

# Local Training Calendar 2020

## Windhoek - Namibia



INSTITUTE FOR CAPACITY DEVELOPMENT (ICD)

### Contact Details

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## Computing and Information Technology Management (CITM): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost (N\$)
CITM 1	Adobe Acrobat 7	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
CITM 2	Adobe Acrobat 8 Pro	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
CITM 3	Adobe Photoshop CS - Foundation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
CITM 4	Adobe Photoshop CS - Intermediate	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
CITM 5	Adobe Photoshop CS3 - Advanced	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
CITM 6	Adobe Photoshop CS3 - Expert	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	14500
CITM 7	Adobe Photoshop CS3 - Foundation	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
CITM 8	Adobe Photoshop CS3 - Intermediate	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
CITM 9	Advanced Computer Skills for Personal Assistants	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	12500
CITM 10	Advanced HTML Programming	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
CITM 11	Computer Basics - Advanced	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
CITM 12	Computer Basics - Expert	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
CITM 13	Computer Basics - Foundation	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
CITM 14	Computer Basics - Intermediate	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
CITM 15	Core Essentials - MS Access	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500

CITM 16	Core Essentials - MS Excel	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
CITM 17	Core Essentials - MS Outlook	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
CITM 18	Core Essentials - MS PowerPoint	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
CITM 19	Core Essentials - MS Project	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
CITM 20	Core Essentials - MS Publisher	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
CITM 21	Core Essentials - MS Word	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
CITM 22	Database Management Techniques	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
CITM 23	Desk-top Publishing	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
CITM 24	Digital Crime Investigation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
CITM 25	Disaster Recovery Planning	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
CITM 26	Endpoint Security and Network access security	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
CITM 27	Fryptology in security	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	14500
CITM 28	Fundamentals of HTML Programming	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
CITM 31	Introduction to Operating Systems	1 week	27-31 Jan, 23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 14-18 Dec	8500
CITM 32	Introduction to System and Network Security	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
CITM 34	Law of Data Security and Investigation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
CITM 35	Management Information System and Data Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
CITM 37	Microsoft Excel Advanced	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500

CITM 38	Microsoft Excel Intermediate	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
CITM 39	Microsoft Excel Introduction	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
CITM 40	Microsoft Internet Explorer	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
CITM 42	Microsoft SharePoint Designer	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
CITM 43	Microsoft Windows	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
CITM 48	Microsoft Word Advanced	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
CITM 49	Microsoft Word Intermediate	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
CITM 50	Microsoft Word Introduction	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
CITM 51	Network Security Administration and Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	14500
CITM 52	Online Publishing	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
CITM 53	PC Configuration and Troubleshooting	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
CITM 54	Social Engineering Deception and Defences	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
CITM 55	Windows 2008 Server Administration and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
CITM 56	Network Security Administration and Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500

## Energy and Sustainable Development (EASD): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (N\$)
EASD 1	Advanced Energy Economics	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
EASD 2	Analysis & Planning of Investment Projects in the Energy Sector	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	12500
EASD 5	Energy and Climate Change	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
EASD 6	Energy Auditing	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
EASD 9	Energy Planning & Sustainable Development	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
EASD 10	Energy Project Planning & Evaluation	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
EASD 11	Environmental Impact Assessment of Energy Projects	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
EASD 12	Environmental Monitoring in the Energy Sector	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
EASD 14	Financial Management of Energy Projects	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
EASD 15	Financing of Energy Projects	1 week	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	8500
EASD 16	Fundamentals of Energy Infrastructure Project Finance	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
EASD 17	Fundamentals of Wind Energy	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EASD 19	General Energy Planning	1 week	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
EASD 21	Implementing Rural Electrification Programme	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
EASD 24	Investment Analysis & Energy Project Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
EASD 26	Liquid Fuels Supply and Demand in Emerging Markets	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500

EASD 27	Logistics & Supply Chain Management in the Energy Sector	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EASD 28	Mainstreaming Gender in Sustainable Energy Planning and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
EASD 29	Management of Donor Finance in Energy Projects	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EASD 30	Management of Energy Installations Systems	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
EASD 31	Micro Hydropower Technology Development	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	12500
EASD 33	Planning and Management of Energy Resources	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
EASD 35	Planning, Monitoring & Evaluation of Energy Projects	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
EASD 37	Renewable Energy & Sustainability	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EASD 41	Rural energy Planning and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
EASD 43	Strategic Procurement Management in the Energy Sector	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EASD 44	Sustainable Energy Planning	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
EASD 45	Sustainable Gas Supply & Demand	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500

## Economic Management and Development Policy (EMDP): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (N\$)
EMDP 1	Budgeting for Efficient Economic Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
EMDP 3	Economic planning and budgeting	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
EMDP 5	Local Authorities Resources Mobilization and Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
EMDP 6	Macro-econometric Modelling and Forecasting	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
EMDP 7	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 8	Macroeconomic policy formulation, analysis and management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
EMDP 9	Macroeconomics for Public Sector Managers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
EMDP 10	Management of Decentralized Development	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
EMDP 11	Management of Rural Development Programmes	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
EMDP 12	Market Analysis and Economic Policy Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 13	Monetary and Fiscal Policies Management for Legislators	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
EMDP 14	Participatory management of rural development programmes	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
EMDP 15	Pension Funds Options and Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
EMDP 16	Planning and Management of Social Services and Infrastructure	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
EMDP 17	Policy Analysis for Parliamentarians and Policy Makers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500

EMDP 18	Policy design, Analysis and Empowerment	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
EMDP 19	Policy Formulation Implementation and Evaluation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
EMDP 20	Policy implementation and Stakeholder Involvement	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
EMDP 21	Poverty Reduction Strategies Monitoring and Evaluation Systems	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 22	Public Budgeting and Fiscal Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
EMDP 23	Public Debt Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
EMDP 24	Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
EMDP 25	Public Sector Management Strategies and Policies	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
EMDP 26	Quantitative techniques for macroeconomic analysis and management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
EMDP 27	Research Methodology and Analysis for Government Officers	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
EMDP 28	Research Methods, Survey Methodology and Data Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 29	Resource Mobilization for Rural Development	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
EMDP 30	Restructuring and Privatization of Public Enterprises	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
EMDP 31	Risk Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
EMDP 32	Sectoral policy design, analysis and management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	12500
EMDP 33	Social Policy Development and Empowerment	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 34	Socio Economic rights	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
EMDP 35	SPSS for Researchers and Policy Analysts	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500



EMDP 36	STATA Training	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
EMDP 37	Statistical Analysis for Planners, Budget Officers and Economists	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	12500
EMDP 38	Statistical Methods and Computer Applications for Policy Analysts	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
EMDP 39	Statistical Methods for Poverty Profiling and Analysis	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
EMDP 40	Survey Methodology and Statistics for Enumerators	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
EMDP 41	Sustainable Mining Laws and Policy Implementation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
EMDP 42	Sustainable Tourism Development and Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
EMDP 43	Tax Analysis and Revenue Forecasting	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	12500
EMDP 44	Tax Management and Income Generation Strategies	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
EMDP 45	Telecommunication Markets and Data Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
EMDP 46	Trade Negotiation skills	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000

## Finance and Financial Management (FAFM): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (N\$)
FAFM 1	Accounting Skills for the New Supervisor	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
FAFM 2	Activity Based Budgeting	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
FAFM 3	Advanced Accounting and Auditing for Public Sector Organizations	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 4	Advanced Business Financial Analysis	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
FAFM 5	Asset and Liability Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
FAFM 6	Auditing of Computerized Accounting Systems	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
FAFM 7	Auditing of State Owned Enterprises	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
FAFM 8	Budgetary control in project control management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
FAFM 9	Budgeting and Budgetary Control	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
FAFM 10	Budgeting and Forecasting	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 11	Computer Applications in Accounting Auditing and Financial Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
FAFM 12	Computerized Public Sector Financial Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 13	Costing, Cost Modeling and Pricing in Telecommunications	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	14500
FAFM 14	Evaluating Financial Performance	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
FAFM 15	Finance and Budgeting for Non Finance Managers	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000

FAFM 16	Financial Analysis	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
FAFM 17	Financial management and auditing of donor- funded projects	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 18	Financial Management and Budgetary control	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
FAFM 19	Financial Management for Managers	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 20	Financial Management for NGOs	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
FAFM 21	Financial Modelling & Valuation	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	14500
FAFM 22	Financial Performance Evaluation for Public Sector Institutions	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
FAFM 23	Financial Planning & Forecasting	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
FAFM 24	Financial Risk Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 25	Fixed Asset Management and Project Accounting	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
FAFM 26	Forensic Auditing and Investigation	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
FAFM 27	Implementing Auditing Procedures	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	14500
FAFM 28	Internal Audit	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
FAFM 29	International Financial Reporting Standards (IFRS)	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
FAFM 30	Managing Cash flow	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
FAFM 31	Managing the Internal Audit Function	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 32	Modern Accounting Techniques for Accountants and Auditors	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
FAFM 33	Performance Based Budgeting	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500

FAFM 35	Public Sector Financial Management and control	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
FAFM 36	Revenue Collection Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
FAFM 37	Risk Management for the Insurance Sector	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
FAFM 38	Strategic Financial Management	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
FAFM 39	Treasury and Compliance Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
FAFM 40	Value for Money (VFM) Auditing for Projects	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500

## Human Resources and Organisational Development (HROD): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (N\$)
HROD 1	Advanced Trainers Skills Development for Senior Trainers	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
HROD 2	Building Self Esteem and Assertiveness Skills	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 3	Coaching and Mentoring	1 week	23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 26-30 Oct, 23-27 Nov	8500
HROD 4	Conducting Effective Performance Reviews	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HROD 5	Conquering the Fear of Speaking in Public	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 6	Crisis Management	1 week	23-27 Mar, 23-27 Apr, 25-29 May, 22-26 Jun, 24-28 Aug, 23-27 Nov	8500
HROD 7	Employee Engagement	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 8	Facilitation and Consultation Skills	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
HROD 9	Gender Analysis and mainstreaming	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HROD 10	Good Governance and Leadership	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 11	Hiring for Success - Behavioral Interviewing Techniques	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 12	HR and the law	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HROD 13	HR for non-HR professionals	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HROD 14	HR policy development and implementation	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HROD 15	HR strategy fundamentals	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HROD 16	Human Resource Management and Development	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000

HROD 17	Integrating Organizational & Individual Performance Management Systems	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 18	Introductory human resources Management and performance evaluation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HROD 19	Knowledge Management	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 20	Knowledge Management Training	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
HROD 21	Labour Relations in the Public Sector	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HROD 22	Leadership Development Programme for Women	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HROD 23	Leadership Innovation and Change Management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HROD 24	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HROD 25	Leading & Communicating Change	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HROD 26	Management Advancement Programme	1 week	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	8500
HROD 27	Managing the Office Function	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
HROD 28	Managing the Training Function	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
HROD 29	Mastering the Interview	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 30	Measuring HR Effectiveness	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
HROD 31	Media Communication and Advocacy	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 32	Mediation, Grievance Handling and Conflict Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HROD 33	Organisational Development	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
HROD 34	Performance appraisal Techniques for PAs	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000

HROD 35	Performance Based Human Resources Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HROD 36	Performance Evaluation and Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
HROD 37	Personnel Auditing and Training Needs Analysis	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
HROD 38	Post-Conflict Reconstruction and Stabilisation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HROD 39	Practical Supervisory and Leadership Skills	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
HROD 40	Public Service Human Resource Planning and Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 41	Results Based Performance Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HROD 42	Security and Risk Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
HROD 43	Setting performance measures	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HROD 44	Social Media and Corporate Relations	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
HROD 45	Social Media and Digital Journalism	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HROD 46	Specialized Competency Training of Instructors / Trainers	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
HROD 47	Staff Performance, Appraisal and Evaluation Technique	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 48	Strategic Human Resource Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
HROD 49	Strategic Management for Prisons Support Programmes in Peace Operations	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
HROD 50	Strategic Management Skills for Senior Executives	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
HROD 51	Strategic Performance Management and Organisational Development	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	12500
HROD 52	Strategic Planning	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500

HROD 53	Strategic Relationship Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HROD 54	Strategic Thinking Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HROD 55	Strengthening Alliances and Network Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
HROD 56	Talent Management and Succession Planning	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
HROD 57	Target Setting and Performance Measurement for Public and Private Sector Institutions	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
HROD 58	Team Building	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 59	Training Needs Analysis and staff Development	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 60	Training of Trainers (TOT)	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HROD 61	Understanding the role and Operations of the Ombudsman	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HROD 62	Work Place Peer Counselling	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HROD 63	Workforce Metrics: Introduction to Measurement in HR and Benchmarking	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
HROD 64	Workforce planning	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HROD 65	Youth Leadership Development and empowerment	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500



## Health, Safety and Environmental Management (HSEM): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(N\$)
HSEM 1	Climate Change Adaptation in development	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HSEM 2	Climate Change and Policy Design	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HSEM 3	Community Health Project Planning and Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 4	Community Health Promotion for Trainers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
HSEM 5	Community Management for Sustainable Water Supply and Sanitation	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 6	Community Water and Sanitation	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HSEM 7	Community water resource Management and Sustainable development	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HSEM 8	Dietary Management and Treatments of HIV/AIDS	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HSEM 9	Emergency Water Supply and Environmental Sanitation	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HSEM 10	Environment Impact Assessment Management	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 11	Environmental Impact Assessment and Land Reclamation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HSEM 12	Environmental Impact Assessment for Sustainable Development	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HSEM 13	Environmental Planning for Sustainable Development	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HSEM 14	Household Economic Strengthening	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HSEM 15	Health Centre Administration and Management	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500

HSEM 16	Health policy formulation and planning	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HSEM 17	Health and Wellness Programme	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 18	Integrated Urban Water Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HSEM 19	Integrated water Resources Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 20	Management of HIV/AIDS at the workplace	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HSEM 21	Managing Occupational health and safety	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HSEM 22	Natural resources development and environment protection	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
HSEM 23	Nutrition and HIV/AIDS Management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
HSEM 24	Programming for Vulnerable Children and Families	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
HSEM 25	Safety in the Workplace	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
HSEM 26	Sexual reproductive health rights	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
HSEM 27	Sustainable Rural Water Supply and Sanitation	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
HSEM 28	Trade Waste and Industrial Wastewater Treatment	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
HSEM 29	Waste Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000

## Land, Agriculture and Food Security (LAFS): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(N\$)
LAFS 1	Agricultural Extension, Innovations and Training	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 2	Agricultural Policy Formulation and Analysis	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 3	Agricultural Policy in Africa	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 5	Agricultural Projects Monitoring and Evaluation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
LAFS 6	Agriculture Development and Food Security	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 7	Agriculture Marketing & International Trade	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
LAFS 8	Agriculture Production & Trade	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
LAFS 9	Agriculture Project Planning & Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
LAFS 10	Analysis & Planning of Investment Projects in the Agriculture Sector	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 13	Commodity-Based Export Diversification and Competitiveness Strategies	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LAFS 14	Community Food Security and Agriculture Development	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LAFS 15	Community Sustainable Livelihood And Food Security Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 17	Concepts and Tools for Agriculture Value Chain	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
LAFS 18	Data Collection & Analysis in Agriculture Sector	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000

LAFS 19	Developing Value Chain Pilot Project Plans	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 20	Development of Indicators for Sustainable Agriculture	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 21	Ecofarming practices for smallholdings	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
LAFS 22	Environmental Impact Assessment of Agriculture Projects	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
LAFS 23	Environmental Monitoring in the Agriculture Sector	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
LAFS 25	Farm Planning and Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
LAFS 26	Field Crop Production for Sustainability	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
LAFS 27	Financing Agriculture Projects for Sustainability	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 29	Financing of Agriculture Projects	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 30	Food Insecurity and Vulnerability Information and Mapping Systems	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
LAFS 31	Food Security and Land Rights	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
LAFS 32	Gender Analysis & Sustainability in Agriculture Sector	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
LAFS 35	Global Agricultural Value Chains: Sustainable Growth for Sustainable Development	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
LAFS 38	Governance in Global Value Chains	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
LAFS 39	High Value Agricultural Products for Smallholder Markets	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 40	Horticulture for Food Security	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 41	Impact of Climate Change on Agriculture Sector	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500

LAFS 42	Impact of HIV & AIDS on Sustainability in Agriculture Sector	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LAFS 43	Implementing and Sustaining Food Security in Africa	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
LAFS 48	Investment Analysis of Agriculture Projects	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
LAFS 49	Irrigation Technologies & Methods for Small Scale Farmers	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
LAFS 50	Land Policy Development and Poverty Reduction Policy Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 51	Land Policy Formulation, Implementation and Monitoring	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 52	Land Reform and Food Security	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 53	Land Resource Conservation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LAFS 54	Land Tenure and Policy Issues In Land Use Planning	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
LAFS 55	Land Tenure, Property Rights, and Natural Resource Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	12500
LAFS 56	Management of Irrigation Projects	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	14500
LAFS 57	Managing Agriculture Projects for Food Security	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LAFS 58	Managing Donor Funded Projects in Agriculture Sector	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LAFS 59	Mapping Agricultural Value Chain	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 60	Monitoring and Evaluating Value Chain Pilot Projects	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LAFS 61	Monitoring and Evaluation of Agricultural Development Projects	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 62	Participatory Extension in Rural Communities	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	12500

LAFS 63	Partnerships for Agribusiness Development, Agricultural Trade, and Market Access	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LAFS 64	Pesticides Management for Sustainable Agriculture	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 67	Private Sector Participation in improving industry performance	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LAFS 68	Procurement for Agriculture Projects	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 69	Promoting Inclusive Agricultural Value Chains	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LAFS 70	Safe & Effective Use of Crop Protection Products	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 71	Safe Warehousing of Crop Production	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
LAFS 73	Strategic Procurement in the Agriculture Sector	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	12500
LAFS 74	Strategies for increasing value chain competitiveness	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
LAFS 75	Strengthening Value Chains to Promote Economic Growth	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
LAFS 76	Structure and dynamics of value chains	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
LAFS 77	The economics of soil productivity	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
LAFS 78	Tools for decision making and action in the agricultural sector	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	12500
LAFS 79	Training of Trainers on Land Rights and Land Policy in Africa	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	12500
LAFS 80	Understanding the value chain and integrating information into strategy	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
LAFS 82	Value chain analysis and development	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LAFS 84	Value Chain Concepts and Applications	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000

LAFS 85	Value chain framework, economic growth and poverty reduction	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LAFS 88	Women's Property Rights and Land Tenure Security	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000

## Logistics, Purchasing and Supply Chain Management (LPSM): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(N\$)
LPSM 1	Advanced Logistics and Supply Chain Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
LPSM 2	Contract Drafting, Negotiation Skills and Procurement Management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
LPSM 3	E- Procurement	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 4	Effective Purchasing, Tendering & Supplier Selection	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LPSM 5	Environmental Procurement	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 6	Evaluating, Rating and Selecting Suppliers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LPSM 7	Fleet and Transport Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
LPSM 8	Logistics and Facility Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
LPSM 9	Managing Logistics in the Supply Chain	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
LPSM 10	Managing the Contract & Supplier Relationships	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 11	Materials and Supply Chain Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
LPSM 12	Procurement Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 13	Procurement Management for World Bank Funded Projects	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
LPSM 14	Procurement Policy Implementation	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
LPSM 15	Production Planning & Inventory Control	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LPSM 16	Purchasing & Supply Management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500



LPSM 17	Purchasing and Cost Saving Techniques	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 18	Specifying Requirements & Planning Supply	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11500
LPSM 19	Stores and Inventory Control Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
LPSM 20	Strategic Logistics: Planning and Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
LPSM 21	Understanding the Corporate Environment	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
LPSM 22	Warehouse and Retails Logistics	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
LPSM 23	Warehouse Operations and Management	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000

## Marketing and Business Management (MABM): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(N\$)
MABM 2	Basic Internet Marketing	1 week	27-31 Jan, 23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 14-18 Dec	8500
MABM 5	Building Relationships for Success in Sales	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MABM 6	Business Ethics for the Office	1 week	23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 26-30 Oct, 23-27 Nov	8500
MABM 7	Business Etiquette - Gaining That Extra Edge	1 week	27-31 Jan, 23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 14-18 Dec	8500
MABM 8	Business Leadership - Becoming Management Material	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MABM 9	Business Succession Planning - Developing and Maintaining a Succession Plan	1 week	23-27 Mar, 25-29 May, 22-26 Jun, 21-25 Sep, 26-30 Oct, 23-27 Nov	8500
MABM 12	Marketing and Sales	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
MABM 13	Marketing for Small Businesses	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
MABM 14	Marketing with Social Media	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
MABM 15	Strategic Marketing Communications and Business Development	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
MABM 16	Strategic Marketing for FDI and Investment Promotion	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
MABM 17	Strategic Tourism Marketing	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000

## Microfinance, Banking and Enterprise Development (MBED): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (N\$)
MBED 1	Accounting Principles for Microfinance Institutions	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
MBED 2	Advanced Credit Management and Debt Recovery	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
MBED 3	Bank Reconciliation Course	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
MBED 4	Banking Practice and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
MBED 5	Basic Entrepreneurial and Business Management Skills	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
MBED 6	Business Planning in Microfinance	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
MBED 7	Business, Credit Appraisal and Entrepreneurship development	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
MBED 8	Credit Management and Debt Recovery	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
MBED 9	Delinquency Management and Interest Rate Setting	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
MBED 10	Development Strategies for SMEs	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MBED 11	Financial Analysis for Microfinance Institutions	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
MBED 12	Financial Sector Analysis and Economic Policy Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	14500
MBED 13	Foreign Exchange Reserve Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	14500
MBED 14	Improving Operating Efficiencies in MFIs	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
MBED 15	Income Generating Training	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000

MBED 16	International Payments and Settlements Systems	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	14500
MBED 17	Lending Methodologies and Product Development	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
MBED 18	Management Information System for Microfinance Institutions	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	14500
MBED 19	MFI Performance Monitoring and Reporting	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MBED 20	Microfinance and Institutional Policy Development	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
MBED 21	Micro-finance Management and Governance	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
MBED 22	Microfinance Policy, Regulation and Supervision	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
MBED 23	Microfinance risk management and internal control audit training	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	12500
MBED 24	Microfinance Training of Trainers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MBED 25	Operational Risk Management for Microfinance Institutions	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
MBED 26	Principles for successful Microfinance	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MBED 27	Rural Enterprise Development and Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
MBED 28	Skills for Microfinance Managers	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
MBED 29	SME Coaching and Mentoring Training	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
MBED 30	Strategic Planning for Small Scale Industries	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
MBED 31	Strategic Marketing for Microfinance Institutions	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
MBED 32	Sustainable Enterprise Development and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000

## Project and Contract Management (PACM): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost(N\$)
PACM 1	Advanced Project Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11500
PACM 2	Advanced Project Monitoring and Evaluation	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
PACM 3	Advanced Project Analysis and Evaluation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
PACM 4	Advanced project finances Analysis	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	12500
PACM 5	Advanced Project Monitoring and Evaluation for Development Projects	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
PACM 6	Effective Planning & Scheduling	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
PACM 7	Gender Sensitive Project Planning and Management	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
PACM 8	Managing Multiple Projects	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
PACM 9	Methods and tools for project monitoring and evaluation	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
PACM 10	Microsoft Project	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
PACM 11	Monitoring and evaluation of community and development project projects	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
PACM 12	Negotiation Skills on Energy Projects and Supervision of International Contracts	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
PACM 13	Participatory project planning and Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
PACM 14	Private Public Partnerships for Development Projects	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
PACM 15	Project Design Planning and Management	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
PACM 16	Project Design, Proposal Writing and Fund Raising	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000

PACM 17	Project Finance Analysis	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
PACM 18	Project Planning, Monitoring and Evaluation	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
PACM 19	Project Cycle Management	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
PACM 20	Project Management for PAs, Secretaries and Administrators	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
PACM 21	Project Management Fundamentals	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
PACM 22	Project Management Skills for Non-Project Managers	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
PACM 23	Project planning and management for NGOs	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
PACM 24	Results Based Monitoring and Evaluation of development projects	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
PACM 25	Strategic financial management of NGO Projects	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
PACM 26	Sustainable Development Projects in Rural Communities	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
PACM 27	Project Portfolio Management	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500

## Secretarial and Office Administration (SAOM): Venue: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(N\$)
SAOM 1	Advanced Executive Office Administration and Secretarial Skills	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	12500
SAOM 2	Advanced Writing Skills	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
SAOM 3	Archival Management and Documentation	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
SAOM 4	Basic Executive Office Administration and Secretarial Skills	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
SAOM 5	Communication and Report Writing Skills	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
SAOM 6	Computerized Management of Institutional Records	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
SAOM 7	Customer Care and Public Relations	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
SAOM 8	Developing Communication Tools	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000
SAOM 9	Effective Office Management and Administration	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11500
SAOM 10	Effective Presentation skills	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
SAOM 11	Event Planning and Management	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
SAOM 12	Executive Administration Skills for PAs and Secretaries	2 weeks	17-28 Feb, 16-27 Mar, 20-31 Jul, 14-25 Sep, 19-30 Oct, 16-27 Nov	11500
SAOM 13	Executive Secretarial and Administrators Course	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11500
SAOM 14	Intermediate Executive Office Administration and Secretarial Skills	2 week	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500
SAOM 15	Library Management and Documentation	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	11000

SAOM 16	Management Advancement Programme for Secretaries	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
SAOM 17	Management Skills for Ministers Secretaries	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
SAOM 18	Managing Information Registry	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
SAOM 19	NGO management and Administration	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
SAOM 20	Professional Minute taking and report writing skills	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
SAOM 21	Professional Secretarial and administrative Skills	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11000
SAOM 22	Protocol Procedures and Diplomatic etiquette	2 weeks	20-31 Jan, 16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 07-18 Dec	14500
SAOM 23	Public Relations for secretaries	2 weeks	17-28 Feb, 13-24 Apr, 17-28 Aug, 19-30 Oct, 16-27 Nov, 07-18 Dec	11000
SAOM 24	Reception, Switchboard and Telephone Techniques	2 weeks	16-27 Mar, 18-29 May, 15-26 Jun, 14-25 Sep, 19-30 Oct, 16-27 Nov	11000
SAOM 25	Report Writing Skills	2 weeks	20-31 Jan, 17-28 Feb, 18-29 May, 15-26 Jun, 17-28 Aug, 07-18 Dec	11000
SAOM 26	Skills for the Administrative Assistant	1 week	24-28 Feb, 25-29 May, 22-26 Jun, 21-25 Sep, 23-27 Nov, 14-18 Dec	8500
SAOM 27	Speech Writing Skills	2 weeks	16-27 Mar, 13-24 Apr, 18-29 May, 15-26 Jun, 17-28 Aug, 16-27 Nov	11000
SAOM 28	Travel and Protocol Procedures	2 weeks	17-28 Feb, 18-29 May, 15-26 Jun, 14-25 Sep, 16-27 Nov, 07-18 Dec	11500



# 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: \_\_\_\_\_