



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	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14 , May.1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA002	Revenue Collection and Assets Management	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA003	Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug . 8 – 19, Oct. 31 – Nov. 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May.29-Jun.9	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA004	Advanced Financial Management and Auditing in the Public and private Sectors	2Weeks	2022 Jul. 18 – 29, Sep. 12 – 23, Oct. 24 – Nov 4, Dec. 5 -16 2023 Jan.9-20, Feb.6-17, Apr.10-21, May.15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA005	Budgetary process and public expenditure Management	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA006	Auditing and Computerized Accounting System	2Weeks	2022 Jun. 13 -24, Jul. 11 – 22. Aug. 15 – 26. Sep. 26 – Oct 7 2023 Jan. 9- 20, March 6-17, May 15-26, June 12- 23	Ghana, South Africa, Dubai, Nairobi, Nigeria, Mumbai,

FA007	Cash and Treasury Management	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA008	Budgeting and Budgetary Control	2Weeks	2022 Jul.4 – 15, Aug. 1 – 12, Sep. 12- 23, Nov. 7-18, Dec. 5 – 16. 2023 Feb. 6- 17, March 13- 24, April 10- 21, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA009	Effective Methods and Techniques of Managing Public and Donor Funds	2Weeks	2022 Jul. 4 – 15, Aug. 22- Sep 2. Oct. 3- 14. Nov. 7 -18. 2023 Jan. 9- 20, March 6- 17, May 8- 19, June 12- 23	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA010	Finance for Non – Financial Managers	2Weeks	2022 Jul. 4 – 15, Aug. 8 – 19, Sep. 12 - 23, Oct. 31 - Nov.11, Dec. 5-16 2023 Feb. 6- 17, March 6- 17, April 10- 21, June 5- 16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA011	Computerized Financial Management and Auditing	2Weeks	2022 Jun. 13 -24, Jul. 18 – 29. Aug. 15 – 26. Sep. 19 – 30, Dec. 5-16 2023 Jan. 9- 20, March 6-17, May 15- 26, June 5- 16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA012	Micro finance for SME	2Weeks	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 8 – 19, Sep. 12 -23 2023 Jan.16-27, Feb.13-24, Apr.10- 21, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA013	Certificate in Financial Management and Internal auditing	2Weeks	2022 Jun.11-22, Jul.25-Aug.5, Sep.19- 30, Nov 21-Dec.2 2023 Feb.13-24,Mar.6-17,Apr.10- 21,May 15-26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA014	International Borrowing and Debt Management	2Weeks	2022 Jun.20-Jul.1,Aug.22- Sep.2,Oct.10-21,Nov.14-25 2023 Jan.16-27,Feb.6-17, Mar.20 – Apr 2, May 22-Jun 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA015	Local Government accounting and Financial Management	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA016	Combating Corruption and the misuse of Public Office	2Weeks	2022 Jun. 20-Jul.1, Aug. 8 -19, Oct. 10 – 21, Nov. 14 -25. 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA017	Maintaining and Enhancing efficiency and value for Money in the Public and private Sectors	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA018	Public Finance Management in the Public Sector: Issues and Solutions	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA019	Managing Risk and Developing a Debt Strategy in the Public Sector	2Weeks	2022 Jul. 18 – 29, Aug. 15 – 26, Sep. 26 – Oct 7, Nov. 7 – 18. 2023 Jan.9-20, Feb.13-24, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA020	Public Financial Management: Planning and Control	2Weeks	2022 Jun.27-Jul.8, Aug.22-Sep.2, Oct.10-21, Nov.14-25 2023 Feb.13-24, Apr.10-21, May 15-26, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA021	Funds Management and Domestic Debt Management	2Weeks	2022 Jul. 18 – 29, Aug. 8 – 19, Sep. 19 – 30, Nov. 7 – 18. 2023 Jan. 16- 27, March 13-24, May 15- 26, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA022	Forensic Auditing and Computerized Fraud Detection	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.19-30, Nov .21-Dec.2 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA023	Tax Administration and Revenue Management	2Weeks	2022 June 6- 17, August 15 – 26, Oct. 17 – 28, Nov. 21 – Dec. 2 2023	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb. 6- 17, March 13- 24, April 24- May 5, June 5- 16	
FA024	Modern Accounting principles and Cash Flow Management for Account Clerks and Cashiers	2Weeks	2022 June 13- 24, July 4- 15, August 15- 26, Sept 12-23, Dec 5-16 2023 Jan.16-27, Feb.13- 24, April 10- 21, May 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA025	Financial Management for Donor Funded projects	2Weeks	2022 June 13- 24, July 11- 22, August 15- 26, Sept 12-23, Nov 7-18 2023 Feb. 13- 24, March 13- 24, April 10- 21, June 5- 16	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA026	Credit Management and Debt Collection	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA027	Public Sector Financial Management	2Weeks	2022 Jun.13-24, Jul.18-29, Aug.15- 26, Oct.24-Nov.4 2023 Jan.9-20, Feb.20-Mar.3, Apr.10- 21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA028	Financial Planning and Control in the Public and private Sectors	2Weeks	2022 Jun.6-17, Aug.8-19, Sep.19-30, Nov.14-25 2023 Jan.16-27, Feb.20-Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA029	Accounting principles in an Inflationary Economy	2Weeks	2022 Jul.11-22, Aug.8-19, Sep.19-30, Nov.21-Dec.2 2023 Jan.23-Feb.3, Mar.6-17, Apr.17- 28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA030	Investment Analysis and Management in the Public and private Sectors	2Weeks	2022 Jun.27-Jul.8, Aug.15-26, Sep.12- 23, Nov.14-25 2023 Jan.16-27, Feb.13-24, Mar.27- Apr.7, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA031	Accounting & Book Keeping To Trial Balance Skills	2Weeks	2022 Jul.18-29, Aug.8-19, Sep.19-30, Nov.21-Dec.2 2023 Feb.6-17, Mar.13-24, Apr.17- 28, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA032	Understanding And Interpreting Financial Statement	2Weeks	2022 Jul.4-15, Aug.8-19, Sep.26- Oct.7, Nov.28-Dec.9 2023 Jan.16-27, Feb.27-Mar.10, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA033	Bank Reconciliation And Cash Management	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.22- Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.10- 21, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA034	Treasury Single Account: Procedures and Processes	2Weeks	2022 Jun.20-Jul.1, Aug.15-26, Sep.12- 23, Nov.14-25 2023 Jan.9-20, Feb.13-24, Mar.20-31, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA035	Banking Operations Management: Cheques Administration & Revenue Collections Reporting	2 Weeks	2022 July 4- 15, August 15- 26, October 10- 21, Nov 14- 25 2023 Feb. 6- 17, March 13- 24, April 17- 28, June 5- 16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA036	Revenue Collection Analysis and Bank Back Office Supervision	2 Weeks	2022 Jun. 27-Jul.8, Aug. 8 -19, Oct. 3 – 14, Nov. 14 -25. 2023 Jan.16-27, Feb.20-Mar.3, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA037	Accounting in the Petroleum Industry	2 Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10- 21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA038	Financial Management and International Public Sector Accounting Standard	2 Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12- 23, Oct.24-Nov.4 2023 Jan.30-Feb.10, Mar.6-17, Apr.17-28, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA039	Payment Systems Statistics and Reporting	2 Weeks	2022 Jul.11-22, Aug.22-Sep.2, Oct.17- 28, Dec.5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			2023 Feb.13-24, Mar.27-Apr.7, May 8-19	
FA040	Anti-money laundering course strategies and practices	2week	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.17-28 2023 Jan.23-Feb.3, Mar.13-24, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA041	Fixed assets management and international financial reporting standard	2Week	2022 Jul.11-22, Aug.22-Sep.2, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.20-31, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA042	IFRS 9 implementation framework in a computerized accounting environment	2Week	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA043	World bank new procurement framework	2Week	2022 Jul.11-22, Aug.22-Sep.2, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.20-21, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA044	Bank liquidation and resolution	2Week	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA045	Credit management for audit and risk officers	2 Weeks	2022 Jul.11-22, Aug.22-Sep.2, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.27-Apr.7, May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA046	Regional integration of Clearing and settlement Systems	2 Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA047	Mobile Money and Financial Inclusions Strategic for the Poor	2 Weeks	2022 Jul.11-22, Aug.22-Sep.2, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.20-31, May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA048	Retail and Large Value Payments (ACH, National Switch, RTGS, ATM, POS, Card payments, VISA, Master card etc...)	2 Weeks	2022 Jul.4-15, Aug.5-19, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.20-31, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA049	Policy Framework on Operations of National Payment and Settlement Systems	2 Weeks	2022 Jun.6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.16-27, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA050	Consumer Protection and Education on Digital Financial and Digital Credits	2 Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA051	Regulatory Framework on Digital Credit	2 Weeks	2022 Jul.11-22, Aug.22-Sep.2, Oct.10-21, Dec.5-16 2023 Feb.13-24, Mar.20-31, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA052	Digital Financial System and Payment Systems Statistics and Reporting	2 Weeks	2022 Jun.6-17, Jul.11-22, Sep.5-16, Oct.17-28 2023 Jan.23-Feb.3, Mar.13-24, Apr.10-21, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA053	Digital Financial Processing and Management	2 Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Nov. 7-18 2023 Feb. 13- 24, March 13- 24, April 17-28, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA054	Digital Financing in the Finance Sector	2 Weeks	2022 Jun.6-17, Jul.18-29, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.16-27, Feb.20-Mar.3, Apr.10-21, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA055	Coordinating Rural Banking Activities and Movement	2 Weeks	2022 Jul.11-22, Aug.15-26, Oct.17-28, Dec.5-16 2023 Feb.13-24, Mar.20-31, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PROCUREMENT & LOGISTICS MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PL001	Inventory Planning, Management and Monitoring programme	2Weeks	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.11-20, Feb.13-24, Apr.3-14 , May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL002	Computerized Materials and Logistics Management Course	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL003	National and International procurement for Donor Funded projects	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug . 8 – 19, Oct 31 - Nov. 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May.29-Jun.9	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL004	Procurement and Supplier Performance Management	2 Week	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL005	Equipment Procurement: Tactics and Strategies	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL006	Government procurement and Contract Management	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL007	Transport Management and Fleet Operations	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	
PL008	Advanced Computerized Stores and Supplies Management	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14-25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL009	National and International public Procurement	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL010	Service and Works Procurement for Public Sector Procurement Officers	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL011	Electronic Procurement: Strategies for Success	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL012	Successful Tender Design and Contract Management in the Public and Private Sectors	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL013	IMTC Certificate in procurement for Senior Executives in the Public Sector	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL014	Risk Management in Procurement for public and private Sectors procurement officers	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24,Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL015	Monitoring and Evaluation of Procurement Performance in the	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Public and Private Sectors Management		Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	
PL016	Effective Procurement Skills in the Public and Private Sectors	1Week	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL017	Strategic procurement in the Public Sector	1Week	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL018	Effective procurement and Award of Contracts in the Public and Private Sectors	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL019	Contract Management, Monitoring and Sustainable Procurement in an Organization	2Weeks	2022 Jun.13-24, Jul.4-15, Aug. 22-Sept 2, Oct 31-Nov. 11 2023 Jan 23-Feb.3, Mar.6-17, Apr.3-14, May 8-19, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL020	Procurement of Works and Dispute Resolutions in the Public and Private Sectors	2 Week	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL021	Computerized Stores/Materials and Inventory Management	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL022	Modern Approach to procurement: A Strategy perspective	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PL023	ICT Procurement & Vendor Management	2 Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL024	Asset Management	2 Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PL025	Procurement auditing, fraud detection and control	2Week	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL026	Understanding the core techniques of e-procurement for procurement regulators	2Week	2022 July 4- 15, August 8- 19, October 10-21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL027	Effective imprest management and accountability for government funds	2Week	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL028	Intercultural etiquette and protocol trainer course	2Week	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	
PL029	Station management in gas-petrol	2Week	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL030	Retirement course for executive assistants and administrators	2Week	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL031	Retirement course for executive assistants and administrators	2Week	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL032	Psychometric test application for human resource professionals	2Week	2022 July 4- 15, August 8- 19, October 10-21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL033	Certified marketing analyst in the 21 st century	2Week	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL034	Advanced PA and executive	2Week	2022	Ghana, South Africa, Swaziland, Dubai,

	assistants protocol and etiquette course		Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Nairobi, Nigeria, Mumbai
PL035	Storeroom/ Warehouse Management	2 Weeks	2022 June 13- 24, July 4-15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27-Mar.10, April 10-21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL036	Transport Economics and Logistics Management	2 Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL037	Transport Management and Fleet Operations	2 Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL038	Estate Operations and Transport Management	2 Weeks	2022 Jun.6-17, Jul.18-29, Aug.15-26, Sep.12-23, Oct.3-14, Oct 31-Nov.11 2023 Jan.30-Feb. 10, Feb.20-Mar.3, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL039	Strategic Transport Planning,	2 Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

	Leadership and Management		2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	
PL040	World Bank New Procurement Framework	2 Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

NGO/AGRICULTURAL/ENVIRONMENTAL MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venues
AD001	Agricultural project Analysis and Management Course	2Weeks	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14, May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD002	Agricultural and Activities Management	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD003	NGO Leadership and Management	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug. 8 – 19, Oct 30- Nov. 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD004	Rural Energy Planning and Management	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD005	Poverty Alleviation Policies and Reduction Management	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

AD006	Community Driven Development: Approach Reduction and Poverty Alleviation programme	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD007	Disaster Planning and Management of Rural Projects	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD008	Operations Management of Water Supply Projects	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD009	Desertification and rural Agricultural Development	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD010	HIV/AIDS: practical Effects at the Work Place and Community	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, , Nairobi, Nigeria
AD011	Local Government and Community Development Management	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD012	Inclusive Urban Sanitation in the 21st Century	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD013	Healthcare Management and Conflict Resolution in Humanitarian Crisis	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	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	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14 , May 1-12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ002	Court Management and judicial Administration	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17,Mar.13-24, May 8-19	Ghana, South AfricaOc, Swaziland, Dubai, Nairobi, Nigeria
LJ003	Judicial Records Management Course	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug . 8 – 19, Oct 30-Nov 11, Nov. 28 – Dec. 9 2023 Feb.6-17,Mar.6-17,Apr.10-21,May.29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ004	Information Technology and judicial Case Management	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May.22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
LJ005	Justice Reform and judicial Administration Course	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-19, Apr.10-21, May 22-Jun.2	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ006	Management of Deceased Estates and Trust	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ007	Management and policy Development Skills for Legal Officers	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

LJ008	Legislative Problem solving and Drafting Course	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ009	Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ010	Parliamentary Administration	2 Week	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

LJ011	Anti-corruption training for senior managers and commissioners- Head of Institutions	2week	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 1 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ012	Using Neuro-Linguistic programming (NLP) for life coaching	2Week	2022 Jun. 6-17, Jul.11-21, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	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	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14, May 1-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM002	Computerized project Analysis and Management	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM003	Research Methodology and Feasibility Study for Donor Funded projects	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug 8 – 19, Oct 31-Nov. 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May.29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM004	Managing, Controlling and Evaluation of Donor Funded projects	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May.22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM005	Computerized Project Management for NGO projects	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May.22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM006	Monitoring and Evaluation of Projects in Private and Public Sectors	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM007	Finance and Project Management for private and Public Sector Personnel	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM008	Projects Resource Mobilization and project Management	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM009	Annual Conference for Finance and project Managers	2Week	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM010	Project Management for Engineers	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	
PM011	Computerized Project Planning, Implementation and Management	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM012	Project Management and Evaluation Strategies	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22- Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM013	Advanced project Management	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5- 16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM014	Effective Planning and Management of Donor Funded projects: Modern Techniques	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec.2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM015	Project Investment, Analysis and Appraisal	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12- 23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM016	Implementing Electronic Documents and Records Management for projects	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM017	Projects Procurement and Management	2Weeks	2022 Jun.13-24, Jul.18-29, Aug.15-26, Sep.19-30, Oct.17-28, Oct 31 - Nov.11 2023 Jan.16-27, Feb.13-24, Apr.17-28, May 1-12, Jun.5- 16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM018	Participatory Project planning and Management	2Weeks	2022 Jul.4-15, Aug.8-19, Sep.26-Oct.7, Nov.21-Dec.2 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM019	Credit Management, Monitoring and Control of SME and Micro projects	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM020	Managing Agricultural and Rural Investment Projects	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM021	Assessing Impacts and Evaluating Projects	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM022	Planning programmes and Projects	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM023	Project Cycle Management: Monitoring and Evaluation	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM024	Policy, programmes and projects	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM025	Project proposal writing and Resource mobilization for Project Officers	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	
PM026	Management of the project Teams	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM027	Assessing impacts and evaluating projects	2Week	2022 Jun. 6-17, Jul.11-22, Sep.12- 23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM028	Project Accounting	2 Weeks	2022 Jul.4-15, Aug.15-26, Sep.19- 30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM029	Purchasing Techniques, Negotiating and Cost Reduction	2 Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM030	Risk Assessment and Management for Oil and Gas Projects	2 Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12- 23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM031	Warehouse Management: Best Practices, Strategy, Implementation and Control	2 Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10- 21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM032	Feasibility Studies, Project Cost Estimating, Budgeting and Value Engineering Skills	2 Weeks	2022 Jul.4-15, Aug.15-26, Sep.19- 30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM033	Category and Multishift Operations	2 Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17, Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PM034	Corrosion Control in Oil and Gas Exploration Industry	2 Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 – Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM035	Best Trends in Gas and Liquid Chromatography and Troubleshooting	2 Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM036	Petroleum Refining: Production, Planning, Scheduling and Yield Optimization	2 Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM037	Extractives Project Economics and Risk Analysis	2 Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 – Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PERSONAL ASSISTANTS & EXECUTIVE SECRETARIES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PA001	Effective Report writing and Computerized Presentation Skills	2Week	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14, May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA002	Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17,Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA003	Corporate IT and Qualitative Public Relations for Executive Secretaries & PA's	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug. 8 – 19, Oct 31-Nov 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA004	Strategic Management Development	2Weeks	2022	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Programme and Qualitative Customer Care		June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	
PA005	Computer Excel for Executive Secretaries and PA's and Senior Secretaries	2 Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA006	Advanced Computer and Secretarial Skills for Secretaries	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA007	Management and Business Skills for PA's and Senior Secretaries	2Week	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA008	Advanced Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	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	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA010	Annual Conference for Executive Secretaries and Administrative Assistants in the Public and private Sectors	2Week	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA011	Effective Service Delivery , Speech Writing and Speech making for Senior PA's	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	
PA012	Switchboard Operations, Reception Skills for front Office Personnel	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19- 30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA013	Corporate Governance for Company Secretaries	2 Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3- 14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PA014	Strategic Planning, board resolution tracking and Management for Company Secretaries	2 Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12- 23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	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 the Private and Public Sectors	2Weeks	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14, May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS002	Organisational Change and Transformation Management Skills	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15, Aug. 8 – 19, Sep. 19 – 30 2023 Jan.16-27, Feb.6-17,Mar.13- 24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS003	Performance and Results oriented Management in Africa's Reforming Public Sector	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug. 8 – 19, Oct 31 - Nov. 11, Nov. 28 – Dec. 9 2023 Feb.6-17, Mar.6-17, Apr.10-21, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS004	Senior Management Development programme: Modern Techniques	2Weeks	202 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS005	Public Sector Management and Administration: Senior Officers' Course	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS006	Accountability, Transparency and Ethics: Anti-Corruption and Fraud prevention Management	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS007	Negotiation Skills and International Trade Management	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS008	Research Management Course for Research Unit	2Week	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS009	Managing organisational Change	2Week	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS010	Electricity Utilization and Energy Management for Energy Sector Workers	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS011	Advanced Human Resources and Personnel Management in the Public Sector	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS012	Strategic Management and Corporate Governance	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS013	Customer Service and Public Relations Workshop	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS014	Protocol Officers Etiquette and civility Course	2 Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS015	Public Policy Analysis, Implementation and Management	2Weeks	2022 Jun.20-Jul. 1, Jul.18-29, Aug.8-19, Sep.12-23, Oct.17-28, Nov.28-Dec. 9 2023 Jan.16-27, Feb.13-24, Mar.6-17, Apr.3-14, May 1-12, Jun.12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS016	Strategic Leadership Development for Women in Management	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS017	IMPACT: Improving Management and Capacity in the Public Sector	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS018	Managing the Training and Development Function: Strategies and Practices	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS019	Public Enterprise Restructuring, Privatization and Change Management	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS020	Supervisory and Operations Management Course	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS021	Modernizing the Human Resource Function and Organization Effectiveness	2 Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS022	Women Empowerment, Gender Issues and Sustainable Development	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS023	Master-Preneurship Training for Management teams	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS024	Tourism and Eco Cultural Tourism: Management and Development	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS025	Effective Negotiation, Reconciliation, Arbitration and Mediation Skills	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS026	Modernizing public Sector Services	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS027	Computer Applications in Human Resource Management in the Public and Private Sectors	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS028	Improving Service Delivery in the Public Sector through Organization Reforms	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS029	Creating and Managing High Performance Teams in the Public and Private Sectors	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS030	Public Sector Reforms: Building Capacity and performance	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS031	Pension Scheme Management and Governance	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS032	Customs Laws, Procedures and Duty Deferrals	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS033	Electricity Regulatory and Management	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS034	HIV/AIDS and psychological Counselling	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS035	Managing People Through Change: Attitude and Behaviour	2Weeks	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS036	Effective Speech Writing and Speech Making for Leaders	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS037	Citizens Engagement and Community Development	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25 2023 Feb.13-24, Mar.6-17, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS038	Public/ Private Partnership: Policy Issues and Options	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS039	Balanced Scorecard	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS040	Prison Reform and Management	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS041	Community Driven Development: Building Effective Local Service through Community Empowerment	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS042	Emergency Planning, Disaster Preparedness and Recovery	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS043	Office Practice, Management and Administration	2Weeks	2022 July 4- 15, August 8- 19, October 10- 21, Nov 14- 25, Dec 5-16 2023 Feb. 6- 17, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS044	Succession, Contingency Planning and Talent Management	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27- Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS045	Modern Security Procedures and Management	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27- Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS046	Competency – Based Performance Review	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22- Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS047	Events Management in the Public and private Sectors	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS048	Industrial Relations course	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS049	Management Development programme for Public Officers	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS050	Public Administration and Corporate Governance	2Weeks	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS051	Office Administration & Management Skills Development	2Weeks	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Effective Management Skills Development	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Leadership & Management Skills For The 21 st Century	2Weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Safety And Safety Management	2Weeks	2022 Jun. 6 – 17, Jul. 11 – 22, Aug. 1 – 12, Sep. 12 -23 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS053	Business Development And Customer Service Management	2Weeks	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023 Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS054	Mainstreaming Creativity And Innovation In The Workplace	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS055	Supervisory Skills For Middle Level Managers & Senior Officers Workshop	2Weeks	2022 Jun.13-24, Jul.25-Aug.5, Sep.12-23, Oct.24-Nov.4 2023 Jan.23-Feb.3, Mar.6-17, Apr.3-14, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS056	Managerial And Leadership Skills	2Weeks	2022 Jun. 6 – 17, Jul. 11 – 22, Aug. 1 – 12, Sep. 12 -23 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS057	Effective Human Resource Documentation	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	And Standard Operating Procedures		2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	
PS058	Customer Services Relation	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS059	Creativity, Innovation, Critical Thinking And Problem Solving Seminar	2Week	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS060	Fixed asset management and international financial reporting standard	2weeks	2022 Jun. 6-17, Jul.11-22, Aug.22-Sep.2, Nov.21-Dec 2 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS061	Impact –improving management and capacity in the public sector	2Week	2022 Jul.4-15, Aug.15-26, Sep.19-30, Nov.28-Dec.9 2023 Jan.9-20, Feb.20-Mar.3, Apr.10-21, May 15-26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS062	Change management and public sector modernization	2Week	2022 June 13- 24, July 4- 15, August 8- 19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS063	Research management for parliamentary research unit	2Week	2022 Jun. 6 – 17, Jul. 11 – 22, Aug. 1 – 12, Sep. 12 -23 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS064	Printing management technology	2Week	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS065	Managing and Leading in a Multi-Cultural Workplace	2Week	2022 Jun. 6-17, Jul.11-22, Sep.12-23, Nov.14-25. 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan.9-20, Feb.20- Mar.3, Apr.17-28, May 22-Jun.2	
PS066	Continuous Innovation and Process Improvement in the Pandemic Era	2Week	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27- Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS067	Strategic Crisis Management and Leadership in the Post Covid-19 Era	2Week	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14- 25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS068	Improving Productivity through Quality and Cost Reduction	2Week	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10- 21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS069	Management and Leadership in the Post Covid-19 World	2Week	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10- 21, May 22-Jun.2	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	2022 Jun. 6 – 17, Jul. 4 – 15, Aug. 1 – 12, Sep. 5 -16, Oct 3-14, Nov 14-25 2023 Jan.9-20, Feb.13-24, Apr.3-14 , May 1-12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 002	Computerized Records and Data Base Management	2Weeks	2022 Jun. 13 -24, Jul. 4 – 15. Aug. 8 – 19. Sep. 19 – 30 2023 Jan.16-27, Feb.6-17,Mar.13-24, May 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 003	e- government	2Weeks	2022 Jun. 13 – 24, Jul. 11 – 22, Aug . 8 – 19, Oct 31 - Nov. 11, Nov. 28 – Dec. 9 2023	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

			Feb.6-17,Mar.6-17,Apr.10-21,May 29-Jun.9	
ICT 004	System Analysis and Design for System Administrators	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8– 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 005	Computerized Records and Data Base Management	2Weeks	2022 Jun. 20 – Jul 1, Aug. 8 – 19, Oct. 10 – 21, Nov. 21 –Dec 2 2023 Jan.9-20, Mar.6-17, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 006	Certificate in Networking and computer Application	2Weeks	2022 Jun. 13 – 24, Aug. 11 – 22, Oct. 10 – 21, Nov. 28 –Dec 9 2023 Jan.16- 27, March 13- 24, April 24- May 5, June 12- 23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 007	Building and Implementing Electronic Documents and Data Base Management	2Weeks	2022 Jun. 6 – 17, Jul. 11 – 22, Aug. 1 – 12, Sep. 12 -23 2023 Jan.9-20, Feb.20-Mar.3, Apr.3-14, May 8-19, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 008	Computer and Information Management Skills for Managers and Executives	2Weeks	2022 Jun.13-24, Aug.8-19, Sep.5-16, Nov.7-18 2023 Jan.16-27, Feb.13-24, Mar.27-Apr.7, May 22-Jun. 2	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 009	Information Technology for Accountants in the Public and Private Sectors	2Weeks	2022 June 13- 24, July 4- 15, August 8-19, Sept 12-23, Oct 17-28, Nov. 21-Dec. 2 2023 Jan.9- 20, Feb. 27- Mar.10, April 10- 21, May 8- 19, Jun. 12-23	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 010	Website Design, Publishing and Development	2Weeks	2022 Jun.6-17, Aug.15-26, Sep.26-Oct.7, Dec.5-16 2023 Jan.23-Feb 3, Mar.13-24, Apr.10-21, May 15-26, Jun. 5-16	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 011	Database Management Systems	2Weeks	2022 Jun.6-17, Jul.11-22, Aug.1-12, Sep.12-23, Oct.10-21, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

ICT012	Pastel Accounting for Beginners	2Weeks	2022 Jun.27-Jul.8, Aug.15-26, Sep.12-23, Oct. 24-Nov. 4, Dec.5-16 2023 Jan.23-Feb. 3, Mar.6-17, Apr.17-28, May 29-Jun.9	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
ICT013	Data analysis	2Week	2022 Jun.13-24, Jul.18-29, Aug.8-19, Sep.12-23, Oct.17-28, Nov.14-25 2023 Jan.9-20, Feb.20-Mar.3, Apr.17-28, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria
ICT014	Files, records and archival management	2Week	2022 Jun.20-Jul.1, Aug.1-12, Sep.12-23, Oct. 17-28, Nov. 14-25, Dec.5-16 2023 Jan.23-Feb. 3, Mar.13-24, Apr.10-21, May 22-Jun.2	Ghana, South Africa, Swaziland, Dubai,Nairobi, Nigeria

COURSE DURATIONS:

- ONE WEEK
- TWO WEEKS
- THREE WEEKS
- FOUR WEEKS

COURSE FEES:

- ONE WEEK US\$2490 per delegate
- TWO WEEKS US\$3490 per delegate
- THREE WEEKS US\$4450 per delegate
- FOUR WEEKS US\$6000 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.

IMTC APPLICATION FORM

PERSONAL INFORMATION

Mobile Number/ Email Address:

Last Name:

First Name:

Other Names:

Gender:

Marital Status:

Country:

Date of Birth:

JOB INFORMATION

Employer:

Address:

City:

Country:

Designation:

Highest Qualification:

Preferred Course Title:

Preferred Training Date:



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