

IMTC 2019 / 2020 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	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA002	Revenue Collection and Assets Management	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA003	Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA004	Advanced Financial Management and Auditing in	2 Weeks	2019 July 15- 26, Sept 18- 29,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public and private Sectors		December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
FA005	Budgetary process and public expenditure Management	2 Weeks	2019 June 24- July 2, August 19-30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA006	Auditing and Computerized Accounting System	2 Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Dubai, Nairobi, Nigeria, Mumbai,
FA007	Cash and Treasury Management	2 Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA008	Budgeting and Budgetary Control	2 Weeks	2019 June 17- 28, August 19-30, Oct 8- 19, Nov.25- Dec.5 2020 Jan.27- Feb.7, March 16-27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA009	Effective Methods and Techniques of Managing Public and Donor Funds	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA010	Finance for Non –Financial Managers	2 Weeks	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA011	Computerized Financial Management and Auditing	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA012	Micro finance for SME	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA013	Certificate in Financial Management and Internal auditing	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27,	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			April 13- 24, June 15- 26	
FA014	International Borrowing and Debt Management	2 Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA015	Local Government accounting and Financial Management	2 Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA016	Combating Corruption and the misuse of Public Office	2 Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA017	Maintaining and Enhancing efficiency and value for Money in the Public and private Sectors	2 Weeks	<p>2019</p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA018	Public Finance Management in the Public Sector: Issues	2 Weeks	<p>2019</p> <p>June 10-21, August 5- 16, Oct 22- Nov 1</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	and Solutions		2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
FA019	Managing Risk and Developing a Debt Strategy in the Public Sector	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA020	Public Financial Management: Planning and Control	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA021	Funds Management and Domestic Debt Management	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA022	Forensic Auditing and Computerized Fraud Detection	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA023	Tax Administration	2 Weeks	2019 July 1- 12, August 19- 30,	Ghana, UK, South Africa, Swaziland, Dubai,

	and Revenue Management		October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Nairobi, Nigeria
FA024	Modern Accounting principles and Cash Flow Management for Account Clerks and Cashiers	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA025	Financial Management for Donor Funded projects	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA026	Credit Management and Debt Collection	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA027	Public Sector Financial Management	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA028	Financial Planning and Control in the Public and private Sectors	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA029	Accounting principles in an Inflationary Economy	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA030	Investment Analysis and Management in the Public and private Sectors	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA031	Accounting & Book Keeping To Trial Balance Skills	2 Weeks	2019 June 10-21, August 5- 16, Oct 22- Nov 1 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA032	Understanding And Interpreting Financial Statement	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA033	Bank Reconciliation And Cash Management	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA034	Treasury Single Account: Procedures and Processes	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA035	Banking Operations Management: Cheques Administration & Revenue Collections Reporting	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA036	Revenue Collection Analysis and Bank Back Office Supervision	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA037	Accounting in the Petroleum Industry	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			May 11- 22, June 15- 26	
FA038	Financial Management and International Public Sector Accounting Standard	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA039	Payment Systems Statistics and Reporting	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, April 6-17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA040	International Financial Reporting Standard (IFRS) 9	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, April 13-24	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA041	Digital Financial System and Payment Systems Statistics and Reporting	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.6-16, Feb.10-21, March 16-27, May 4-15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA042	IFRS 9 Implementation Framework in a Computerized Accounting Environment	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			March 16-27, May 11-22	
FA043	Mobile Money for the Poor Ecosystem Approach to Digital Financial Services	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA044	Debt Management	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA045	Auditing of Multinationals and Specialized Sectors	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	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	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov.	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PL002	Computerized Materials and Logistics Management Course	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL003	National and International procurement for Donor Funded projects	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL004	Procurement and Supplier Performance Management	2 Week	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL005	Equipment Procurement: Tactics and Strategies	2 Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL006	Government	2 Weeks	2019	Ghana, South Africa,

	procurement and Contract Management		August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Swaziland, Dubai, Nairobi, Nigeria
PL007	Transport Management and Fleet Operations	2 Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL008	Advanced Computerized Stores and Supplies Management	2 Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL009	National and International public Procurement	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL010	Service and Works Procurement for Public Sector Procurement Officers	2 Weeks	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PL011	Electronic Procurement: Strategies for Success	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL012	Successful Tender Design and Contract Management in the Public and Private Sectors	2 Weeks	2019 June 3- 14, August 12 – 23,October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL013	IMTC Certificate in procurement for Senior Executives in the Public Sector	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL014	Risk Management in Procurement for public and private Sectors procurement officers	2 Weeks	2019 June 3- 14, August 12 – 23,October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL015	Monitoring and Evaluation of Procurement Performance in the	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Public and Private Sectors Management		14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PL016	Effective Procurement Skills in the Public and Private Sectors	1Week	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL017	Strategic procurement in the Public Sector	1 Week	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL018	Effective procurement and Award of Contracts in the Public and Private Sectors	2 Weeks	2019 June 10-21, August 5- 16, Oct 22- Nov 1 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL019	Contract Management, Monitoring and Sustainable Procurement in an Organization	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL020	Procurement of Works and Dispute Resolutions in the	2 Week	2019 June 17- 28, July 2- 13,	Ghana, South Africa, Swaziland, Dubai,

	Public and Private Sectors		August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Nairobi, Nigeria
PL021	Computerized Stores/Materials and Inventory Management	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL022	Modern Approach to procurement: A Strategy perspective	2 Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL023	ICT Procurement & Vendor Management	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	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	2 Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD002	Agricultural and Activities Management	2 Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD003	NGO Leadership and Management	2 Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD004	Rural Energy Planning and Management	2 Weeks	<p>2019</p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD005	Poverty Alleviation Policies and	2 Weeks	<p>2019</p> <p>June 24- July 2, August 19- 30,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	Reduction Management		Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Nigeria
AD006	Community Driven Development: Approach Reduction and Poverty Alleviation programme	2 Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD007	Disaster Planning and Management of Rural Projects	2 Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD008	Operations Management of Water Supply Projects	2 Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD009	Desertification and rural Agricultural Development	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD010	HIV/AIDS: practical Effects at the Work Place and	2 Weeks	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19	Ghana, South Africa, Swaziland, Dubai, , Nairobi, Nigeria

	Community		2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
AD011	Local Government and Community Development Management	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 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	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ002	Court Management and judicial Administration	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

LJ003	Judicial Records Management Course	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ004	Information Technology and judicial Case Management	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
LJ005	Justice Reform and judicial Administration Course	2Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ006	Management of Deceased Estates and Trust	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ007	Management and policy Development Skills for Legal Officers	2Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ008	Legislative Problem	2Weeks	2019	Ghana, South Africa,

	solving and Drafting Course		June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Swaziland, Dubai, Nairobi, Nigeria
LJ009	Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ010	Parliamentary Administration	1 Week	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 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	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			6- 17, May 4- 15	
PM002	Computerized project Analysis and Management	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM003	Research Methodology and Feasibility Study for Donor Funded projects	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM004	Managing, Controlling and Evaluation of Donor Funded projects	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM005	Computerized Project Management for NGO projects	2Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM006	Monitoring and Evaluation of Projects in Private and Public Sectors	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			1- 12, May 5- 17	
PM007	Finance and Project Management for private and Public Sector Personnel	2Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM008	Projects Resource Mobilization and project Management	2Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM009	Annual Conference for Finance and project Managers	1Week	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM010	Project Management for Engineers	2Weeks	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM011	Computerized Project Planning, Implementation and Management	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PM012	Project Management and Evaluation Strategies	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM013	Advanced project Management	2Weeks	<p>2019</p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM014	Effective Planning and Management of Donor Funded projects: Modern Techniques	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM015	Project Investment, Analysis and Appraisal	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM016	Implementing Electronic Documents and	2Weeks	<p>2019</p> <p>July 1- 12, August 19- 30,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

	Records Management for projects		October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	
PM017	Projects Procurement and Management	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM018	Participatory Project planning and Management	2Weeks	2019 June 10-21, August 5- 16, Oct 22- Nov 1 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM019	Credit Management, Monitoring and Control of SME and Micro projects	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM020	Managing Agricultural and Rural Investment Projects	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM021	Assessing Impacts and Evaluating	2Weeks	2019	Ghana, South Africa, Swaziland, Dubai, Nairobi,

	Projects		July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Nigeria
PM022	Planning programmes and Projects	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM023	Project Cycle Management: Monitoring and Evaluation	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM024	Policy, programmes and projects	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM025	Project proposal writing and Resource mobilization for Project Officers	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			May 18- 29, June 15- 26	
PM026	Management of the project Teams	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM027	Research Methodology and Feasibility Study for Donor Funded Projects	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	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	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA002	Computer and Information Management Skills	2Weeks	2019 June 17- 28, July 2- 13, August	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

	for Executive Secretaries and Administrators		6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PA003	Corporate IT and Qualitative Public Relations for Executive Secretaries & PA's	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA004	Strategic Management Development Programme and Qualitative Customer Care	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA005	Computer Excel for Executive Secretaries and PA's and Senior Secretaries	2 Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA006	Advanced Computer and Secretarial Skills for Secretaries	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA007	Management and Business Skills for PA's and Senior	2Week	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Secretaries		2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PA008	Advanced Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 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	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA010	Annual Conference for Executive Secretaries and Administrative Assistants in the Public and private Sectors	2Week	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA011	Effective Service Delivery , Speech Writing and Speech making for Senior PA's	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA012	Switchboard Operations, Reception Skills for front Office	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 –	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Personnel		Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PA013	Corporate Governance for Company Secretaries	2 Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26 2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PA014	Strategic Planning, board resolution tracking and Management for Company Secretaries	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	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	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS002	Organisational Change and Transformation Management Skills	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS003	Performance and Results oriented Management in Africa's Reforming Public Sector	2Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS004	Senior Management Development programme: Modern Techniques	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS005	Public Sector Management and Administration: Senior Officers' Course	2Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS006	Accountability, Transparency and Ethics: Anti-Corruption and Fraud prevention Management	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS007	Negotiation Skills and International Trade Management	2Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS008	Research Management Course for Research Unit	1Week	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS009	Managing	1Week	2019	Ghana, South Africa,

	organisational Change		<p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	<p>Swaziland, Dubai, Nairobi, Nigeria</p>
PS010	Electricity Utilization and Energy Management for Energy Sector Workers	2Weeks	<p>2019</p> <p>June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS011	Advanced Human Resources and Personnel Management in the Public Sector	2Weeks	<p>2019</p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS012	Strategic Management and Corporate Governance	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS013	Customer Service and Public Relations Workshop	2Weeks	<p>2019</p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>

PS014	Protocol Officers Etiquette and civility Course	2 Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS015	Public Policy Analysis, Implementation and Management	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS016	Strategic Leadership Development for Women in Management	2Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS017	IMPACT: Improving Management and Capacity in the Public Sector	2Weeks	<p>2019</p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS018	Managing the Training and Development Function: Strategies and Practices	2Weeks	<p>2019</p> <p>June 10-21, August 5- 16, Oct 22- Nov 1</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			11- 22, June 15- 26	
PS019	Public Enterprise Restructuring, Privatization and Change Management	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS020	Supervisory and Operations Management Course	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS021	Modernizing the Human Resource Function and Organization Effectiveness	2 Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS022	Women Empowerment, Gender Issues and Sustainable Development	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS023	Master-Preneurship Training for Management teams	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS024	Tourism and Eco Cultural Tourism: Management and Development	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS025	Effective Negotiation, Reconciliation, Arbitration and Mediation Skills	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS026	Modernizing public Sector Services	2Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS027	Computer Applications in Human Resource Management in the Public and Private Sectors	2Weeks	<p>2019</p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS028	Improving Service Delivery in the Public Sector through Organization Reforms	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			18- 29, June 15- 26	
PS029	Creating and Managing High Performance Teams in the Public and Private Sectors	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS030	Public Sector Reforms: Building Capacity and performance	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS031	Pension Scheme Management and Governance	2Weeks	2019 June 10-21, August 5- 16, Oct 22- Nov 1 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS032	Customs Laws, Procedures and Duty Deferrals	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS033	Electricity Regulatory and Management	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PS034	HIV/AIDS and psychological Counselling	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS035	Managing People Through Change: Attitude and Behaviour	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS036	Effective Speech Writing and Speech Making for Leaders	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS037	Citizens Engagement and Community Development	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS038	Public/ Private Partnership: Policy Issues and Options	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS039	Balanced	2Weeks	2019	Ghana, South Africa,

	Scorecard		<p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan.20-31, Feb.10-21, March 16-27, June 1-12</p>	<p>Swaziland, Dubai, Nairobi, Nigeria</p>
PS040	Prison Reform and Management	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS041	Community Driven Development: Building Effective Local Service through Community Empowerment	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS042	Emergency Planning, Disaster Preparedness and Recovery	2Weeks	<p>2019</p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>
PS043	Office Practice, Management and Administration	2Weeks	<p>2019</p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May</p>	<p>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</p>

			11- 22, June 15- 26	
PS044	Succession, Contingency Planning and Talent Management	2Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS045	Modern Security Procedures and Management	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS046	Competency – Based Performance Review	2Weeks	2019 June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS047	Events Management in the Public and private Sectors	2Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS048	Industrial Relations course	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS049	Management Development programme for Public Officers	2Weeks	<p>2019</p> <p>June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19</p> <p>2020</p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS050	Public Administration and Corporate Governance	2Weeks	<p>2019</p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS051	Office Administration & Management Skills Development	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p>2020</p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Effective Management Skills Development	2Weeks	<p>2019</p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p>2020</p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Leadership & Management Skills For The 21 st Century	2Weeks	<p>2019</p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PS052	Safety And Safety Management	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS053	Business Development And Customer Service Management	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS054	Mainstreaming Creativity And Innovation In The Workplace	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS055	Supervisory Skills For Middle Level Managers & Senior Officers Workshop	2Weeks	2019 June 10-21, August 5- 16, Oct 22- Nov 1 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS056	Managerial And Leadership Skills	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PS057	Effective Human Resource Documentation And Standard Operating Procedures	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS058	Customer Services Relation	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS059	Creativity, Innovation, Critical Thinking And Problem Solving Seminar	1Week	2019 Jun.3-7, July 22-26, Sept.2-6, Dec.2-6 2020 Jan.13-17, March 9-13, April 20-24, June 1-5	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS060	Consistency Administration and Management: For Traditional Leaders	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS061	Executive Training on Extractive Industries and Sustainable	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Development		2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PS062	Negotiation Skills and International Trade Management	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PSO63	Psychometric Test Application for Human Resource Professionals	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	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	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 002	Computerized	2Weeks	2019	Ghana, South Africa,

	Records and Data Base Management		June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 003	e- government	2Weeks	2019 July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 2020 Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 004	System Analysis and Design for System Administrators	2Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 005	Computerized Records and Data Base Management	2Weeks	2019 June 24- July 2, August 19- 30, Sept 25- Oct 5 2020 Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 006	Certificate in Networking and computer Application	2Weeks	2019 August 5- 16, Sept 17-29, Nov 18- 29 2020 Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 007	Building and Implementing Electronic	2Weeks	2019 June 17- 28, July 29- August 9,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria,

	Documents and Data Base Management		Oct 8- 19, Dec 1- 12 2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Mumbai
ICT 008	Computer and Information Management Skills for Managers and Executives	2Weeks	2019 June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 2020 Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 009	Information Technology for Accountants in the Public and Private Sectors	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 010	Website Design, Publishing and Development	2Weeks	2019 June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 2020 Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
ICT 011	Database Management Systems	2Weeks	2019 July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. 2020 Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

ICT 012	Pastel Accounting for Beginners	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
ICT 013	Advanced Cyber Security Techniques	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
ICT 014	Management of Communication Services: Regulatory and Policies	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

COURSE DURATIONS:

- ONE WEEK
- TWO WEEKS

COURSE FEES:

- ONE WEEK US\$2,690 per delegate

- TWO WEEKS US\$3,690 per delegate

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.

