

TRAINING COURSES FOR 2026

ADMINISTRATION, MANAGEMENT & LEADERSHIP TRAINING

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
A1	Advanced Admin Skills & Emotional Intelligence for P As	Jan 19 – 30/Feb 2-20	May 4 – 29	Aug 3 - 21	Nov 3 - 28
A2	Advanced Administration Skills for Administration Assistants	Jan 19 - 30	Apr 6 - 24	Aug 3 - 21	Nov 3 - 28
A4	Advanced Leadership Skills & Emotional Intelligence for Senior Managers	Mar 1 - 19	Jul 6 - 24	Oct 6 - 24	Nov 24 - Dec 19
A5	Advanced Management & Policy Development	Jan 12 - 25	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A6	Advanced programmes for Personal Assistants	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Aug31 -Sept 18
A7	Advanced Public Administration & Management	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23 - Dec 18
A8	Advanced Skills for Executive Secretaries & Personal Assistants	Jan 7 - 25	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A9	Advanced Strategic Intelligence Analysis	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A10	Asset & Liability Management	Mar 2 - 13	Jun 1 - 19	Aug31 - Sept18	Dec 1 - 18
A12	Public Speaking & Presentation Skills	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 19
A13	Diplomacy, Protocol & Etiquette	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23- Dec 18
A15	Professional Development and Assertiveness	Mar 2 - 13	Jun 1 - 19	Aug31 – Sept 18	Dec 1 - 18
A17	Board Corporate Secretarial Practice	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 19
A18	Business Process Management & Modelling Management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A19	Business Strategy & Planning Management	Jan 12 - 23	Apr 6 - 24	Jul 7 - 11	Oct 6 - 17
A20	Capacity Building for Public Sector Development	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A21	Compensation Management	Mar 2 - 13	Jun 1 - 19	Aug31 - Sept18	Dec 1 - 18
A22	Artificial Intelligence Skills for Secretaries & PA's	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23 - Dec 18

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
A24	Effective Administration in the AI Era	Feb 2 - 20	Jun 1 - 19	Jun 1 - 19	Sep 1 - 18
A25	Contract Management & Dispute Resolution	Mar 3 - 21	Jul 7 - 25	Oct 5 - 23	Nov 23 - Dec 18
A26	Corporate Strategic Management	Feb 11 - 22	May 4 - 29	Aug 10 - 21	Nov 2 - 27
A27	Crisis Management & Contingency Planning	Jan 12 - 23	Jun 1 - 19	Jul 6 - 24	Oct 6 - 17
A28	Customer Care & Public Relations	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A29	Ethical Governance, Integrity and Curbing Corruption	Mar 2 - 13	Jun 1 - 19	Sep 8 - 19	Dec 1 - 18
A30	Data Centre Management	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A31	Data Collection and Survey Methods	Feb 2 - 20	Apr 1 - 18	Jun 1 - 19	Sep 1 - 18
A32	Data Management & Statistical Analysis	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 24 - Dec 12
A33	Digital Libraries Management	Feb 11 - 22	Apr 6 - 24	Aug 3 - 21	Nov 2 - 27
A34	Leadership and Management Development	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A35	Office Management & Administration	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A36	Professional Administration & Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A37	Effective Communication Skills	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A38	Effective Office Management & Administration	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A39	Electronic & Archiving Records Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A40	Exceptional Performance for Secretaries & PA's in AI Era	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A41	Strategic Management	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A42	Executive Secretaries Personal Assistants programmes	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A43	High Impact Leadership for Senior Managers	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
A44	Information Technology for Secretaries and P Assistants	Feb 2 - 20	May 4 - 29	Jun 2 - 20	Sep 1 - 19
A46	Interpersonal Effectiveness in Management	Jan 7 - 18	May 5 - 16	Aug 6 - 15	Nov 3 - 14

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A47	Leadership Skills for New Leaders	Mar 2 - 13	May 4 – 29	Sep 1 - 18	Dec 1 - 18
A48	Leadership, Supervision & Organisational Development	Mar 2 - 20	Apr 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A50	Advanced Public Administration	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A51	Management Development programmes for Executive Secretaries and PA's	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A52	Excel Skills for Administrative Personnel	Mar 2 - 20	May 4 – 29 Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A53	Management Development programmes for Personal Assistants	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A54	Management Development programmes for Receptionist	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A55	Leadership and Emotional Intelligence Skills for Administrators	Jan 12 - 23	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A56	Managing Libraries and Documentation Centres	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A57	Marketing and New Product Development	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A59	Public Administration, Principles & Best Practices	Jan 7 - 25	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A60	Office Mgt. & 360° Leadership for Secretaries & PA's	Feb 4 - 22	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A61	Office Protocol & Customer Care	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 6 - 17
A62	Organisational Change & Development Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
A64	Professional Office Administration & Computer Skills for Secretaries	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
A65	Property & Facilities Management	Jan 12 - 23	Apr 6 - 24	Aug 3 - 21	Nov 2 - 27
A66	Protocol, Diplomacy & International Relations	Mar 2 - 13	Jun 2 - 20	Sep 1 - 19	Dec 1 - 19
A67	Results Based Management (RBM)	Feb 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
A69	SMEs Entrepreneurship Development	Jan 15 – 26	Apr 8 - 19	Jul 8 - 19	Oct 7 - 18

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
A70	Strategic Management & Corporate Governance	Jan 12 - 23	Apr 6 - 24	Aug 3 - 21	Nov 2 - 27
A71	Strategic Management for Development programmes	Feb 2 - 20	May 4 – 29	Jun 1- 19	Sep 1 - 18
A72	Strategic Marketing Management (Policy, Strategy & Implementation)	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 24 - Dec 18
A73	Leadership and Management Development	Jan 7- 18	May 4 – 29	Aug 3 - 21	Nov 2 - 27

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PROJECT MANAGEMENT, MONITORING & EVALUATION

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
B1	Advanced Project Management	Jan 12 - 23	Apr 6 - 24	Aug 3 - 21	Nov 2 - 27
B2	International Project Management & Financial Resource Mobilisation	Feb 4 - 22	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
B3	Monitoring & Evaluation of Energy Projects	Mar 2 - 20	Jul 8 - 24	Oct 5 - 23	Nov 23 - Dec 18
B4	Planning & Implementation of Investment Projects	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B5	Management and Control of Donor Funded Projects	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
B6	Climate Change and Gender Mainstreaming	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
B7	Project Performance, Quality & Communications Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
B8	Monitoring & Evaluation of Development & Community Projects	Jan 12 - 22	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B9	Resource Planning, Procurement Mngt. & Contract Performance	Feb 4 - 22	Apr 6 - 24	Jun 2 - 20	Sep 1 - 18
B10	Monitoring & Evaluation of Donor Funded Projects	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
B12	Monitoring & Evaluation of Energy Projects (Technical Aspects)	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B13	Project Management, Procurement & Financial Management	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 6 - 17
B14	Participatory Monitoring & Evaluation (PME)	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
B15	Project & programmes Management	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B16	Project Analysis Management	Mar 2 - 21	Jul 6 - 25	Oct 5 - 23	Nov 23 - Dec 18
B17	Project Appraisal & Development Projects	Mar 2 - 13	Jun 2 - 13	Sep 1 - 18	Dec 1 - 18
B18	Project Contracts Management	Feb 11 - 22	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B19	Project Management for Donor Funded Organisations	Jan 12 - 23	Apr 6 - 24	Jul 2 - 13	Oct 6 - 17
B20	Project Planning, Monitoring & Evaluation	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B21	Environment Social Governance (ESG)	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B22	Research Methods for Feasibility Studies for Projects	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
B23	Result-Based Monitoring & Evaluation	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
B24	Sector Wide Approach (SWAP) Project Management	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
B25	Strategic Project Management	Mar 2 - 13	Jun 2 - 13	Sep 1 - 18	Dec 1 - 18

OIL & GAS, AGRICULTURE & ENERGY COURSES

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
C1	Agribusiness, Marketing & Export management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
C2	Agricultural Export Marketing	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 6 - 17
C3	Fuel Quality Assurance & Operations Management	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
C4	Advanced Offshore Petroleum Engineering	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
C5	Directional Drilling	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
C6	Crude Oil Treatment Plant & Process	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 6 - 17
C7	Petroleum Refining Engineering	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
C8	Biodiversity & Sustainable Agriculture	Mar 2- 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
C9	Oil Spill Response, Management and Safety	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
C10	Project Management for Energy Projects	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
C11	Digital Transformation in Downstream Oil & Gas	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
C12	Construction Quality Control	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
C13	Renewable Energy Development and Market Strategies	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
C14	Research Methods & Research Methodologies	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
C15	Best Practices in Energy Storage Deployment	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
C16	Smart Grids Integration and Modelling	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
C17	Social Research Methods (Participatory Approaches)	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18

BANKING, FINANCE, AUDITING & ACCOUNTING

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
E1	Risk Planning and Management Techniques	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
E2	Advanced Financial Management for Donor Funded Organisations	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
E3	Forensic Accounting & Fraud Control	Jan 12 - 23	May 4 - 28	Aug 2 - 20	Nov 2 - 27
E4	Advanced programmes on Prevention, Analysis and Detection of Corporate Fraud	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
E5	Asset & Portfolio Management programmes	Feb 10 - 21	May 4 - 28	Aug 2 - 20	Nov 1 - 26
E6	Audit Quality Management Systems	Feb 1 - 19	Apr 5 - 23	Jun 1 - 18	Sep 1 - 18
E7	Best Practices in Public Expenditure Management	Jan 11 - 22	Apr 5 - 23	Jul 5 - 23	Oct 5 - 16
E8	Budgeting and Budgetary Control	Jan 6 - 24	May 3 - 27	Aug 2 - 20	Nov 1 - 26
E10	Cash & Treasury Management	Jan 11 - 22	May 3 - 27	Aug 2 - 22	Nov 1 - 26
E11	Cashiering and Back Office Operations	Mar 1 - 12	Jun 1 - 18	Sep 1 - 17	Dec 1 - 17
E12	Banking Operations	Feb 09 - 20	May 2 - 27	Aug 1 - 19	Nov 1 - 26
E13	Automated Clearing House Systems	Jan 11 - 22	Apr 5 - 23	Jul 5 - 23	Oct 5 - 16
E14	Payment Settlement Systems Oversight	Feb 1 - 19	Apr 5 - 23	Jun 1 - 18	Sep 1 - 17
E15	Enterprise Risk Management	Jan 11 - 22	May 3 - 27	Aug 2 - 20	Nov 1 - 26
E16	Debt Management Strategies (Public Sector)	Jan 11 - 22	May 3 - 27	Aug 2 - 20	Nov 1 - 26
E17	Debt Recovery Management for Public Utilities & Authorities	Mar 1 - 12	Jun 1 - 18	Sep 1 - 17	Dec 1 - 17
E18	Development Banking & Micro - Credit Management	Feb 10 - 21	May 3 - 28	Aug 2 - 20	Nov 1 - 26
E19	Financial Sector Strategi Formulation	Mar 1 - 19	Jul 5 - 23	Oct 4 - 24	Nov 22 - Dec 17
E20	Financial Management for Non-Finance Professionals	Feb 1 - 19	Apr 5 - 24	Jun 1 - 18	Sep 1 - 17
E21	Financial Management & Budgeting (Public Sector)	Jan 12 - 23	May 4 - 29	Aug 3 - 20	Nov 2 - 27
E22	Financial Management & Disbursement	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
E26	Financial Management, Budgeting & Investment Planning	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
E27	Financial Management, Budgeting & Payroll Administration	Jan 12 - 23	May 4 - 28	Aug 3 - 21	Nov 2 - 27
E28	Financial Reporting & Auditing of Donor Funded Projects	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
E29	Financial Reporting for Governments	Feb 2 - 20	Apr 8 - 24	Jun 1 - 18	Sep 1 - 18
E30	Financial Resource Mobilization & International Project Management	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
E32	Strategic Resource Mobilisation	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 6 - 17
E33	Payments Systems Oversight	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
E34	Internal & External Audit for Micro Finance Institutions	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
E35	Bank Supervision in the Digital Era	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
E36	Project Financial Management and Analysis	Feb 2 - 20	Apr 6 - 24	Jun 3 - 19	Sep 1 - 18
E38	Organisational Financial Planning & Cost Control	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
E39	Project Management, Procurement and Finance	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
E40	Public Financial Management: Reporting & Auditing	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
E41	IPSAS and IFRS	Jan 12 - 23	May 4 - 29	Aug 3 - 21	Nov 2 - 27
E43	Public Sector Budgeting, Revenue Mobilisation & Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 8
E44	Public Sector Financial Planning & Modelling	Feb 2 - 20	Apr 6 - 24	Jun 2 - 20	Sep 1 - 18
E45	Regulation of Financial & Capital Markets	Jan 12 - 23	May 4 - 29	Aug 1 - 19	Nov 2 - 27
E46	Expenditure Planning & Control Management	Mar 5 - 23	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18

ARTIFICIAL INTELLIGENCE (AI) COURSES

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
F1	AI in Project Management	Feb 11 - 22	May 4 – 28	Aug 3 - 21	Nov 2- 27
F3	AI in Contracts Management	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
F4	The Tech Savvy Administrators Incorporating AI	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F5	AI for Efficiency and Innovation	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
F6	AI Powered Risk & Fraud Detection	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F7	Business and the Future of Work in AI Era	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
F8	AI Essentials for Business	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F9	HR Masterclass: AI for HR Professionals	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
F10	Data Governance, Privacy and Integrity in AI	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5- 23
F11	AI and Legal Frameworks	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
F12	Executive Leadership in AI Systems	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F13	AI for Leaders and Managers	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
F14	AI Driven Talent Management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F15	AI in Procurement & Supply Chain Management	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
F16	AI for Process Optimisation	Jan 7 - 18	May 4 – 29	Aug 3 - 21	Nov2 - 27
F17	AI in Contract and Project Management	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
F18	AI for Accounting & Finance Professionals	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
F20	Strategic Account Management in the Digital Age	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
F21	Digital Transformation in the Energy Sector	Mar 2 - 13	Jun 2 - 13	Sep 1 - 18	Dec 1 - 18
F22	Integrating Climate Change & AI	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2- 27
F23	Innovations in Workforce Planning and Organisational Development	Jan 12 - 23	Apr 6 - 24	Jul 6- 24	Oct 5 - 23

HUMAN CAPITAL MANAGEMENT

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
G1	Strategic Human Resource Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23- Dec 18
G3	Auditing Human Resource & Professional Administration	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2- 27
G4	Change Management & Human Resources	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
G5	Coaching & Counselling for Performance	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
G7	Conflict Management, Mediation, Resettlement and Conciliation	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
G8	Conflict Resolution in Natural Resource Management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G9	Dealing with Conflict and Difficult People	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
G10	Employment & Labour Relations Law for Human Resource Officers /Managers	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G11	Human Resource & Performance Management	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G12	Succession Planning	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
G13	Organisational Strategic Learning & Development Management	Mar 2 - 20	Jul 7 - 27	Oct 5 - 23	Nov 23- Dec 18
G15	Human Resource Management in the Public Sector	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G16	Human Resource Policy, Design & Implementation	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23 - Dec 18
G17	Human Resource Records Management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G18	Human Resource Skills for Line Managers	Feb 2 - 20	Apr 6 - 24	Jun 2 - 20	Sep 1 - 18
G19	Human Resources Management & Recruitment	Jan 7 - 25	May 4 – 29	Aug 4 - 22	Nov 2 - 27
G20	Job Analysis & Evaluation (HR Perspective)	Jan 14 - 25	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
G21	Management of the Training Function	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
G22	Managing Change: People & Processes	Jan 7 - 18	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G23	Managing Human Resource in Projects	Feb 4 - 22	Apr 6 - 24	Jun 7 -25	Sep 1 - 18

HUMAN CAPITAL MANAGEMENT

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CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
G24	HR Metrics and Analytics	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
G25	Managing People in the HR Function	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2- 27
G26	Performance Management Indicators (PMI)	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G27	Performance Management in the Public Sector	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
G28	Advanced Organisational Development	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2- 27
G29	Remuneration, Pensions and Employee Benefit Course	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
G30	Talent Management and Succession Planning	Mar 2 - 20	Jul 6 - 24	Oct 7 - 23	Nov 23 - Dec 18
G31	Talent Management in the workplace	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27
G32	Strategic HR Management	Jan 12 - 23	Apr 6 - 24	Jul 6 - 24	Oct 5 - 23
G33	Training in Psychology, Guidance and Counselling Techniques	Jan 11 - 22	May 3 – 28	Aug 2 - 20	Nov 1 - 26
G34	Training of Trainers (TOT)	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
G35	Workplace Counselling & Employee Welfare Management	Feb 11 - 22	May 4 – 29	Aug 3 - 21	Nov 2 - 27

INFORMATION TECHNOLOGY & RECORDS MANAGEMENT

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I2	Advanced Computer Networking, Systems Maintenance & Development	Mar 3 - 21	Jul 09- 27	Oct 5 - 23	Nov 24 - Dec 12
I4	Advanced Computer and Management Skills for Secretaries & PA's	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
I5	Microsoft Excel, Word and PowerPoint Skills	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23 - Dec 18
I6	Artificial Intelligence and the Workplace	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
I7	Data Governance, Protection & Compliance and Cyber Security	Jan 12 - 23	May 4 – 28	Aug 3 - 21	Nov 2 - 27
I8	Introduction to Artificial Intelligence	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
I11	Computer Assisted Project Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
I12	Computer Forensics and Cyber Security	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
I13	Navigating work in the Digital Era	Jan 12 - 23	May 4 –29	Aug 3 - 21	Nov 2 - 27
I14	Data Management & Statistical Analysis	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 23 - Dec 18
I15	Modern Library Management and Effective Communication	Mar 2 - 13	Jun 1 - 19	Sep 1 - 18	Dec 1 - 18
I16	PowerPoint Presentation Skills	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
I18	Electronic Records Management	Mar 2 - 20	Jul 6 - 24	Oct 6 - 24	Nov 23 - Dec 18
I20	ICT programmes for Executive Assistants	Feb 2 - 20	Apr 6 - 24	Jun 1 - 19	Sep 1 - 18
I21	Information Systems Security	Jan 12 - 23	May 4 – 29	Aug 3 - 21	Nov 2 - 27
I22	Advanced Excel and Dashboard Reporting	Jan 12- 23	Apr 6 - 24	Jul 6 - 24	Oct 5- 23
I23	Leveraging on Technology for Effective Project Management	Mar 2 - 20	Jul 7- 25	Oct 5 - 23	Nov 23 - Dec 18

LOGISTICS, SUPPLY CHAIN & PROCUREMENT

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J1	Transport and Supply Management in the AI Era	Mar 2 - 20	Jul 5 - 24	Oct 5 - 23	Nov 23 - Dec 18
J3	Transport and Logistics Management	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 24 - Dec 19
J4	Fleet and Fuel Management	Feb 2 - 20	Apr 6 - 25	Jun 2 - 20	Sep 1 - 19
J5	Effective Procurement and Contract Management	Feb 11 - 22	May 4 - 29	Aug 3 - 22	Nov 3 - 28
J9	International Procurement for Donor Funded Projects	Feb 2 - 20	Apr 6 - 24	Jun 1 - 20	Sep 1 - 19
J11	Management of Stores and Inventory	Jan 12 - 23	Apr 6 - 24	Jul 7 - 25	Oct 5 - 23
J12	Procurement and Contract Negotiations	Mar 2 - 20	Apr 6 - 24	Oct 5 - 23	Nov 24 - Dec 19
J13	Procurement for Organisational Development	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 24 - Dec 19
J15	Procurement Management for Donor Funded Projects	Mar 2 - 20	Jul 6 - 24	Oct 5 - 23	Nov 24 - Dec 19
J16	Procurement of Goods & Services	Feb 2 - 20	Apr 6 - 24	Jun 2 - 20	Sep 1 - 19
J17	Procurement of Services: (Management & Selection of Consultants & Contractors)	Feb 11 - 22	May 4 - 29	Aug 4 - 22	Nov 3 - 28
J18	Procurement, Contract Management & Monitoring and Control	Jan 12 - 23	May 4 - 29	Aug 4 - 22	Nov 3 - 28
J19	Procurement, Logistics and Materials Management	Feb 2 - 20	Apr 6 - 24	Jun 2 - 20	Sep 1 - 19
J21	Security Management, Protocol & Logistics Management	Mar 2 - 20	Jul 6 - 24	Oct 7 - 25	Nov 24 - Dec 19
J23	Effective Supply Chain Management	Jan 12 - 23	May 4 - 29	Aug 4 - 22	Nov 3 - 28

MEDIA & COMMUNICATIONS

Please note that all the training programmes offered in this catalog can also be delivered upon request at your premises or at any of our training locations and adapted to your specific needs.

CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
K1	Media, Public Policy Analysis & Evaluation	Mar 3 - 14	Jun 2 - 20	Sep 1 - 19	Dec 1 - 19
K2	The Role of AI in Media and Communications	Feb 12 - 23	May 5 – 30	Aug 4 - 22	Nov 3 - 28
K3	Telecommunications Essentials programmes	Feb 3 - 21	Apr 7 - 25	Jun 2 - 20	Sep 1 - 19
K5	Telecommunications Policy & Regulation	Jan 13 - 24	Apr 7 - 25	Jul 7 - 25	Oct 6 - 24
K6	Introduction to Telecommunication	Jan 13 - 24	May 5 – 30	Aug 4 - 22	Nov 3 - 28
K7	Voice Over IP Telecommunications Systems programmes	Mar 3- 21	Jul 7 - 25	Nov 24 - Dec 19	Nov 24 - Dec 19
K8	Public Relations, Communication and Media	Feb 3 - 21	Apr 7 - 25	Jun 2 - 20	Sep 1 - 19
K9	Customer Service, Stakeholder Communication & Media Relations	Mar 3 - 14	Jun 2 - 20	Sep 1 - 19	Dec 1 - 19
K10	Media & Development Research Methods	Feb 12 - 23	May 5 – 30	Aug 4 - 22	Nov 3 - 28

CUSTOMER CARE & MARKETING

Please note that all the training programmes offered in this catalog can also be delivered upon request at your premises or at any of our training locations and adapted to your specific needs.

CODE	COURSE/WORKSHOP TITLE	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3	SCHEDULE 4
L1	Strategic Marketing Management (Policy, Strategy & Implementation)	Jan 13 - 24	May 5 – 30	Aug 4 - 22	Nov 3 - 28
L2	Marketing Strategy & Foreign Trade Development	Mar 3 - 21	Jul 7 - 25	Oct 6 - 24	Nov 24 - Dec 19
L3	Marketing and New Product Development	Feb 3 - 21	Apr 7 - 25	Jun 2 - 20	Sep 1 - 19
L4	Public Relations and Marketing	Jan 13 - 24	May 5 – 30	Aug 4 - 22	Nov 3 - 28
L5	Customer Care & Public Relations	Jan 13 - 24	Apr 7 - 25	Jul 7 - 25	Oct 6 - 24
L6	International Purchasing Management	Mar 3 - 21	Jul 7 - 25	Oct 6 - 24	Nov 24 - Dec 19
L7	Basic Marketing & Business Skills	Feb 3 - 21	Apr 7 - 25	Jun 2 - 20	Sep 1 - 19
L8	Call Centre Management & Public Relations	Jan 13 - 24	May 5 – 30	Aug 4 - 22	Nov 4 - 15
L9	Facilitation & Presentation Skills	Mar 3 - 14	Jun 2 - 20	Sep 1 - 19	Dec 1 - 19
L10	Business Strategy & Planning Management	Feb 12 - 23	May 5 – 30	Aug 4 - 22	Nov 3 - 28
L11	Business Development for Micro Enterprises	Jan 13 - 24	May 5 – 30	Aug 4 - 22	Nov 3 - 28
L12	Business Development in International Marketing	Mar 3 - 21	Jul 7 - 25	Oct 6 - 24	Nov 24 - Dec 19
L13	Product Development & Strategic Planning	Feb 5 - 23	Apr 7 - 25	Jun 2 - 20	Sep 1 - 19

