, June 13- 24</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS044	Succession, Contingency Planning and Talent Management	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.14-25, Mar.28-</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			Apr.8, May 23-Jun. 3	
PS045	Modern Security Procedures and Management	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS046	Competency – Based Performance Review	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS047	Events Management in the Public and private Sectors	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS048	Industrial Relations course	2Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5  <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS049	Management Development programme for Public Officers	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria



			Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	
PS050	Public Administration and Corporate Governance	2Weeks	<p><b>2021</b></p> <p>June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3</p> <p><b>2022</b></p> <p>Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS051	Office Administration & Management Skills Development	2Weeks	<p><b>2021</b></p> <p>Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17</p> <p><b>2022</b></p> <p>Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Effective Management Skills Development	2Weeks	<p><b>2021</b></p> <p>Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19</p> <p><b>2022</b></p> <p>Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Leadership & Management Skills For The 21 <sup>st</sup> Century	2Weeks	<p><b>2021</b></p> <p>Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3</p> <p><b>2022</b></p> <p>Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Safety And Safety Management	2Weeks	<p><b>2021</b></p> <p>Jun. 7 – 18, Jul. 12 – 23, Aug. 2 – 14, Sep. 13 -24</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			<b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May 9-20, Jun. 6-17	
PS053	Business Development And Customer Service Management	2Weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26. <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS054	Mainstreaming Creativity And Innovation In The Workplace	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS055	Supervisory Skills For Middle Level Managers & Senior Officers Workshop	2Weeks	<b>2021</b> Jun.14-25, Jul.26-Aug.6, Sep.13-24, Oct.25-Nov.5 <b>2022</b> Jan.24-Feb.4, Mar.7-18, Apr.4-15, May 16-27	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS056	Managerial And Leadership Skills	2Weeks	<b>2021</b> Jun. 7 – 18, Jul. 12 – 23, Aug. 2 – 14, Sep. 13 -24 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May 9-20, Jun. 6-17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS057	Effective Human Resource Documentation And Standard	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	Operating Procedures		<b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	
PS058	Customer Services Relation	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19 <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS059	Creativity, Innovation, Critical Thinking And Problem Solving Seminar	2Week	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17 <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS060	Fixed asset management and international financial reporting standard	2weeks	<b>2021</b> Jun. 7-18, Jul.12-23, Aug.23-Sep.3, Nov.22-Dec 3 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS061	Impact –improving management and capacity in the public sector	2Week	<b>2021</b> Jul.5-16, Aug.16-27, Sep.20-Oct.1, Nov.29-Dec.10 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.11-22, May.16-27	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS062	Change management and public sector modernization	2Week	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Nov. 22-Dec. 3 <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13-24	
PS063	Research management for parliamentary research unit	2Week	<b>2021</b> Jun. 7 – 18, Jul. 12 – 23, Aug. 2 – 14, Sep. 13 -24 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-15, May.9-20, Jun. 6-17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS064	Printing management technology	2Week	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS065	Managing and Leading in a Multi-Cultural Workplace	2Week	<b>2021</b> Jun. 7-18, Jul.12-23, Sep.13-24, Nov.15-26. <b>2022</b> Jan.10-21, Feb.21- Mar.4, Apr.18-29, May23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS066	Continuous Innovation and Process Improvement in the Pandemic Era	2Week	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19 <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS067	Strategic Crisis Management and	2Week	<b>2021</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	Leadership in the Post Covid-19 Era		Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b>  Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	<b>Nigeria</b>
PS068	Improving Productivity through Quality and Cost Reduction	2Week	<b>2021</b>  Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b>  Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

## 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	<b>2021</b>  Jun. 7 – 18, Jul. 5 – 16, Aug. 2 – 13, Sep. 6 -17, Oct 4-15, Nov 15-26  <b>2022</b>  Jan.10-21, Feb.14-25, Apr.4-15 , May.2-13	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 002	Computerized Records and Data Base Management	2Weeks	<b>2021</b>  Jun. 14 -25, Jul. 5 – 16. Aug. 9 – 20. Sep. 20 – Oct 1  <b>2022</b>  Jan.17-28, Feb.7-18, Mar.14-25,	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>

			May.9-20	
ICT 003	e- government	2Weeks	<b>2021</b> Jun. 14 – 25, Jul. 12 – 23, Aug . 9 – 20, Nov. 1 – 12, Nov. 29 – Dec. 10  <b>2022</b> Feb.7-18,Mar.7-18,Apr.11-22,May.30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 004	System Analysis and Design for System Administrators	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 005	Computerized Records and Data Base Management	2Weeks	<b>2021</b> Jun. 21 – Jul 2, Aug. 9 – 20, Oct. 11 – 22, Nov. 22 –Dec 3  <b>2022</b> Jan.10-21, Mar.7-18, Apr.11-22, May.23-Jun.3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 006	Certificate in Networking and computer Application	2Weeks	<b>2021</b> Jun. 14 – 25, Aug. 12 – 23, Oct. 11 – 22, Nov. 29 –Dec 10  <b>2022</b> Jan.17- 28, March 14- 25, April 25- May 6, June 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 007	Building and Implementing Electronic Documents and Data Base Management	2Weeks	<b>2021</b> Jun. 7 – 18, Jul. 12 – 23, Aug. 2 – 14, Sep. 13 -24  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.4-	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			15, May.9-20, Jun. 6-17	
ICT 008	Computer and Information Management Skills for Managers and Executives	2Weeks	<b>2021</b> Jun.14-25, Aug.9-20, Sep.6-17, Nov.8-19  <b>2022</b> Jan.17-28, Feb.14-25, Mar.28-Apr.8, May 23-Jun. 3	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 009	Information Technology for Accountants in the Public and Private Sectors	2Weeks	<b>2021</b> June 14- 25, July 5- 16, August 9- 20, Sept 13-24, Oct 18-29, Nov. 22-Dec. 3  <b>2022</b> Jan.10- 21, Feb. 28- Mar.11, April 11- 22, May 9- 20, Jun. 13- 24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 010	Website Design, Publishing and Development	2Weeks	<b>2021</b> Jun.7-18, Aug.16-27, Sep.27-Oct.8, Dec.6-17  <b>2022</b> Jan.24-Feb 4, Mar.14-25, Apr.11-22, May 16-27, Jun. 6-17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 011	Database Management Systems	2Weeks	<b>2021</b> Jun.7-18, Jul.12-23, Aug.2-13, Sep.13-24, Oct.11-22, Nov.15-26  <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 30-Jun.10	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 012	Pastel Accounting for Beginners	2Weeks	<b>2021</b> Jun.28-Jul.9, Aug.16-27, Sep.13-24, Oct. 25-Nov. 5, Dec.6-17  <b>2022</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan.24-Feb. 4, Mar.7-18, Apr.18-29, May 30-Jun.10	
ICT013	Data analysis	2Week	<b>2021</b> Jun.14-25, Jul.19-30, Aug.9-20, Sep.13-24, Oct.18-29, Nov.15-26 <b>2022</b> Jan.10-21, Feb.21-Mar.4, Apr.18-29, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
ICT014	Files, records and archival management	2Week	<b>2021</b> Jun.21-Jul.2, Aug.2-13, Sep.13-24, Oct. 18-29, Nov. 15-26, Dec.6-17 <b>2022</b> Jan.24-Feb. 4, Mar.14-25, Apr.11-22, May 23-Jun.3	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria

### COURSE DURATIONS:

- ONE WEEK
- TWO WEEKS

### COURSE FEES:

- ONE WEEK US\$2750 per delegate
- TWO WEEKS US\$3750 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.

