

# International Training Calendar 2019

## Pretoria – South Africa



INSTITUTE FOR CAPACITY DEVELOPMENT (ICD)

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## Computing and Information Technology Management (CITM): Venue: - Pretoria (RSA)

| Code    | Courses  | Duration | Dates  | Cost (US\$) |
|---------|--|----------|--|-------------|
| CITM 1  | Adobe Acrobat 7                                  | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150        |
| CITM 2  | Adobe Acrobat 8 Pro                              | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |
| CITM 3  | Adobe Photoshop CS - Foundation                  | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| CITM 4  | Adobe Photoshop CS - Intermediate                | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150        |
| CITM 5  | Adobe Photoshop CS3 - Advanced                   | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250        |
| CITM 6  | Adobe Photoshop CS3 - Expert                     | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3450        |
| CITM 7  | Adobe Photoshop CS3 - Foundation                 | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| CITM 8  | Adobe Photoshop CS3 - Intermediate               | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150        |
| CITM 9  | Advanced Computer Skills for Personal Assistants | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3250        |
| CITM 10 | Advanced HTML Programming                        | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250        |
| CITM 11 | Computer Basics - Advanced                       | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250        |
| CITM 12 | Computer Basics - Expert                         | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450        |
| CITM 13 | Computer Basics - Foundation                     | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850        |
| CITM 14 | Computer Basics - Intermediate                   | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150        |
| CITM 15 | Core Essentials - MS Access                      | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150        |

|         |   |         |  |      |
|---------|---|---------|--|------|
| CITM 16 | Core Essentials - MS Excel                        | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| CITM 17 | Core Essentials - MS Outlook                      | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| CITM 18 | Core Essentials - MS PowerPoint                   | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| CITM 19 | Core Essentials - MS Project                      | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| CITM 20 | Core Essentials - MS Publisher                    | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| CITM 21 | Core Essentials - MS Word                         | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| CITM 22 | Database Management Techniques                    | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3450 |
| CITM 23 | Desk-top Publishing                               | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3350 |
| CITM 24 | Digital Crime Investigation                       | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| CITM 25 | Disaster Recovery Planning                        | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3450 |
| CITM 26 | Endpoint Security and Network access security     | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| CITM 27 | Fryptology in security                            | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3450 |
| CITM 28 | Fundamentals of HTML Programming                  | 1 week  | 11-15 Feb, 13-17 May, 10-14 Jun, 09-13 Sep, 11-15 Nov, 09-13 Dec | 2550 |
| CITM 31 | Introduction to Operating Systems                 | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| CITM 32 | Introduction to System and Network Security       | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| CITM 34 | Law of Data Security and Investigation            | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| CITM 35 | Management Information System and Data Management | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3550 |
| CITM 37 | Microsoft Excel Advanced                          | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |

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|---------|---|---------|--|------|
| CITM 38 | Microsoft Excel Intermediate                      | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| CITM 39 | Microsoft Excel Introduction                      | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| CITM 40 | Microsoft Internet Explorer                       | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| CITM 42 | Microsoft SharePoint Designer                     | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| CITM 43 | Microsoft Windows                                 | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| CITM 48 | Microsoft Word Advanced                           | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250 |
| CITM 49 | Microsoft Word Intermediate                       | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| CITM 50 | Microsoft Word Introduction                       | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| CITM 51 | Network Security Administration and Management    | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3500 |
| CITM 52 | Online Publishing                                 | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3450 |
| CITM 53 | PC Configuration and Troubleshooting              | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| CITM 54 | Social Engineering Deception and Defences         | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| CITM 55 | Windows 2008 Server Administration and Management | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3450 |
| CITM 56 | Network Security Administration and Management    | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3500 |

## Energy and Sustainable Development (EASD): Venue: - Pretoria (RSA)

| Code    | Course  | Duration | Dates  | Cost (US\$) |
|---------|---|----------|--|-------------|
| EASD 1  | Advanced Energy Economics                                       | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250        |
| EASD 2  | Analysis & Planning of Investment Projects in the Energy Sector | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3250        |
| EASD 5  | Energy and Climate Change                                       | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| EASD 6  | Energy Auditing   | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150        |
| EASD 9  | Energy Planning & Sustainable Development                       | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| EASD 10 | Energy Project Planning & Evaluation                            | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850        |
| EASD 11 | Environmental Impact Assessment of Energy Projects              | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| EASD 12 | Environmental Monitoring in the Energy Sector                   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| EASD 14 | Financial Management of Energy Projects                         | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |
| EASD 15 | Financing of Energy Projects                                    | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EASD 16 | Fundamentals of Energy Infrastructure Project Finance           | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150        |
| EASD 17 | Fundamentals of Wind Energy                                     | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| EASD 19 | General Energy Planning   | 1 week   | 11-15 Mar, 08-12 Apr, 13-17 May, 10-14 Jun, 12-16 Aug, 11-15 Nov | 2850        |
| EASD 21 | Implementing Rural Electrification Programme                    | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EASD 24 | Investment Analysis & Energy Project Management                 | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250        |
| EASD 26 | Liquid Fuels Supply and Demand in Emerging Markets              | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |

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|---------|--|---------|--|------|
| EASD 27 | Logistics & Supply Chain Management in the Energy Sector           | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EASD 28 | Mainstreaming Gender in Sustainable Energy Planning and Management | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| EASD 29 | Management of Donor Finance in Energy Projects                     | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EASD 30 | Management of Energy Installations Systems                         | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| EASD 31 | Micro Hydropower Technology Development                            | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3250 |
| EASD 33 | Planning and Management of Energy Resources                        | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| EASD 35 | Planning, Monitoring & Evaluation of Energy Projects               | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| EASD 37 | Renewable Energy & Sustainability                                  | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EASD 41 | Rural energy Planning and Management                               | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| EASD 43 | Strategic Procurement Management in the Energy Sector              | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EASD 44 | Sustainable Energy Planning  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| EASD 45 | Sustainable Gas Supply & Demand                                    | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |

## Economic Management and Development Policy (EMDP): Venue: - Pretoria (RSA)

| Code    | Course  | Duration | Dates  | Cost (US\$) |
|---------|---|----------|--|-------------|
| EMDP 1  | Budgeting for Efficient Economic Management                                   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150        |
| EMDP 3  | Economic planning and budgeting   | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850        |
| EMDP 5  | Local Authorities Resources Mobilization and Management                       | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| EMDP 6  | Macro-econometric Modelling and Forecasting                                   | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3650        |
| EMDP 7  | Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| EMDP 8  | Macroeconomic policy formulation, analysis and management                     | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150        |
| EMDP 9  | Macroeconomics for Public Sector Managers                                     | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EMDP 10 | Management of Decentralized Development                                       | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| EMDP 11 | Management of Rural Development Programmes                                    | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EMDP 12 | Market Analysis and Economic Policy Management                                | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| EMDP 13 | Monetary and Fiscal Policies Management for Legislators                       | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EMDP 14 | Participatory management of rural development programmes                      | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| EMDP 15 | Pension Funds Options and Management  | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150        |
| EMDP 16 | Planning and Management of Social Services and Infrastructure                 | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| EMDP 17 | Policy Analysis for Parliamentarians and Policy Makers                        | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| EMDP 18 | Policy design, Analysis and Empowerment                                       | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850        |

|         |  |         |  |      |
|---------|--|---------|--|------|
| EMDP 19 | Policy Formulation Implementation and Evaluation   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| EMDP 20 | Policy implementation and Stakeholder Involvement  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| EMDP 21 | Poverty Reduction Strategies Monitoring and Evaluation Systems                                 | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EMDP 22 | Public Budgeting and Fiscal Management   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| EMDP 23 | Public Debt Management   | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| EMDP 24 | Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2650 |
| EMDP 25 | Public Sector Management Strategies and Policies   | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| EMDP 26 | Quantitative techniques for macroeconomic analysis and management                              | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| EMDP 27 | Research Methodology and Analysis for Government Officers                                      | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| EMDP 28 | Research Methods, Survey Methodology and Data Management                                       | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EMDP 29 | Resource Mobilization for Rural Development  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| EMDP 30 | Restructuring and Privatization of Public Enterprises  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| EMDP 31 | Risk Management  | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| EMDP 32 | Sectoral policy design, analysis and management  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3250 |
| EMDP 33 | Social Policy Development and Empowerment  | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EMDP 34 | Socio Economic rights  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| EMDP 35 | SPSS for Researchers and Policy Analysts   | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| EMDP 36 | STATA Training   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |



|         |   |         |  |      |
|---------|---|---------|--|------|
| EMDP 37 | Statistical Analysis for Planners, Budget Officers and Economists | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3250 |
| EMDP 38 | Statistical Methods and Computer Applications for Policy Analysts | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250 |
| EMDP 39 | Statistical Methods for Poverty Profiling and Analysis            | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3450 |
| EMDP 40 | Survey Methodology and Statistics for Enumerators                 | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| EMDP 41 | Sustainable Mining Laws and Policy Implementation                 | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| EMDP 42 | Sustainable Tourism Development and Management                    | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| EMDP 43 | Tax Analysis and Revenue Forecasting                              | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3250 |
| EMDP 44 | Tax Management and Income Generation Strategies                   | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| EMDP 45 | Telecommunication Markets and Data Management                     | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3650 |
| EMDP 46 | Trade Negotiation skills  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |

## Finance and Financial Management (FAFM): Venue: - Pretoria (RSA)

| Code    | Course  | Duration | Dates  | Cost (US\$) |
|---------|---|----------|--|-------------|
| FAFM 1  | Accounting Skills for the New Supervisor                              | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| FAFM 2  | Activity Based Budgeting  | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |
| FAFM 3  | Advanced Accounting and Auditing for Public Sector Organizations      | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| FAFM 4  | Advanced Business Financial Analysis                                  | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250        |
| FAFM 5  | Asset and Liability Management  | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250        |
| FAFM 6  | Auditing of Computerized Accounting Systems                           | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150        |
| FAFM 7  | Auditing of State Owned Enterprises                                   | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150        |
| FAFM 8  | Budgetary control in project control management                       | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3450        |
| FAFM 9  | Budgeting and Budgetary Control                                       | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |
| FAFM 10 | Budgeting and Forecasting   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| FAFM 11 | Computer Applications in Accounting Auditing and Financial Management | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250        |
| FAFM 12 | Computerized Public Sector Financial Management                       | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| FAFM 13 | Costing, Cost Modeling and Pricing in Telecommunications              | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3650        |
| FAFM 14 | Evaluating Financial Performance                                      | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150        |
| FAFM 15 | Finance and Budgeting for Non Finance Managers                        | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |

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|---------|---|---------|--|------|
| FAFM 16 | Financial Analysis  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3350 |
| FAFM 17 | Financial management and auditing of donor- funded projects     | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| FAFM 18 | Financial Management and Budgetary control                      | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| FAFM 19 | Financial Management for Managers                               | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| FAFM 20 | Financial Management for NGOs                                   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| FAFM 21 | Financial Modelling & Valuation                                 | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3350 |
| FAFM 22 | Financial Performance Evaluation for Public Sector Institutions | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| FAFM 23 | Financial Planning & Forecasting                                | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3350 |
| FAFM 24 | Financial Risk Management                                       | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| FAFM 25 | Fixed Asset Management and Project Accounting                   | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250 |
| FAFM 26 | Forensic Auditing and Investigation                             | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450 |
| FAFM 27 | Implementing Auditing Procedures                                | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3350 |
| FAFM 28 | Internal Audit  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| FAFM 29 | International Financial Reporting Standards (IFRS)              | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3450 |
| FAFM 30 | Managing Cash flow  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| FAFM 31 | Managing the Internal Audit Function                            | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| FAFM 32 | Modern Accounting Techniques for Accountants and Auditors       | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| FAFM 33 | Performance Based Budgeting                                     | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |

|         |  |         |  |      |
|---------|--|---------|--|------|
| FAFM 35 | Public Sector Financial Management and control | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| FAFM 36 | Revenue Collection Management                  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| FAFM 37 | Risk Management for the Insurance Sector       | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| FAFM 38 | Strategic Financial Management                 | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| FAFM 39 | Treasury and Compliance Management             | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| FAFM 40 | Value for Money (VFM) Auditing for Projects    | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3350 |

## Human Resources and Organisational Development (HROD): Venue: - Pretoria (RSA)

| Code    | Course   | Duration | Dates  | Cost (US\$) |
|---------|--|----------|--|-------------|
| HROD 1  | Advanced Trainers Skills Development for Senior Trainers               | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250        |
| HROD 2  | Building Self Esteem and Assertiveness Skills                          | 1 week   | 11-15 Feb, 08-12 Apr, 12-16 Aug, 14-18 Oct, 11-15 Nov, 09-13 Dec | 2550        |
| HROD 3  | Coaching and Mentoring   | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| HROD 4  | Conducting Effective Performance Reviews                               | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850        |
| HROD 5  | Conquering the Fear of Speaking in Public                              | 1 week   | 11-15 Feb, 11-15 Mar, 08-12 Jul, 09-13 Sep, 14-18 Oct, 11-15 Nov | 2550        |
| HROD 6  | Crisis Management  | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| HROD 7  | Employee Engagement  | 1 week   | 11-15 Feb, 13-17 May, 10-14 Jun, 09-13 Sep, 11-15 Nov, 09-13 Dec | 2550        |
| HROD 8  | Facilitation and Consultation Skills                                   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150        |
| HROD 9  | Gender Analysis and mainstreaming                                      | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850        |
| HROD 10 | Good Governance and Leadership   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| HROD 11 | Hiring for Success - Behavioral Interviewing Techniques                | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| HROD 12 | HR and the law   | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| HROD 13 | HR for non-HR professionals  | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850        |
| HROD 14 | HR policy development and implementation                               | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| HROD 15 | HR strategy fundamentals   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| HROD 16 | Human Resource Management and Development                              | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850        |
| HROD 17 | Integrating Organizational & Individual Performance Management Systems | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |

|         |   |         |  |      |
|---------|---|---------|--|------|
| HROD 18 | Introductory human resources Management and performance evaluation        | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HROD 19 | Knowledge Management  | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| HROD 20 | Knowledge Management Training   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| HROD 21 | Labour Relations in the Public Sector                                     | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| HROD 22 | Leadership Development Programme for Women                                | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| HROD 23 | Leadership Innovation and Change Management                               | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| HROD 24 | Leadership Skills for Supervisors - Communication, Coaching, and Conflict | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HROD 25 | Leading & Communicating Change  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HROD 26 | Management Advancement Programme  | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| HROD 27 | Managing the Office Function  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| HROD 28 | Managing the Training Function  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 29 | Mastering the Interview   | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| HROD 30 | Measuring HR Effectiveness  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 31 | Media Communication and Advocacy  | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HROD 32 | Mediation, Grievance Handling and Conflict Management                     | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HROD 33 | Organisational Development  | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| HROD 34 | Performance appraisal Techniques for PAs                                  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| HROD 35 | Performance Based Human Resources Management                              | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| HROD 36 | Performance Evaluation and Management                                     | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3350 |
| HROD 37 | Personnel Auditing and Training Needs Analysis                            | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |

|         |   |         |  |      |
|---------|---|---------|--|------|
|         |   |         |  |      |
| HROD 38 | Post-Conflict Reconstruction and Stabilisation                          | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HROD 39 | Practical Supervisory and Leadership Skills                             | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| HROD 40 | Public Service Human Resource Planning and Management                   | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HROD 41 | Results Based Performance Management                                    | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| HROD 42 | Security and Risk Management  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 43 | Setting performance measures  | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| HROD 44 | Social Media and Corporate Relations                                    | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 45 | Social Media and Digital Journalism                                     | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HROD 46 | Specialized Competency Training of Instructors / Trainers               | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250 |
| HROD 47 | Staff Performance, Appraisal and Evaluation Technique                   | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HROD 48 | Strategic Human Resource Management                                     | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| HROD 49 | Strategic Management for Prisons Support Programmes in Peace Operations | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 50 | Strategic Management Skills for Senior Executives                       | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| HROD 51 | Strategic Performance Management and Organisational Development         | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3250 |
| HROD 52 | Strategic Planning  | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HROD 53 | Strategic Relationship Management                                       | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HROD 54 | Strategic Thinking Management   | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HROD 55 | Strengthening Alliances and Network Management                          | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |

|         |   |         |  |      |
|---------|---|---------|--|------|
|         |   |         |  |      |
| HROD 56 | Talent Management and Succession Planning   | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 57 | Target Setting and Performance Measurement for Public and Private Sector Institutions | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| HROD 58 | Team Building   | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| HROD 59 | Training Needs Analysis and staff Development   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HROD 60 | Training of Trainers (TOT)  | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| HROD 61 | Understanding the role and Operations of the Ombudsman                                | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HROD 62 | Work Place Peer Counselling   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| HROD 63 | Workforce Metrics: Introduction to Measurement in HR and Benchmarking                 | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| HROD 64 | Workforce planning  | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| HROD 65 | Youth Leadership Development and empowerment  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150 |



## Health, Safety and Environmental Management (HSEM): Venue: - Pretoria (RSA)

| Code    | Courses  | Duration | Dates  | Cost(US\$) |
|---------|--|----------|--|------------|
| HSEM 1  | Climate Change Adaptation in development                         | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| HSEM 2  | Climate Change and Policy Design                                 | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| HSEM 3  | Community Health Project Planning and Management                 | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| HSEM 4  | Community Health Promotion for Trainers                          | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| HSEM 5  | Community Management for Sustainable Water Supply and Sanitation | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| HSEM 6  | Community Water and Sanitation                                   | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| HSEM 7  | Community water resource Management and Sustainable development  | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| HSEM 8  | Dietary Management and Treatments of HIV/AIDS                    | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| HSEM 9  | Emergency Water Supply and Environmental Sanitation              | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| HSEM 10 | Environment Impact Assessment Management                         | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| HSEM 11 | Environmental Impact Assessment and Land Reclamation             | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| HSEM 12 | Environmental Impact Assessment for Sustainable Development      | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150       |
| HSEM 13 | Environmental Planning for Sustainable Development               | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| HSEM 14 | Household Economic Strengthening                                 | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| HSEM 15 | Health Centre Administration and Management                      | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| HSEM 16 | Health policy formulation and planning                           | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |

|         |  |         |  |      |
|---------|--|---------|--|------|
| HSEM 17 | Health and Wellness Programme                            | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HSEM 18 | Integrated Urban Water Management                        | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HSEM 19 | Integrated water Resources Management                    | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HSEM 20 | Management of HIV/AIDS at the workplace                  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| HSEM 21 | Managing Occupational health and safety                  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| HSEM 22 | Natural resources development and environment protection | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| HSEM 23 | Nutrition and HIV/AIDS Management                        | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| HSEM 24 | Programming for Vulnerable Children and Families         | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| HSEM 25 | Safety in the Workplace                                  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| HSEM 26 | Sexual reproductive health rights                        | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| HSEM 27 | Sustainable Rural Water Supply and Sanitation            | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| HSEM 28 | Trade Waste and Industrial Wastewater Treatment          | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| HSEM 29 | Waste Management   | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |

## Land, Agriculture and Food Security (LAFS): Venue: - Pretoria (RSA)

| Code    | Courses   | Duration | Dates  | Cost(US\$) |
|---------|---|----------|--|------------|
| LAFS 1  | Agricultural Extension, Innovations and Training                      | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| LAFS 2  | Agricultural Policy Formulation and Analysis                          | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| LAFS 3  | Agricultural Policy in Africa   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LAFS 5  | Agricultural Projects Monitoring and Evaluation                       | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150       |
| LAFS 6  | Agriculture Development and Food Security                             | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LAFS 7  | Agriculture Marketing & International Trade                           | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| LAFS 8  | Agriculture Production & Trade  | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| LAFS 9  | Agriculture Project Planning & Management                             | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150       |
| LAFS 10 | Analysis & Planning of Investment Projects in the Agriculture Sector  | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| LAFS 13 | Commodity-Based Export Diversification and Competitiveness Strategies | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| LAFS 14 | Community Food Security and Agriculture Development                   | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| LAFS 15 | Community Sustainable Livelihood And Food Security Management         | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LAFS 17 | Concepts and Tools for Agriculture Value Chain                        | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150       |
| LAFS 18 | Data Collection & Analysis in Agriculture Sector                      | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |

|         |  |         |  |      |
|---------|--|---------|--|------|
| LAFS 19 | Developing Value Chain Pilot Project Plans                                       | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 20 | Development of Indicators for Sustainable Agriculture                            | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 21 | Ecofarming practices for smallholdings   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| LAFS 22 | Environmental Impact Assessment of Agriculture Projects                          | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| LAFS 23 | Environmental Monitoring in the Agriculture Sector                               | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| LAFS 25 | Farm Planning and Management   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| LAFS 26 | Field Crop Production for Sustainability   | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| LAFS 27 | Financing Agriculture Projects for Sustainability                                | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 29 | Financing of Agriculture Projects  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 30 | Food Insecurity and Vulnerability Information and Mapping Systems                | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3350 |
| LAFS 31 | Food Security and Land Rights  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| LAFS 32 | Gender Analysis & Sustainability in Agriculture Sector                           | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| LAFS 35 | Global Agricultural Value Chains: Sustainable Growth for Sustainable Development | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| LAFS 38 | Governance in Global Value Chains  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| LAFS 39 | High Value Agricultural Products for Smallholder Markets                         | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 40 | Horticulture for Food Security   | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 41 | Impact of Climate Change on Agriculture Sector                                   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |

|         |   |         |  |      |
|---------|---|---------|--|------|
| LAFS 42 | Impact of HIV & AIDS on Sustainability in Agriculture Sector    | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| LAFS 43 | Implementing and Sustaining Food Security in Africa             | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| LAFS 48 | Investment Analysis of Agriculture Projects                     | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| LAFS 49 | Irrigation Technologies & Methods for Small Scale Farmers       | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 50 | Land Policy Development and Poverty Reduction Policy Management | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 51 | Land Policy Formulation, Implementation and Monitoring          | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 52 | Land Reform and Food Security                                   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 53 | Land Resource Conservation                                      | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| LAFS 54 | Land Tenure and Policy Issues In Land Use Planning              | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| LAFS 55 | Land Tenure, Property Rights, and Natural Resource Management   | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3250 |
| LAFS 56 | Management of Irrigation Projects                               | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3450 |
| LAFS 57 | Managing Agriculture Projects for Food Security                 | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| LAFS 58 | Managing Donor Funded Projects in Agriculture Sector            | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| LAFS 59 | Mapping Agricultural Value Chain                                | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 60 | Monitoring and Evaluating Value Chain Pilot Projects            | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| LAFS 61 | Monitoring and Evaluation of Agricultural Development Projects  | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 62 | Participatory Extension in Rural Communities                    | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3250 |

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| LAFS 63 | Partnerships for Agribusiness Development, Agricultural Trade, and Market Access | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| LAFS 64 | Pesticides Management for Sustainable Agriculture                                | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 67 | Private Sector Participation in improving industry performance                   | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| LAFS 68 | Procurement for Agriculture Projects   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 69 | Promoting Inclusive Agricultural Value Chains                                    | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| LAFS 70 | Safe & Effective Use of Crop Protection Products                                 | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 71 | Safe Warehousing of Crop Production  | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| LAFS 73 | Strategic Procurement in the Agriculture Sector                                  | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3250 |
| LAFS 74 | Strategies for increasing value chain competitiveness                            | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250 |
| LAFS 75 | Strengthening Value Chains to Promote Economic Growth                            | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3350 |
| LAFS 76 | Structure and dynamics of value chains   | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| LAFS 77 | The economics of soil productivity   | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3350 |
| LAFS 78 | Tools for decision making and action in the agricultural sector                  | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3250 |
| LAFS 79 | Training of Trainers on Land Rights and Land Policy in Africa                    | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3250 |
| LAFS 80 | Understanding the value chain and integrating information into strategy          | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |
| LAFS 82 | Value chain analysis and development   | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LAFS 84 | Value Chain Concepts and Applications  | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |

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| LAFS 85 | Value chain framework, economic growth and poverty reduction | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LAFS 88 | Women's Property Rights and Land Tenure Security             | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |

## Logistics, Purchasing and Supply Chain Management (LPSM): Venue: - Pretoria (RSA)

| Code    | Courses  | Duration | Dates  | Cost(US\$) |
|---------|--|----------|--|------------|
| LPSM 1  | Advanced Logistics and Supply Chain Management                   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150       |
| LPSM 2  | Contract Drafting, Negotiation Skills and Procurement Management | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150       |
| LPSM 3  | E- Procurement   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LPSM 4  | Effective Purchasing, Tendering & Supplier Selection             | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| LPSM 5  | Environmental Procurement  | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LPSM 6  | Evaluating, Rating and Selecting Suppliers                       | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| LPSM 7  | Fleet and Transport Management                                   | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| LPSM 8  | Logistics and Facility Management                                | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150       |
| LPSM 9  | Managing Logistics in the Supply Chain                           | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| LPSM 10 | Managing the Contract & Supplier Relationships                   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LPSM 11 | Materials and Supply Chain Management                            | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| LPSM 12 | Procurement Management   | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| LPSM 13 | Procurement Management for World Bank Funded Projects            | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150       |
| LPSM 14 | Procurement Policy Implementation                                | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| LPSM 15 | Production Planning & Inventory Control                          | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| LPSM 16 | Purchasing & Supply Management                                   | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150       |



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| LPSM 17 | Purchasing and Cost Saving Techniques        | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LPSM 18 | Specifying Requirements & Planning Supply    | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3150 |
| LPSM 19 | Stores and Inventory Control Management      | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| LPSM 20 | Strategic Logistics: Planning and Management | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| LPSM 21 | Understanding the Corporate Environment      | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| LPSM 22 | Warehouse and Retails Logistics              | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| LPSM 23 | Warehouse Operations and Management          | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |

## Marketing and Business Management (MABM): Venue: - Pretoria (RSA)

| Code    | Courses   | Duration | Dates  | Cost(US\$) |
|---------|---|----------|--|------------|
| MABM 2  | Basic Internet Marketing  | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| MABM 5  | Building Relationships for Success in Sales                                 | 1 week   | 11-15 Feb, 08-12 Apr, 12-16 Aug, 14-18 Oct, 11-15 Nov, 09-13 Dec | 2550       |
| MABM 6  | Business Ethics for the Office  | 1 week   | 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 14-18 Oct, 11-15 Nov | 2550       |
| MABM 7  | Business Etiquette - Gaining That Extra Edge                                | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550       |
| MABM 8  | Business Leadership - Becoming Management Material                          | 1 week   | 11-15 Feb, 11-15 Mar, 08-12 Jul, 09-13 Sep, 14-18 Oct, 11-15 Nov | 2550       |
| MABM 9  | Business Succession Planning - Developing and Maintaining a Succession Plan | 1 week   | 11-15 Mar, 08-12 Apr, 13-17 May, 10-14 Jun, 12-16 Aug, 11-15 Nov | 2550       |
| MABM 12 | Marketing and Sales   | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| MABM 13 | Marketing for Small Businesses  | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| MABM 14 | Marketing with Social Media   | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| MABM 15 | Strategic Marketing Communications and Business Development                 | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| MABM 16 | Strategic Marketing for FDI and Investment Promotion                        | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| MABM 17 | Strategic Tourism Marketing   | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |

## Microfinance, Banking and Enterprise Development (MBED): Venue: - Pretoria (RSA)

| Code    | Course  | Duration | Dates  | Cost (US\$) |
|---------|---|----------|--|-------------|
| MBED 1  | Accounting Principles for Microfinance Institutions         | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| MBED 2  | Advanced Credit Management and Debt Recovery                | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150        |
| MBED 3  | Bank Reconciliation Course                                  | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150        |
| MBED 4  | Banking Practice and Management                             | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850        |
| MBED 5  | Basic Entrepreneurial and Business Management Skills        | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850        |
| MBED 6  | Business Planning in Microfinance                           | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850        |
| MBED 7  | Business, Credit Appraisal and Entrepreneurship development | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| MBED 8  | Credit Management and Debt Recovery                         | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |
| MBED 9  | Delinquency Management and Interest Rate Setting            | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850        |
| MBED 10 | Development Strategies for SMEs                             | 1 week   | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550        |
| MBED 11 | Financial Analysis for Microfinance Institutions            | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250        |
| MBED 12 | Financial Sector Analysis and Economic Policy Management    | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3450        |
| MBED 13 | Foreign Exchange Reserve Management                         | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3550        |
| MBED 14 | Improving Operating Efficiencies in MFIs                    | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850        |
| MBED 15 | Income Generating Training                                  | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850        |

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|---------|--|---------|--|------|
| MBED 16 | International Payments and Settlements Systems                   | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3450 |
| MBED 17 | Lending Methodologies and Product Development                    | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| MBED 18 | Management Information System for Microfinance Institutions      | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3450 |
| MBED 19 | MFI Performance Monitoring and Reporting                         | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| MBED 20 | Microfinance and Institutional Policy Development                | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| MBED 21 | Micro-finance Management and Governance                          | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| MBED 22 | Microfinance Policy, Regulation and Supervision                  | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| MBED 23 | Microfinance risk management and internal control audit training | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3250 |
| MBED 24 | Microfinance Training of Trainers                                | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| MBED 25 | Operational Risk Management for Microfinance Institutions        | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| MBED 26 | Principles for successful Microfinance                           | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| MBED 27 | Rural Enterprise Development and Management                      | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |
| MBED 28 | Skills for Microfinance Managers                                 | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| MBED 29 | SME Coaching and Mentoring Training                              | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150 |
| MBED 30 | Strategic Planning for Small Scale Industries                    | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| MBED 31 | Strategic Marketing for Microfinance Institutions                | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| MBED 32 | Sustainable Enterprise Development and Management                | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |

## Project and Contract Management (PACM): Venue: - Pretoria (RSA)

| Code    | Course   | Duration | Dates  | Cost(US\$) |
|---------|--|----------|--|------------|
| PACM 1  | Advanced Project Management  | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3150       |
| PACM 2  | Advanced Project Monitoring and Evaluation                                       | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150       |
| PACM 3  | Advanced Project Analysis and Evaluation   | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150       |
| PACM 4  | Advanced project finances Analysis   | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 3250       |
| PACM 5  | Advanced Project Monitoring and Evaluation for Development Projects              | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150       |
| PACM 6  | Effective Planning & Scheduling  | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| PACM 7  | Gender Sensitive Project Planning and Management                                 | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| PACM 8  | Managing Multiple Projects   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| PACM 9  | Methods and tools for project monitoring and evaluation                          | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |
| PACM 10 | Microsoft Project  | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| PACM 11 | Monitoring and evaluation of community and development project projects          | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| PACM 12 | Negotiation Skills on Energy Projects and Supervision of International Contracts | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| PACM 13 | Participatory project planning and Management                                    | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| PACM 14 | Private Public Partnerships for Development Projects                             | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| PACM 15 | Project Design Planning and Management   | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| PACM 16 | Project Design, Proposal Writing and Fund Raising                                | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850       |

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|         |   |         |  |      |
| PACM 17 | Project Finance Analysis  | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| PACM 18 | Project Planning, Monitoring and Evaluation                     | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| PACM 19 | Project Cycle Management  | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| PACM 20 | Project Management for PAs, Secretaries and Administrators      | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| PACM 21 | Project Management Fundamentals                                 | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| PACM 22 | Project Management Skills for Non-Project Managers              | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850 |
| PACM 23 | Project planning and management for NGOs                        | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| PACM 24 | Results Based Monitoring and Evaluation of development projects | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150 |
| PACM 25 | Strategic financial management of NGO Projects                  | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| PACM 26 | Sustainable Development Projects in Rural Communities           | 2 weeks | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| PACM 27 | Project Portfolio Management                                    | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150 |

## Secretarial and Office Administration (SAOM): Venue: - Pretoria (RSA)

| Code    | Courses   | Duration | Dates  | Cost(US\$) |
|---------|---|----------|--|------------|
| SAOM 1  | Advanced Executive Office Administration and Secretarial Skills     | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3250       |
| SAOM 2  | Advanced Writing Skills   | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150       |
| SAOM 3  | Archival Management and Documentation                               | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| SAOM 4  | Basic Executive Office Administration and Secretarial Skills        | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| SAOM 5  | Communication and Report Writing Skills                             | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| SAOM 6  | Computerized Management of Institutional Records                    | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850       |
| SAOM 7  | Customer Care and Public Relations                                  | 2 weeks  | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850       |
| SAOM 8  | Developing Communication Tools                                      | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |
| SAOM 9  | Effective Office Management and Administration                      | 2 weeks  | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 3150       |
| SAOM 10 | Effective Presentation skills                                       | 2 weeks  | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850       |
| SAOM 11 | Event Planning and Management                                       | 2 weeks  | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850       |
| SAOM 12 | Executive Administration Skills for PAs and Secretaries             | 2 weeks  | 04-15 Feb, 04-15 Mar, 01-12 Jul, 02-13 Sep, 07-18 Oct, 04-15 Nov | 3150       |
| SAOM 13 | Executive Secretarial and Administrators Course                     | 2 weeks  | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 3150       |
| SAOM 14 | Intermediate Executive Office Administration and Secretarial Skills | 2 week   | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150       |
| SAOM 15 | Library Management and Documentation                                | 2 weeks  | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 2850       |

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|         |  |         |  |      |
| SAOM 16 | Management Advancement Programme for Secretaries     | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| SAOM 17 | Management Skills for Ministers Secretaries          | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| SAOM 18 | Managing Information Registry                        | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| SAOM 19 | NGO management and Administration                    | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| SAOM 20 | Professional Minute taking and report writing skills | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| SAOM 21 | Professional Secretarial and administrative Skills   | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 2850 |
| SAOM 22 | Protocol Procedures and Diplomatic etiquette         | 2 weeks | 14-25 Jan, 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 02-13 Dec | 3350 |
| SAOM 23 | Public Relations for secretaries                     | 2 weeks | 04-15 Feb, 01-12 Apr, 05-16 Aug, 07-18 Oct, 04-15 Nov, 02-13 Dec | 2850 |
| SAOM 24 | Reception, Switchboard and Telephone Techniques      | 2 weeks | 04-15 Mar, 06-17 May, 03-14 Jun, 02-13 Sep, 07-18 Oct, 04-15 Nov | 2850 |
| SAOM 25 | Report Writing Skills                                | 2 weeks | 14-25 Jan, 04-15 Feb, 06-17 May, 03-14 Jun, 05-16 Aug, 02-13 Dec | 2850 |
| SAOM 26 | Skills for the Administrative Assistant              | 1 week  | 21-25 Jan, 11-15 Mar, 13-17 May, 10-14 Jun, 09-13 Sep, 09-13 Dec | 2550 |
| SAOM 27 | Speech Writing Skills                                | 2 weeks | 04-15 Mar, 01-12 Apr, 06-17 May, 03-14 Jun, 05-16 Aug, 04-15 Nov | 2850 |
| SAOM 28 | Travel and Protocol Procedures                       | 2 weeks | 04-15 Feb, 06-17 May, 03-14 Jun, 02-13 Sep, 04-15 Nov, 02-13 Dec | 3150 |



# Application/ Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title \_\_\_\_\_

Attendance Month \_\_\_\_\_

Preferred Venue \_\_\_\_\_

|            | Surname | First Name | Position | Email |
|------------|---------|------------|----------|-------|
| Delegate 1 |         |            |          |       |
| Delegate 2 |         |            |          |       |
| Delegate 3 |         |            |          |       |
| Delegate 4 |         |            |          |       |
| Delegate 5 |         |            |          |       |
| Delegate 6 |         |            |          |       |

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_