



ZAMBIA TRAINING CALENDAR 2012-13



REGIONAL INSTITUTE FOR MANAGEMENT TRAINING

is entirely a Namibian, Zimbabwean and South African registered firm specializes in Capacity Building Programmes, Research Development ,and Corporate training is dedicated to assist aspiring professional in both the Public and Private Sector to acquire the knowledge and skills necessary to .move your professional growth to World Class standards both practically and academically. We offer customised and tailor-made professional short courses ,so you can request any course(s) which might not be on our training calendar ,Course Dates ,Venues ,packages and preferred Month to start the Course. We invite you to register and attend these enriching short courses which makes you more effective at your workplace.



Windhoek, Harare, Pretoria, Johannesburg, Cape Town, Durban, Gaborone, Maseru, Lusaka & Victoria Falls

REGIONAL INSTITUTE FOR MANAGEMENT TRAINING

Head Office: Suite 74-76 5th Floor Werner List Street, City Centre Building, Windhoek. Namibia. **P. O. Box 70772 Khomasdal, Windhoek, Namibia**

Namibia Tel: (+264)-60-807 4362 , Cell: (+264)-81-694 2888

Fax to E-mail: (+264) -8863 8877

E-mails: coordinator@rimt.co.za, enroll@rimt.co.za, info@rimt.co.za, finance@rimt.co.za

More courses are available at: www.rimt.co.za

REGIONAL CONTACTS

South Africa: (+27)-73-082 6054
: (+27)-82-072 6498

Zimbabwe Office:
(+263)-39262 800/263701
(+263)-775 396 759
(+263)-775 333 238

HUMAN RESOURCES MANAGEMENT PROGRAMMES (HRMP)

Venues: Namibia(Windhoek); **South Africa**(Pretoria; Johannesburg ,Cape Town,Durban & Polokwane (Pietersburg); **Botswana**(Gaborone & Francistown); **Kingdom of Lesotho**(Maseru); **Zambia**(Lusaka); **Zimbabwe**(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

<i>Course Code(s)</i>	<i>Course Name(s)</i>	<i>Duration</i>	<i>Dates</i>	<i>U\$</i>	<i>Venue(s)</i>
0001	<i>Conflict Management & Resolution</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3200</i>	<i>Pretoria</i>
0002	<i>Understanding the Role & Operations of the Ombudsman</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0003	<i>Advanced Human Resources for Public sector Managers</i>	<i>2 weeks</i>	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Maseru</i>
0004	<i>Results Based Performance Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 14-25 May, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0005	<i>Supervisory Skills for Technical Staff</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0006	<i>Computerized Human Resources Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Pretoria</i>
0007	<i>Effective Management & Supervisory Skills for Managerial Staff</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2550</i>	<i>Victoria Falls</i>
0008	<i>Strategic Human Resources Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3200</i>	<i>Gaborone</i>
0009	<i>Human Resource for Non-Human Resources Professional</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3200</i>	<i>Windhoek</i>
0010	<i>Staff performance, Appraisal & Evaluation Techniques</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3250</i>	<i>Cape Town</i>
0011	<i>Management Advancement Programme</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0012	<i>Labour Relations in Public Sector Organisations</i>	<i>2 weeks</i>	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Harare</i>

0013	<i>Electronic Records Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2300	<i>Windhoek</i>
0014	<i>Communication Skills & Time Management</i>	<i>1 week</i>	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	2400	<i>Joburg</i>
0015	<i>Curriculum Design & Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	<i>Victoria Falls</i>
0016	<i>Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Pretoria</i>
0017	<i>People Management Skills in a Technical Environment</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Francistown</i>
0018	<i>Leadership Innovation & Change Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2600	<i>Pretoria</i>
0019	<i>Executive Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3300	<i>Maseru</i>
0020	<i>Human Resources Management & Development</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Pretoria</i>
0021	<i>Change & Transformation Management</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	2500	<i>Windhoek</i>
0022	<i>Computerized Management of Institutional Records</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	<i>Windhoek</i>
0023	<i>Customer Care for Frontline Staff</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2300	<i>Lusaka</i>
0024	<i>Auditing Skills & Training needs Analysis</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3200	<i>Durban</i>
0025	<i>Strategic Management Skills for Senior HR Officers</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3200	<i>Pietersburg</i>
0026	<i>Report Writing Skills for Technical Staff</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2250	<i>Cape Town</i>
0027	<i>Archival Management & Documentation</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	2500	<i>Harare</i>
0028	<i>Pension Scheme, Design & Administration</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2330	<i>Gaborone</i>
0029	<i>Supervisory & Operations Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2200	<i>Joburg</i>

0030	<i>Operations & Production Management for Technical Staff</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2400</i>	<i>Harare</i>
0031	<i>Negotiation Skills & Dispute Resolution for HR Officers</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2450</i>	<i>Windhoek</i>
0032	<i>Records Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>1900</i>	<i>Victoria Falls</i>
0033	<i>Training of Trainers (T.O.T)</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2500</i>	<i>Pretoria</i>
0034	<i>Disciplinary Hearing Procedures</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2000</i>	<i>Durban</i>
0035	<i>Industrial Relations & Labour Law</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Maseru</i>
0036	<i>Disaster Management Skills</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2400</i>	<i>Gaborone</i>
0037	<i>Advanced Training on Financial Report Analysis</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Great Zimbabwe</i>
0038	<i>Public Procurement processes & Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Durban</i>
0039	<i>Policy Development, Formulation & Analysis</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3250</i>	<i>Windhoek</i>
0040	<i>Corporate Governance & Organizational Development</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Lusaka</i>
0041	<i>Micro-Computers in Human Resources Management</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2250</i>	<i>Victoria Falls</i>
0042	<i>Reward Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>1950</i>	<i>Cape Town</i>
0043	<i>Management & Leadership for Supervisors & Managers</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2300</i>	<i>Francistown</i>
0044	<i>Socio-economic Rights</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0045	<i>Advanced Management Programme</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2650</i>	<i>Pretoria</i>

0046	<i>Computer Software Management Skills for HR Officers</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Windhoek</i>
0047	<i>Effective Records Management for Registry Staff</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2550</i>	<i>Joburg</i>
0048	<i>Labour Relations & Conflict Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0049	<i>Management Development Programme for Middle Officers</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3350</i>	<i>Durban</i>
0050	<i>Management of the Training & Devpt of Personnel Officers</i>	<i>1 week</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>2400</i>	<i>Gaborone</i>
0051	<i>Management of Labour Relations in Public Sector</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2330</i>	<i>Harare</i>
0052	<i>Policy Development & Strategic Management for Executive</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2500</i>	<i>Maseru</i>
0053	<i>Change Management & Effective Strategic Planning</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3250</i>	<i>Lusaka</i>
0054	<i>Customer Care & Public Relations</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2300</i>	<i>Mutare</i>
0055	<i>Introduction to Human Resources Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2200</i>	<i>Cape Town</i>
0056	<i>Advanced Human Resources Management & Appraisal</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3350</i>	<i>Windhoek</i>
0057	<i>Human Resources Management & Recruitment</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3150</i>	<i>Pretoria</i>
0058	<i>Performance Appraisal & Management</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2500</i>	<i>Pretoria</i>
0059	<i>Industrial Relations</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	<i>2300</i>	<i>Gaborone</i>
0060	<i>Industrial Psychology & Labour Law</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Durban</i>
0061	<i>Executive Management & Supervisory skills for HR Officers</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Victoria Falls</i>

0062	<i>Personnel Selection, Placement & Adjustment</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2400	Windhoek
0063	<i>Executive Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Maseru
0064	<i>Grievances & Misconduct Handling Management</i>	<i>1 week</i>	<i>26-30 Mar, 21-25 May, 25-29 Jun, 27-31 Aug, 26-30 Nov, 10-14 Dec</i>	2400	Pretoria
0065	<i>HR Policy Development & Implementation</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Joburg
0066	<i>Labour Relations in Public Sector Organisations</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Harare
0067	<i>Leadership Development for Senior HR Officers</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Victoria Falls
0068	<i>Performance Appraisal & Evaluation Techniques</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3250	Durban
0069	<i>Performance Based Human Resources Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Windhoek
0070	<i>Performance Management & Evaluation</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Pretoria
0071	<i>Public Service HR Planning & Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	Harare
0072	<i>Supervisory Skills for Technical Skills</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Gaborone
0073	<i>Industrial & Personnel Psychology</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3200	Maseru
0074	<i>Mediation & Conflict Management</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2330	Windhoek

Leaders in Management Training, Research Development and Consultancy Services

FINANCIAL MANAGEMENT PROGRAMMES (FMP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0075	<i>Computerized Public Sector Financial Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>US\$ 3300</i>	<i>Windhoek</i>
0076	<i>International Financial Reporting Standards (IFRS)</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3450</i>	<i>Pretoria</i>
0077	<i>Financial Management & Budgetary Control</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Joburg</i>
0078	<i>Finance & Budgeting for Non-Finance Managers</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3200</i>	<i>Lusaka</i>
0079	<i>Public Sector Financial Management & Control</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3250</i>	<i>Gaborone</i>
0080	<i>Advanced Accounting & Auditing for Public Sector Organisations</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3400</i>	<i>Windhoek</i>
0081	<i>Financial Mathematics & Corporate Finance</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3550</i>	<i>Pretoria</i>
0082	<i>Financial Analysis</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Maseru</i>
0083	<i>Computerized Auditing for Public Sector Organisations</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Victoria Falls</i>
0084	<i>Basic Financial Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Francistown</i>
0085	<i>Internal Auditing & Accountability Programme</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Durban</i>
0086	<i>Computerized Auditing & Financial Control</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Cape Town</i>
0087	<i>Strategic Financial Management for NGOs</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Harare</i>
0088	<i>Computerized Accounting Systems & Public Sector Financing</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3250</i>	<i>Pretoria</i>

0089	<i>Internal Auditing for all Government Auditors & Private Sectors Managers</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Windhoek</i>
0090	<i>Cost & Management Accounting</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>
0091	<i>Cash & Balance Sheet Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Pretoria</i>
0092	<i>Credit Management, Monitoring & Control</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Victoria Falls</i>
0093	<i>Finance & Budgeting for Regional or Local Authorities</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Durban</i>
0094	<i>Principles of Financial Management for SMEs</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Maseru</i>
0095	<i>Financial Management for Managers</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3250	<i>Gaborone</i>
0096	<i>Budgeting & Forecasting for Finance Managers</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3200	<i>Harare</i>
0097	<i>Financial Risk Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3250	<i>Polokwane</i>
0098	<i>Capital Budgeting & Cash flow principles</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>
0099	<i>Corporate Financial Management for Senior Executives</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Victoria Falls</i>
0100	<i>Corporate Governance for Senior Executives</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Pretoria</i>
0101	<i>Public Financial Management for Parliamentarians</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Pretoria</i>
0102	<i>Financial Planning & Budgeting</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3200	<i>Maseru</i>
0103	<i>Auditing of Computerized Accounting Systems</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	<i>Durban</i>
0104	<i>Basic Bookkeeping & Accountancy for Executive Secretaries</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	2950	<i>Pretoria</i>

0105	<i>Public Sector Financial Planning, Modeling & Accounting</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Windhoek</i>
0106	<i>Advanced Budgeting & Budgetary Control</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Joburg</i>
0107	<i>Advanced Public Sector Financial Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0108	<i>Auditing for Internal Auditors</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Durban</i>
0109	<i>Budgeting & Budgetary Control</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3350</i>	<i>Windhoek</i>
0110	<i>Computerized Financial Management Programme</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Pretoria</i>
0111	<i>Internal Auditing & Report Writing Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Pretoria</i>
0112	<i>Financial Analysis Management Course</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Harare</i>
0113	<i>Financial Management, Accounting & Budgetary Control</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Lusaka</i>
0114	<i>Financial Management of Donor Funded Projects</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Maseru</i>
0115	<i>Managing the Internal Audit Department</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Cape Town</i>
0116	<i>Public Sector Financial Planning & Modeling for Executives</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3550</i>	<i>Windhoek</i>
0117	<i>Implementation of Auditing Procedures in Public Sector</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2400</i>	<i>Victoria Falls</i>
0118	<i>Advanced Management Accounting Techniques</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0119	<i>Costing Systems in Public Service & Merchandising for SME</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Maseru</i>
0120	<i>Fundamentals of Internal Auditing</i>	<i>1 week</i>	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	<i>2300</i>	<i>Polokwane</i>

0121	<i>Auditing Skills & People Balance Sheet</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Gaborone</i>
0122	<i>Asset & Liability Management Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Pretoria</i>
0123	<i>Auditing for Internal Auditors</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>
0124	<i>Budgeting & Budgetary Control</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3250	<i>Windhoek</i>
0125	<i>Financial Risk Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	<i>Joburg</i>
0126	<i>Financial Management & Budgetary Control</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Pretoria</i>
0127	<i>Compilations of Budgets, Financial Statements & Budgetary Control</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	<i>Victoria Falls</i>
0128	<i>Training on Financial Report Analysis</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	<i>Harare</i>
0129	<i>Sub-National Financial Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Durban</i>
0130	<i>Financial Management for NGOs /Civil Societies</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Great Zimbabwe</i>
0131	<i>Bookkeeping & Basic Accountancy for Secretaries</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Pretoria</i>
0132	<i>Introduction to Cost & Management Accounting</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Polokwane</i>
0133	<i>Introduction to Financial Accounting</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Durban</i>
0134	<i>Basic Financial Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Lusaka</i>
0135	<i>Systems Management & Internal Financial Controls</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Gaborone</i>
0136	<i>Cost Reduction Techniques for Effective Purchasing</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Harare</i>
0137	<i>Cashflow Management for Finance Specialist</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Pretoria</i>

0138	<i>Treasury Management Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek
0139	<i>Revenue Collection Management Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Pretoria
0140	<i>Computer Application in Accounting, Auditing & Financial Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3250	Victoria Falls
0141	<i>Skills Audit & People Balance Sheet</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3200	Durban
0142	<i>Financial Planning & Forecasting</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Cape Town
0143	<i>Advanced Business Financial Analysis</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3350	Maseru
0144	<i>Public Budgeting & Fiscal Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3400	Pretoria
0145	<i>Project Finance Modelling</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Windhoek
0146	<i>Certificate Programme in Micro-Finance Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Lusaka

Leaders in Management Training, Research Development and Consultancy Services

POLICY MANAGEMENT & DEVELOPMENT PROGRAMMES (PMDP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0147	<i>Quantitative Techniques for Macro-economic Analysis & Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	US\$ 3200	Great Zimbabwe
0148	<i>Socio-Economic Rights</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Windhoek

0149	<i>Research & Data Analysis in SPSS</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3450</i>	<i>Windhoek</i>
0150	<i>Macro-econometric Modeling & Forecasting</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0151	<i>Macro-economic Policy Analysis, Econometric Modeling & Forecasting</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0152	<i>Policy Analysis for Parliamentarians & Policy Makers</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3500</i>	<i>Victoria Falls</i>
0153	<i>Macro-economic Policy Analysis ,Econometric & Forecasting</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Harare</i>
0154	<i>Public Debt Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0155	<i>Fundamentals of Economic Policy Formulation</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
0156	<i>Public Speaking & Presentation Skills</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3200</i>	<i>Pretoria</i>
0157	<i>Economic Empowerment, Policy Development & Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Durban</i>
0158	<i>Data Generation & Management for Efficient Economic Planning</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3350</i>	<i>Joburg</i>
0159	<i>Economic Forecasting & Policy Analysis</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Pretoria</i>
0160	<i>Macro-economic Analysis & Budgetary Control</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0161	<i>Economic Policy Research Methods & Analysis</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3250</i>	<i>Victoria Falls</i>
0162	<i>Macro-economic Analysis Programme</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
0163	<i>Policy Development & Strategic Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Pretoria</i>
0164	<i>Policy Development & Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Lusaka</i>

0165	<i>Research Design, Methodology & Presentation</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Windhoek</i>
0166	<i>Women Leadership & Development Programme</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Gaborone</i>
0167	<i>Investment Policy Development & Implementation</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	<i>Pretoria</i>
0168	<i>Economic Forecasting & Analysis</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Victoria Falls</i>
0169	<i>Macro-economic Policy Analysis, Modeling & Forecasting</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3400	<i>Windhoek</i>
0170	<i>Principles of Micro-economic Course</i>	1 week	<i>23-27 Jan, 23-27 Apr, 21-25 May, 23-27 Jul, 24-28 Sep, 26-30 Nov</i>	2300	<i>Polokwane</i>
0171	<i>Economic Forecasting & Policy Analysis</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Durban</i>
0172	<i>Statistical Analysis for Planners, Budget Officers & Economists</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Windhoek</i>
0173	<i>Macro-econometric Modeling & Forecasting</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Victoria Falls</i>
0174	<i>Investment Policy Formulation & Development</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Pretoria</i>
0175	<i>Policy & Planning Issues in Agriculture Sector</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3250	<i>Windhoek</i>
0176	<i>Policy Writing, Implementation & Evaluation</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3200	<i>Durban</i>
0177	<i>Policy Formulation, Implementation & Evaluation</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	<i>Windhoek</i>

Leaders in Management Training, Research Development and Consultancy Services

PROJECT MANAGEMENT PROGRAMMES (PMP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg)); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0178	<i>Project Design, Planning & Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	US\$ 3000	Victoria Falls
0179	<i>Community Participation, Empowerment & Development</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Gaborone
0180	<i>Advanced Course on Project Analysis & Evaluation</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Pretoria
0181	<i>Monitoring & Evaluation(M&E) of HIV/AIDS Projects</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek
0182	<i>Participatory Project Planning & Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Windhoek
0183	<i>Computerized Project Planning & Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Pretoria
0184	<i>Project Planning, Management & Evaluation</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Victoria Falls
0185	<i>Monitoring & Evaluation(M&E) of Donor Funded Projects</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Joburg
0186	<i>Project Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Harare
0187	<i>Advanced Project Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Polokwane
0188	<i>Project Proposal Course</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Maseru
0189	<i>Tendering Processes</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek
0190	<i>Sustainable Development Projects in Rural Communities</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Great Zimbabwe
0191	<i>Gender, Poverty & Rural Development Programme</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Gaborone

0192	<i>Gender Sensitive Project Planning & Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Victoria Falls</i>
0193	<i>Community Health Project Planning & Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Lusaka</i>
0194	<i>Computerized Project Monitoring & Evaluation</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Durban</i>
0195	<i>Environmental Impact Assessment for Sustainable Development</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Great Zimbabwe</i>
0196	<i>M & E of Development Projects</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Cape Town</i>
0197	<i>Strategic Management for Development Projects</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Pretoria</i>
0198	<i>Advanced Project Monitoring & Evaluation</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Pretoria</i>
0199	<i>Project Procurement for Donor Funded Projects</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Victoria Falls</i>
0200	<i>E-Procurement, Monitoring & Evaluation of Projects</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Maseru</i>
0201	<i>Computerized Project Management of Institutional Records</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Victoria Falls</i>
0202	<i>Rural Energy Project Planning & Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Harare</i>
0203	<i>Project Appraisal & Development Planning for SMEs</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Lusaka</i>
0204	<i>M & E of Community & Development Projects</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	<i>Windhoek</i>
0205	<i>Public Procurement Processes & Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3200	<i>Durban</i>
0206	<i>Writing a Business Plan Workshop</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Pretoria</i>
0207	<i>Tender & Contract Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Joburg</i>
0208	<i>Business Proposal Writing Course</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>

0209	<i>Developing Business Proposal for SMEs</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Harare
0210	<i>Project Planning & Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Pretoria
0211	<i>Project Management & Evaluation</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Windhoek
0212	<i>E-Procurement & Materials Management Procurement</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Pretoria
0213	<i>Financial Management of Donor Funded Projects</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Joburg
0214	<i>Gender & Rural Development Projects Programme</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Lusaka
0215	<i>Advanced Project Planning & Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Pretoria
0216	<i>Credit Management, Monitoring & Control for Micro-Projects</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Great Zimbabwe
0217	<i>Advanced Monitoring & Evaluation (M&E) Course</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Gaborone
0218	<i>Project Design Proposal Writing & Fundraising</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Gaborone
0219	<i>Development Planning-Framework, Design & Techniques</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Victoria Falls

Leaders in Management Training, Research Development and Consultancy Services

ENVIRONMENTAL PROJECT MANAGEMENT PROGRAMMES (EPMP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0220	<i>Environmental Impact Assessment for Sustainable Development</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	US\$ 3000	Windhoek
0221	<i>Natural Resources Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Harare

0222	<i>Land & Water Resources Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Great Zimbabwe
0223	<i>Veterinary Epidemiology & Pathology Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Windhoek
0224	<i>Waste Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Pretoria
0225	<i>Animal Health Management & Development</i>	4 weeks	<i>05-30Mar, 02-27 Apr, 04-29 Jun, 06-31 Aug, 01-26 Oct, 05-30 Nov</i>	4200	Victoria Falls
0226	<i>People Management Skills in a Technical Environment Programme</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Great Zimbabwe
0227	<i>Urban Management Development</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3500	Francistown
0228	<i>Disaster Preparedness & Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Windhoek
0229	<i>Livestock & Wildlife Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Harare
0230	<i>Tourism & Hospitality Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Durban
0231	<i>Transport & Fleet Management Logistics</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Pretoria
0232	<i>Occupational Health & Safety</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Maseru
0233	<i>Environmental Planning & Project Appraisal</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Gaborone
0234	<i>Mushroom Production</i>	3 weeks	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	3600	Windhoek
0235	<i>Soil & Water Conservation Planning</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Victoria Falls
0236	<i>Computer Applications to Water Resources Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Pretoria
0237	<i>International Tourism Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Cape Town
0238	<i>Principles of Irrigation Systems & Design</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Harare

0239	<i>Urban Land Administration & Planning</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3500	Windhoek
0240	<i>Training on Local Economic Development</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Harare
0241	<i>Environmental Scanning & Analysis</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Gaborone
0242	<i>Drought & Food Security Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Victoria Falls
0243	<i>Community Water Supply & Waste Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Pretoria
0244	<i>Occupational Safety & Health Management Systems</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Maseru
0245	<i>Agriculture Management & Rural Development Programme</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Victoria Falls
0246	<i>Management of Animal Diseases Risks in Epidemiology</i>	4 weeks	<i>05-30Mar, 02-27 Apr, 04-29 Jun, 06-31 Aug, 01-26 Oct, 05-30 Nov</i>	4500	Harare
0247	<i>Natural Resources Economics</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Durban
0248	<i>Management of SMEs & Development</i>	3 weeks	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	3500	Polokwane
0249	<i>Integrated Water Resources Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3200	Gaborone

Leaders in Management Training, Research Development and Consultancy Services

OFFICE MANAGEMENT & ADMINISTRATION PROGRAMMES (OMAP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

				US\$	
0250	<i>Advanced Management Information System & Data Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Harare
0251	<i>Archival Management & Documentation</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek
0252	<i>Effective Records Management Course</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Joburg
0253	<i>Customer Care & Public Relations</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Maseru
0254	<i>Financial Analysis Management Course</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Lusaka
0255	<i>Telephone Etiquette & Customer Service</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	2950	Windhoek
0256	<i>Executive Secretaries & Administrators</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Durban
0257	<i>Electronic Records Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Pretoria
0258	<i>Website Development & Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Pretoria
0259	<i>Supervisory & Office Management Skills</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Windhoek
0260	<i>Basic Accountancy & Bookkeeping for Secretaries</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Pretoria
0261	<i>Performance Appraisal & Evaluation Techniques</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Joburg
0262	<i>Executive Office Administration & Secretarial Skills</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Windhoek
0263	<i>Professional Secretarial & Administrative Skills</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	Cape Town
0264	<i>Management Skills for Minister's Secretaries</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Victoria Falls
0265	<i>Office Administration Skills & Events Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	Pretoria

0266	<i>Labour Relations in Public Sector</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Polokwane</i>
0267	<i>Grievances & Misconduct Handling Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Harare</i>
0268	<i>Professional Code of Ethics & Behaviour</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
0269	<i>Executive Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Victoria Falls</i>
0270	<i>Asset & Liability Management Course</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0271	<i>Basic First Aid Course on for Technical Staff</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
0272	<i>Auditing Skills & People Balance Sheet</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0273	<i>Computer Skills for Secretaries & Personal Assistants</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0274	<i>Effective Management & Supervisory for Executive Secretaries</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Great Zimbabwe</i>
0275	<i>Time Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>2950</i>	<i>Pretoria</i>
0276	<i>Stress Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>2950</i>	<i>Maseru</i>
0277	<i>Business Plan Writing Workshop</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Joburg</i>
0278	<i>Investigation & Prevention of Corruption in Projects</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0279	<i>Marketing Research for Senior Executives</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Gaborone</i>
0280	<i>Small Business Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0281	<i>Performance Appraisal & Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0282	<i>Customer Care & Public Relations</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Maseru</i>
0283	<i>SQL Database Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>

0284	<i>Disciplinary Hearing Procedures</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Harare</i>
0285	<i>Office Assistants Skills Development Course</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Cape Town</i>
0286	<i>Management Administration Skills for NGOs Officers</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Victoria Falls</i>
0287	<i>Management Development Programme for Middle Managers</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Great Zimbabwe</i>
0288	<i>Effective Management & Gender Issues Programme</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
0289	<i>Labour Relations & Conflict Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Lusaka</i>
0290	<i>Executive Secretarial Skills Development Workshop</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Durban</i>
0291	<i>Electronic Data & Records Management Programme</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Victoria Falls</i>
0292	<i>Effective Records Management for Registry Staff Officers</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0293	<i>Advanced Executive Office Administration and Secretarial Skills</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0294	<i>Data & Records Management Programme</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Joburg</i>
0295	<i>Computer & Software Management Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Harare</i>
0296	<i>Advanced Management Programme</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0297	<i>Strategic Management Skills for Senior Executives</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0298	<i>Effective Supervisory Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
0299	<i>Leadership Development for Executive Secretaries</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Great Zimbabwe</i>
0300	<i>Executive Secretaries & Leadership Course</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Durban</i>

0301	<i>Advanced Secretaries & Personal Assistants Course</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0302	<i>Computer Management of Institutional Records</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0303	<i>Public Speaking & Presentation Skills</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0304	<i>Advanced Secretarial Leadership Development</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Victoria Falls</i>
0305	<i>Report Writing Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Francistown</i>
0306	<i>Electronic Records & Archiving Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3200</i>	<i>Great Zimbabwe</i>
0307	<i>Communication Skills & Time Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0308	<i>Minute Taking Workshop</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Joburg</i>
0309	<i>Report Writing Skills for Technical Staff</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Victoria Falls</i>
0310	<i>Basic Auditing Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
0311	<i>Customer Care for Frontline Staff</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
0312	<i>Conflict Resolution Course</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0313	<i>Advanced Records Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Windhoek</i>
0314	<i>Office Administration Skills/ Office Administration</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Pretoria</i>
0315	<i>Disaster Management Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0316	<i>Supervisory Skills Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Harare</i>
0317	<i>Communication Skills & Diplomacy for all Government Messengers</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Victoria Falls</i>
0318	<i>Essential Grammar for Professional Writing</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3250</i>	<i>Great Zimbabwe</i>

0319	<i>Training of Trainers (TOT)</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Pretoria</i>
0320	<i>Urban Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
0321	<i>Compilations of Budgets, Financial Statements & Control</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Victoria Falls</i>
0322	<i>Training on Financial Report Analysis</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0323	<i>Information Records Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Joburg</i>
0324	<i>Sub-National Financial Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3300</i>	<i>Harare</i>
0325	<i>Proficiency in English & Customer Care</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
0326	<i>Computer Skills for Secretaries</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0327	<i>Customer Care & Communication Skills</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
0328	<i>Strategic Management Skills for Senior Executives</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
0329	<i>Office Administration & Secretarial Procedures</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Gaborone</i>
0330	<i>Front Office Operation & Administration</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Cape Town</i>
0331	<i>Office Technology, Internet & E-Mails Skills</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Durban</i>
0332	<i>Business Management & Administration Course</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
0333	<i>Introduction to Financial Accounting & Management Skills</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Victoria Falls</i>
0334	<i>Drivers Protocol Skills</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Lusaka</i>
0335	<i>Filing & Records Management</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>2900</i>	<i>Windhoek</i>
0336	<i>Procurement Management</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>2900</i>	<i>Great Zimbabwe</i>

0337	<i>Purchase Order Flow</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	2800	Maseru
0338	<i>Stores & Inventory Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Windhoek
0339	<i>Procurement & Materials Management Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Pretoria
0340	<i>Travel & Logistics Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Joburg
0341	<i>Events Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Victoria Falls
0342	<i>Intellectual Property Rights</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3200	Windhoek
0343	<i>Effective Investigative Skills</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Harare
0344	<i>Introduction to Fleet Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	2900	Durban
0345	<i>Basic Foundation in Insurance Course</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	2950	Maseru
0346	<i>Retirement Fund Management Programme</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Gaborone
0347	<i>Intermediate Foundation in Insurance Course</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Lusaka
0348	<i>Advanced Insurance Course</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Windhoek

Leaders in Management Training, Research Development and Consultancy Services

INFORMATION COMPUTER TECHNOLOGY (ICT) PROGRAMMES (ICTP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0349	<i>Linux Networking & Security Administration</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	US\$ 3500	Windhoek
0350	<i>SQL Database Management Techniques</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3500	Victoria Falls

0351	<i>Introduction to Java Programming Language, Data Structures & Algorithms</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3250	<i>Pretoria</i>
0352	<i>MIS & Database Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Maseru</i>
0353	<i>Website Development & Management</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	<i>Joburg</i>
0354	<i>Network Security & Administration</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3500	<i>Windhoek</i>
0355	<i>Information Technology & Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Windhoek</i>
0356	<i>Linux Advanced Administration & Troubleshooting</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3800	<i>Lusaka</i>
0357	<i>Introduction to IT Auditing</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>
0358	<i>Computer Skills for Professional Secretaries & Personal Assistants</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	<i>Harare</i>
0359	<i>Computer & Software Management Skills</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Polokwane</i>
0360	<i>Computerized Management of Institutional Records</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Joburg</i>
0361	<i>SQL Database Management</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Pretoria</i>
0362	<i>Advanced Visual Basic Computer Programming</i>	3 weeks	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	3600	<i>Victoria Falls</i>
0363	<i>Software Design & Engineering</i>	3 weeks	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	3600	<i>Windhoek</i>
0364	<i>Database Management Systems & Concepts</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Windhoek</i>
0365	<i>Introduction to Computer Programming</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Pretoria</i>
0366	<i>Network Design, Implementation & Administration</i>	3 weeks	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	3600	<i>Windhoek</i>
0367	<i>Systems Analysis & Design</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Great Zimbabwe</i>

<i>0368</i>	<i>Visual Basic Computer Programming</i>	<i>3 weeks</i>	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	<i>3600</i>	<i>Lusaka</i>
<i>0369</i>	<i>Computer Organisation & Architecture</i>	<i>3 weeks</i>	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	<i>3600</i>	<i>Gaborone</i>
<i>0370</i>	<i>Web & Graphic Designing</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Victoria Falls</i>
<i>0371</i>	<i>MIS for Senior Executives</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
<i>0372</i>	<i>Information Records Management</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3000</i>	<i>Maseru</i>
<i>0373</i>	<i>Advanced Microsoft Excel, PowerPoint Presentation Skills</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3250</i>	<i>Windhoek</i>
<i>0374</i>	<i>Information Technology for Senior Executives</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
<i>0375</i>	<i>Records Management & Information for Executives</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Gaborone</i>
<i>0376</i>	<i>Advanced Programming with JAVA</i>	<i>3 weeks</i>	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	<i>3600</i>	<i>Harare</i>
<i>0377</i>	<i>Advanced Office 2007 for Executive Secretaries</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Joburg</i>
<i>0378</i>	<i>Desk-top Publishing Course</i>	<i>2 weeks</i>	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	<i>3000</i>	<i>Victoria Falls</i>
<i>0379</i>	<i>Computer Skills for all Secretaries –(Windows 2010)</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Windhoek</i>
<i>0380</i>	<i>Introduction to Computer Database Systems</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>
<i>0381</i>	<i>Advanced Computer Skills for Personal Assistants</i>	<i>2 weeks</i>	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	<i>3300</i>	<i>Gaborone</i>
<i>0382</i>	<i>E-Procurement, Monitoring & Regulating Public Procurement</i>	<i>3 weeks</i>	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	<i>3600</i>	<i>Maseru</i>
<i>0383</i>	<i>Advanced Database Management</i>	<i>3 weeks</i>	<i>12-30 Mar ,09-27 Apr,07-25 May,11-29 Jun ,09-27 Jul,06-24Aug</i>	<i>3600</i>	<i>Harare</i>
<i>0384</i>	<i>Advanced Management Information Systems</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3300</i>	<i>Pretoria</i>
<i>0385</i>	<i>Computer Skills for Senior Executive Secretaries</i>	<i>2 weeks</i>	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	<i>3000</i>	<i>Pretoria</i>

0386	SQL Database Design & Management	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Windhoek
0387	Website Development	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Victoria Falls
0388	Computers in Management	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Joburg
0389	Basic SQL for Executive Secretaries	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Durban
0390	ESRI GIS Software Training	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3800	Great Zimbabwe
0391	Online Publishing	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3450	Jorburg
0392	The Managing of Information Registry Course	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	Harare
0393	Introduction to Web Content Development	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Pretoria
0394	Computer Applications in Business & Finance	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek

Leaders in Management Training, Research Development and Consultancy Services

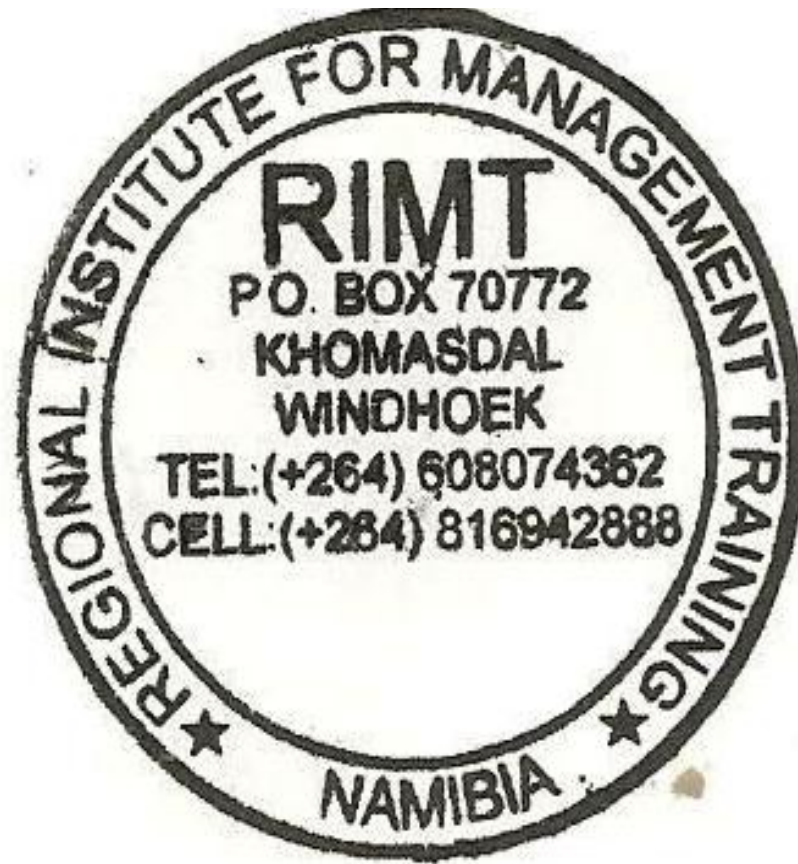
HEALTH MANAGEMENT PROGRAMMES (HMP)

Venues: *Namibia*(Windhoek); *South Africa*(Pretoria; Johannesburg ,Cape Town ,Durban & Polokwane (Pietersburg); *Botswana*(Gaborone & Francistown); *Kingdom of Lesotho*(Maseru); *Zambia*(Lusaka); *Zimbabwe*(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo).

0395	Monitoring & Evaluation of HIV/AIDS Projects	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	US\$ 3300	Windhoek
0396	Occupational Health & Safety	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Gaborone

0397	<i>HIV/AIDS Combating & Support Systems</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Great Zimbabwe
0398	<i>Management of HIV/AIDS in the Workplace</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Polokwane
0399	<i>Basic First Aid for Technical Staff</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	Victoria Falls
0400	<i>Health Management & Planning</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Pretoria
0401	<i>Community Health & Primary Health Care</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Windhoek
0402	<i>Occupational Safety & Health Management Systems</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Harare
0403	<i>Results Based Management of HIV/AIDS</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Lusaka
0404	<i>Medical Aid Administration & Management</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Joburg
0405	<i>Group Pension Scheme for Management & Administration</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Cape Town
0406	<i>Nutritional Management for HIV/AIDS</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Victoria Falls
0407	<i>Mainstreaming HIV/AIDS in Development Programmes</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Maseru
0408	<i>Family Planning & Reproductive Health</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	Pretoria
0409	<i>Psycho-Social Support & Community Based Counselling & Empowerment Programme(s)</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3300	Great Zimbabwe
0410	<i>Sexual & Gender Based Violence (SGBV)</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	Joburg
0411	<i>Diseases Control & Prevention</i>	2 weeks	<i>16-27 Jan, 19 – 30 Mar, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	Durban
0412	<i>HIV/AIDS Care & Support for Vulnerable Groups</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Windhoek
0413	<i>Psycho-Social Support & Community Based Counselling</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	Pretoria

0414	<i>Stigma Discrimination</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	<i>Joburg</i>
0415	<i>Research Methods</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 14-25 May, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Durban</i>
0416	<i>Strategic Management of Development HIV/AIDS Projects</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3300	<i>Polokwane</i>
0417	<i>Road Safety & Accident Management</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Lusaka</i>
0418	<i>Transport & Fleet Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Windhoek</i>
0419	<i>Water Supply & Sanitation Management</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	<i>Harare</i>
0420	<i>Managing Occupational Health & Safety</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 14-25 May, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Pretoria</i>
0421	<i>Clinical Research Methods for Medical Researchers & Medical Personnel</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3500	<i>Victoria Falls</i>
0422	<i>Gender & Reproductive Health</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	<i>Polokwane</i>
0423	<i>National Gender Based Violence Workshop</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 14-25 May, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3300	<i>Cape Town</i>
0424	<i>Industrial Health & Hygiene Workshop</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Windhoek</i>
0425	<i>Participation of Nurses in Occupational Health & Mental Health</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3000	<i>Great Zimbabwe</i>
0426	<i>Management of ARVs in the Civil Society</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 18-29 Jun, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Pretoria</i>
0427	<i>Public Health Management</i>	2 weeks	<i>19-30 Mar, 14-25 May, 18-29 Jun, 20-31 Aug, 19-30 Nov, 3-14 Dec</i>	3000	<i>Durban</i>
0428	<i>Safety & Health Management</i>	2 weeks	<i>13-24 Feb, 16-27 Apr, 14-25 May, 20-31 Aug, 15-26 Oct, 3-14 Dec</i>	3000	<i>Victoria Falls</i>
0429	<i>Management & Accident Prevention</i>	2 weeks	<i>19-30 Mar, 18-29 Jun, 16-27 Jul, 17-28 Sep, 19-30 Nov, 3-14 Dec</i>	3000	<i>Pretoria</i>
0430	<i>Nutrition & HIV/AIDS Management</i>	2 weeks	<i>16-27 Jan, 16-27 Apr, 14-25 May, 16-27 Jul, 17-28 Sep, 19-30 Nov</i>	3250	<i>Windhoek</i>



Leaders in Management Training, Research Development and Consultancy Services