

REGIONAL INSTITUTE FOR MANAGEMENT TRAINING (RIMT)



INTERNATIONAL TRAINING CALENDAR 2011

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

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HUMAN RESOURCES MANAGEMENT PROGRAMMES (HRMP)

Venues: Namibia(Windhoek, Walvis Bay & Swakopmund); South Africa(Pretoria & Polokwane(Pietersburg)); Botswana(Gaborone & Francistown); Kingdom of Lesotho(Maseru); Zambia(Lusaka); Zimbabwe(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo)).

Course Codes	Course	Duration	Dates	(US\$)
0001	<i>Conflict Management & Resolution</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0002	<i>Understanding the Role & Operations of the Ombudsman</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0003	<i>Advanced Human Resources for Public sector Managers</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0004	<i>Results Based Performance Management</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3300
0005	<i>Supervisory Skills for Technical Staff</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0006	<i>Computerized Human Resources Management</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3000
0007	<i>Effective Management & Supervisory Skills for Managerial Staff</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3250
0008	<i>Strategic Human Resources Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec	3200
0009	<i>Human Resource for Non-Human Resources Professional</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3200
0010	<i>Staff performance, Appraisal & Evaluation Techniques</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3250
0011	<i>Management Advancement Programme</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0012	<i>Labour Relations in Public Sector Organisations</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0013	<i>E-Records Management</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0014	<i>Communication Skills & Time Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000

0015	<i>Conflict Resolution Course</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0016	<i>Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0017	<i>People Management Skills in a Technical Environment</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0018	<i>Leadership Innovation & Change Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3200</i>
0019	<i>Executive Customer Care & Public Relations Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0020	<i>Human Resources Management & Development</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0021	<i>Change & Transformation Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0022	<i>Computerized Management of Institutional Records</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>3200</i>
0023	<i>Customer Care for Frontline Staff</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0024	<i>Auditing Skills & Training needs Analysis</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3200</i>
0025	<i>Strategic Management Skills for Senior HR Officers</i>	<i>2 weeks</i>	<i>14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3200</i>
0026	<i>Report Writing Skills for Technical Staff</i>	<i>2 weeks</i>	<i>17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec</i>	<i>3000</i>
0027	<i>Archival Management & Documentation</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>3000</i>
0028	<i>Pension Scheme, Design & Administration</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0029	<i>Supervisory & Operations Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>
0030	<i>Operations & Production Management for Technical Staff</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0031	<i>Negotiation Skills & Dispute Resolution for HR Officers</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0032	<i>Records Management</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec</i>	<i>3000</i>
0033	<i>Training of Trainers (TOT)</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0034	<i>Disciplinary Hearing Procedures</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>

0035	<i>Industrial Relations & Labour Law</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3200
0036	<i>Disaster Management Skills</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0037	<i>Advanced Training on Financial Report Analysis</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3200
0038	<i>Public Procurement processes & Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0039	<i>Policy Development, Formulation & Analysis</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3200
0040	<i>Corporate Governance & Organizational Development</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0041	<i>Micro-Computers in Human Resources Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec	3000
0042	<i>Reward Management</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0043	<i>Management & Leadership for Supervisors & Managers</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0044	<i>Socio-economic Rights</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0045	<i>Advanced Management Programme</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0046	<i>Computer Software Management Skills for HR Officers</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3300
0047	<i>Effective Records Management for Registry Staff</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0048	<i>Labour Relations & Conflict Management</i>	2 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3000
0049	<i>Management Development Programme for Middle Officers</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0050	<i>Management of the Training & Devpt of Personnel Officers</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0051	<i>Management of Labour Relations in Public Sector</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3000
0052	<i>Policy Development & Strategic Management for Executive</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0053	<i>Change Management & Effective Strategic Planning</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3250
0054	<i>Customer Care & Public Relations</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000

0055	<i>Introduction to Human Resources Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0056	<i>Advanced Human Resources Management & Appraisal</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3300
0057	<i>Human Resources Management & Recruitment</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0058	<i>Performance Appraisal & Management</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0059	<i>Industrial Relations</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3000
0060	<i>Industrial Psychology & Labour Law</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0061	<i>Executive Management & Supervisory skills for HR Officers</i>	2 weeks	14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0062	<i>Personnel Selection, Placement & Adjustment</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0063	<i>Executive Customer Care & Public Relations Management</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3300
0064	<i>Grievances & Misconduct Handling Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0065	<i>HR Policy Development & Implementation</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3300
0066	<i>Labour Relations in Public Sector</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0067	<i>Leadership Development for Senior HR Officers</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0068	<i>Performance Appraisal & Evaluation Techniques</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0069	<i>Performance Based Human Resources Management</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0070	<i>Performance Management & Evaluation</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3250
0071	<i>Public Service HR Planning & Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3200
0072	<i>Supervisory Skills for Technical Skills</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3000
0073	<i>Industrial & Personnel Psychology</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3200

0074	<i>Mediation & Conflict Management</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3000
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Leaders in Management Training, Research Development and Consultancy Services

FINANCIAL MANAGEMENT PROGRAMMES (FMP)

Venues: Namibia(Windhoek,Walvis Bay & Swakopmund); South Africa(Pretoria & Polokwane(Pietersburg); Botswana(Gaborone & Francistown); Kingdom of Lesotho(Maseru); Zambia(Lusaka); Zimbabwe(Harare, Victoria Falls ,Mutare & Great Zimbabwe(Masvingo).

				US\$
0075	<i>Computerized Public Sector Financial Management</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0076	<i>International Financial Reporting Standards (IFRS)</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3300
0077	<i>Financial Management & Budgetary Control</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0078	<i>Finance & Budgeting for Non-Finance Managers</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0079	<i>Public Sector Financial Management & Control</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3250
0080	<i>Advanced Accounting & Auditing for Public Sector Organisations</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3300
0081	<i>Financial Mathematics & Corporate Finance</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0082	<i>Financial Analysis</i>	2 weeks	3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec	3300
0083	<i>Computerized Auditing for Public Sector Organisations</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3200
0084	<i>Basic Financial Management</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0085	<i>Internal Auditing & Accountability Programme</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000

0086	<i>Computerized Auditing & Financial Control</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0087	<i>Strategic Financial Management for NGOs</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0088	<i>Computerized Accounting Systems & Public Sector Financing</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3250
0089	<i>Public Sector Auditing</i>	2 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3000
0090	<i>Cost & Management Accounting</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0091	<i>Cash & Balance Sheet Management</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0092	<i>Credit Management, Monitoring & Control</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3000
0093	<i>Finance & Budgeting for Regional or Local Authorities</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0094	<i>Principles of Financial Management for SMEs</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0095	<i>Financial Management for Managers</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3250
0096	<i>Budgeting & Forecasting for Finance Managers</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3200
0097	<i>Financial Risk Management</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3250
0098	<i>Capital Budgeting & Cash flow principles</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0099	<i>Corporate Financial Management for Senior Executives</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0100	<i>Corporate Governance for Senior Executives</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3300
0101	<i>Public Financial Management for Parliamentarians</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0102	<i>Financial Planning & Budgeting</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3200
0103	<i>Auditing of Computerized Accounting Systems</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3200
0104	<i>Basic Bookkeeping</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	2950
0105	<i>Public Sector Financial Planning, Modeling & Accounting</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300

0106	<i>Advanced Budgeting & Budgetary Control</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3300
0107	<i>Advanced Public Sector Financial Management</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0108	<i>Auditing for Internal Auditors</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0109	<i>Budgeting & Budgetary Control</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3250
0110	<i>Computerized Financial Management Programme</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3200
0111	<i>Finance for Non-Finance Managers</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0112	<i>Financial Analysis Management Course</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0113	<i>Financial Management, Accounting & Budgetary Control</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3300
0114	<i>Financial Management of Donor Funded Projects</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0115	<i>Managing the Internal Audit Department</i>	2 weeks	3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec	3000
0116	<i>Public Sector Financial Planning & Modeling for Executives</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0117	<i>Implementation of Auditing Procedures in Public Sector</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0118	<i>Advanced Management Accounting Techniques</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0119	<i>Costing Systems in Public Service & Merchandising for SME</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0120	<i>Fundamentals of Internal Auditing</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0121	<i>Auditing Skills & People Balance Sheet</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0122	<i>Asset & Liability Management Course</i>	2 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3000
0123	<i>Auditing for Internal Auditors</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0124	<i>Budgeting & Budgetary Control</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3250
0125	<i>Financial Risk Management</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3200

0126	<i>Financial Management & Budgetary Control</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0127	<i>Compilations of Budgets, Financial Statements & Budgetary Control</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3300
0128	<i>Training on Financial Report Analysis</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0129	<i>Sub-National Financial Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0130	<i>Financial Management for NGOs</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0131	<i>Bookkeeping & Basic Accountancy for Secretaries</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0132	<i>Introduction to Cost & Management Accounting</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0133	<i>Introduction to Financial Accounting</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3000
0134	<i>Basic Financial Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0135	<i>Systems Management & Internal Financial Controls</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0136	<i>Cost Reduction Techniques for Effective Purchasing</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0137	<i>Cashflow Management for Finance Specialist</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0138	<i>Treasury Management Course</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0139	<i>Revenue Collection Management Course</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3000
0140	<i>Computer Application in Accounting, Auditing & Financial Management</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3250
0141	<i>Skills Audit & People Balance Sheet</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3200
0142	<i>Financial Planning & Forecasting</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0143	<i>Advanced Business Financial Analysis</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3350
0144	<i>Public Budgeting & Fiscal Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3200

0145	<i>Project Finance Modelling</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3250
0146	<i>Certificate Programme in Micro-Finance Management</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3000

Leaders in Management Training, Research Development and Consultancy Services

POLICY MANAGEMENT & DEVELOPMENT PROGRAMMES (PMDP)

Venues: Namibia(Windhoek, Walvis Bay & Swakopmund); South Africa(Pretoria & 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	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	US\$ 3000
0148	<i>Socio-Economic Rights</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0149	<i>Research & Data Analysis in SPSS</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3250
0150	<i>Macro-econometric Modeling & Forecasting</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3100
0151	<i>Macro-economic Policy Analysis, Econometric Modeling & Forecasting</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3300
0152	<i>Policy Analysis for Parliamentarians & Policy Makers</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0153	<i>Macro-economic Policy Analysis ,Econometric & Forecasting</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0154	<i>Public Debt Management</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0155	<i>Fundamentals of Economic Policy Formulation</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0156	<i>Public Speaking & Presentation Skills</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000

0157	<i>Economic Empowerment, Policy Development & Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0158	<i>Data Generation & Management for Efficient Economic Planning</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3300
0159	<i>Economic Forecasting & Policy</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0160	<i>Macro-economic Analysis & Budgetary Control</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0161	<i>Economic Policy Research Methods & Analysis</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3250
0162	<i>Macro-economic Analysis Programme</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0163	<i>Policy Development & Strategic Management</i>	2 weeks	14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec	3000
0164	<i>Policy Development & Management</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0165	<i>Research Design, Methodology & Presentation</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3300
0166	<i>Women Leadership & Development Programme</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0167	<i>Investment Policy Development & Implementation</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3250
0168	<i>Economic Forecasting & Analysis</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0169	<i>Macro-economic Policy Analysis, Modeling & Forecasting</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0170	<i>Principles of Micro-economic Course</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	2950
0171	<i>Economic Forecasting & Policy Analysis</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3000
0172	<i>Statistical Analysis for Planners, Budget Officers & Economists</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0173	<i>Macro-econometric Modeling & Forecasting</i>	2 weeks	14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0174	<i>Investment Policy Formulation & Development</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3250
0175	<i>Policy & Planning Issues in Agriculture Sector</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3250

0176	<i>Policy Writing, Implementation & Evaluation</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3200</i>
0177	<i>Policy Formulation, Implementation & Evaluation</i>	<i>2 weeks</i>	<i>17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec</i>	<i>3200</i>

Leaders in Management Training, Research Development and Consultancy Services

PROJECT MANAGEMENT PROGRAMMES (PMP)

Venues: Namibia(Windhoek,Walvis Bay & Swakopmund); South Africa(Pretoria & 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>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>US\$ 3000</i>
0179	<i>Community Participation, Empowerment & Development</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Aprl,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3250</i>
0180	<i>Advanced Course on Project Analysis & Evaluation</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0181	<i>Monitoring & Evaluation(M&E) of HIV/AIDS Projects</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0182	<i>Participatory Project Planning & Management</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0183	<i>Computerized Project Planning & Management</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec</i>	<i>3300</i>
0184	<i>Project Planning, Management & Evaluation</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3300</i>
0185	<i>Monitoring & Evaluation(M&E) of Donor Funded Projects</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec</i>	<i>3300</i>
0186	<i>Project Management</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3000</i>
0187	<i>Advanced Project Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>

0188	<i>Project Proposal Course</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0189	<i>Tendering Processes</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0190	<i>Sustainable Development Projects in Rural Communities</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0191	<i>Gender, Poverty & Rural Development Programme</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0192	<i>Gender Sensitive Project Planning & Management</i>	2 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3300
0193	<i>Community Health Project Planning & Management</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0194	<i>Computerized Project Monitoring & Evaluation</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0195	<i>Environmental Impact Assessment for Sustainable Development</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3300
0196	<i>M & E of Development Projects</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0197	<i>Strategic Management for Development Projects</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3000
0198	<i>Advanced Project Monitoring & Evaluation</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0199	<i>Project Procurement for Donor Funded Projects</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0200	<i>E-Procurement, Monitoring & Evaluation of Projects</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3300
0201	<i>Computerized Project Management of Institutional Records</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0202	<i>Rural Energy Project Planning & Management</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0203	<i>Project Appraisal & Development Planning for SMEs</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3000
0204	<i>M & E of Community & Development Projects</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0205	<i>Public Procurement Processes & Management</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3000
0206	<i>Writing a Business Plan Workshop</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000

0207	<i>Tender & Contract Management</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0208	<i>Business Proposal Writing Course</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0209	<i>Developing Business Proposal for SMEs</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3000
0210	<i>Project Planning & Management</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0211	<i>Project Management & Evaluation</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0212	<i>E-Procurement & Materials Management Procurement</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0213	<i>Financial Management of Donor Funded Projects</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3300
0214	<i>Gender & Rural Development Projects Programme</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0215	<i>Advanced Project Planning & Management</i>	2 weeks	14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0216	<i>Credit Management, Monitoring & Control for Micro-Projects</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0217	<i>Monitoring & Evaluation Course</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0218	<i>Project Design Proposal Writing & Fundraising</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0219	<i>Development Planning-Framework, Design & Techniques</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3250

Leaders in Management Training, Research Development and Consultancy Services

ENVIRONMENTAL PROJECT MANAGEMENT PROGRAMMES (EPMP)

Venues: Namibia(Windhoek, Walvis Bay & Swakopmund); South Africa(Pretoria & 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>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>US\$ 3000</i>
0221	<i>Natural Resources Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0222	<i>Land & Water Resources Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0223	<i>Veterinary Epidemiology & Pathology Management</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3300</i>
0224	<i>Waste Management</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0225	<i>Animal Health Management & Development</i>	<i>4 weeks</i>	<i>17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec</i>	<i>4200</i>
0226	<i>People Management Skills in a Technical Environment Programme</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0227	<i>Urban Management Development</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec</i>	<i>3500</i>
0228	<i>Disaster Preparedness & Management</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3300</i>
0229	<i>Livestock & Wildlife Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>
0230	<i>Tourism & Hospitality Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3000</i>
0231	<i>Fleet Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0232	<i>Occupational Health & Safety</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0233	<i>Environmental Planning & Project Appraisal</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>
0234	<i>Mushroom Production</i>	<i>3 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3600</i>

0235	<i>Soil & Water Conservation Planning</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0236	<i>Computer Applications to Water Resources Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0237	<i>International Tourism Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3300</i>
0238	<i>Principles of Irrigation Systems & Design</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0239	<i>Urban Land Administration & Planning</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3500</i>
0240	<i>Training on Local Economic Development</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0241	<i>Environmental Scanning & Analysis</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>3000</i>
0242	<i>Drought & Food Security Management</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3300</i>
0243	<i>E-Procurement & Materials Management Programme</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3300</i>
0244	<i>Occupational Safety & Health Management Systems</i>	<i>2 weeks</i>	<i>14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0245	<i>Agriculture Management & Rural Development Programme</i>	<i>2 weeks</i>	<i>17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec</i>	<i>3300</i>
0246	<i>Management of Animal Diseases Risks in Epidemiology</i>	<i>4 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>4500</i>
0247	<i>Natural Resources Economics</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apr,13-24June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0248	<i>Management of SMEs & Development</i>	<i>3 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3500</i>
0249	<i>Integrated Water Resources Management</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3200</i>

OFFICE MANAGEMENT & ADMINISTRATION PROGRAMMES (OMAP)

Venues: Namibia(Windhoek, Walvis Bay & Swakopmund); South Africa(Pretoria & Polokwane(Pietersburg)); Botswana(Gaborone & Francistown); Kingdom of Lesotho(Maseru); Zambia(Lusaka); Zimbabwe(Harare, Victoria Falls, Mutare & Great Zimbabwe(Masvingo)).

				US\$
0250	<i>Management Information System & Data Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>
0251	<i>Archival Management & Documentation</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Aprl,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0252	<i>Effective Records Management Course</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0253	<i>Customer Care & Public Relations</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0254	<i>Financial Analysis Management Course</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0255	<i>Telephone Etiquette & Customer Service</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec</i>	<i>2950</i>
0256	<i>Executive Secretaries & Administrators</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3300</i>
0257	<i>Electronic Records Management</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec</i>	<i>3000</i>
0258	<i>Website Development & Management</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3300</i>
0259	<i>Supervisory & Office Management Skills</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>
0260	<i>Basic Accountancy & Bookkeeping for Secretaries</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3000</i>
0261	<i>Performance Appraisal & Evaluation Techniques</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0262	<i>Executive Office Administration & Secretarial Skills</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0263	<i>Professional Secretarial & Administrative Skills</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>
0264	<i>Management Skills for Minister's Secretaries</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0265	<i>Administration Skills & Events Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3300</i>
0266	<i>Labour Relations in Public Sector</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>

0267	<i>Grievances & Misconduct Handling Management</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3000
0268	<i>Professional Code of Ethics & Behaviour</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0269	<i>Executive Customer Care & Public Relations Management</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3300
0270	<i>Asset & Liability Management Course</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0271	<i>Basic First Aid Course on for Technical Staff</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000
0272	<i>Auditing Skills & People Balance Sheet</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3000
0273	<i>Computer Skills for Secretaries & Personal Assistants</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0274	<i>Effective Management & Supervisory for Executive Secretaries</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0275	<i>Time Management</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	2950
0276	<i>Stress Management</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	2950
0277	<i>Business Plan Writing Workshop</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3000
0278	<i>Industrial Relations</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0279	<i>Marketing Research for Senior Executives</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3300
0280	<i>Small Business Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0281	<i>Performance Appraisal & Management</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3000
0282	<i>Customer Care & Public Relations</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0283	<i>SQL Database Management</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3300
0284	<i>Disciplinary Hearing Procedures</i>	2 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3000
0285	<i>Office Assistants Skills Development Course</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0286	<i>Management Administration Skills for NGOs Officers</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000

0287	<i>Management Development Programme for Middle Managers</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0288	<i>Effective Management & Gender Issues Programme</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0289	<i>Labour Relations & Conflict Management</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0290	<i>Executive Secretarial Skills Development Workshop</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0291	<i>Electronic Data & Records Management Programme</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0292	<i>Effective Records Management for Registry Staff Officers</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0293	<i>Training Course for Central Bank Governors, Private Secretaries & Administrative Assistants</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3300</i>
0294	<i>Data & Records Management Programme</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0295	<i>Computer & Software Management Skills</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0296	<i>Advanced Management Programme</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3300</i>
0297	<i>Strategic Management Skills for Senior Executives</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0298	<i>Effective Supervisory Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0299	<i>Leadership Development for Executive Secretaries</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0300	<i>Executive Secretaries & Leadership Course</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0301	<i>Advanced Secretaries & Personal Assistants Course</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0302	<i>Computer Management of Institutional Records</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0303	<i>Public Speaking & Presentation Skills</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0304	<i>Advanced Secretarial Leadership Development</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3300</i>
0305	<i>Report Writing Skills</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>

0306	<i>E-Records Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0307	<i>Communication Skills & Time Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0308	<i>Minute Taking Workshop</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0309	<i>Report Writing Skills for Technical Staff</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0310	<i>Basic Auditing Skills</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>

0311	<i>Customer Care for Frontline Staff</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0312	<i>Conflict Resolution Course</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0313	<i>Records Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0314	<i>Office Administration Skills / Office Administration</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0315	<i>Disaster Management Skills</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0316	<i>Supervisory Skills Management</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0317	<i>Urban Land Administration & Planning</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3300</i>
0318	<i>Essential Grammar for Professional Writing</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3250</i>
0319	<i>Training of Trainers (TOT)</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0320	<i>Urban Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0321	<i>Compilations of Budgets, Financial Statements & Control</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3300</i>
0322	<i>Training on Financial Report Analysis</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0323	<i>Information Records Management</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3000</i>
0324	<i>Sub-National Financial Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3300</i>

0325	<i>Proficiency in English & Customer Care</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0326	<i>Computer Skills for Secretaries</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0327	<i>Customer Care & Communication Skills</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0328	<i>Strategic Management Skills for Senior Executives</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3300</i>
0329	<i>Office Administration & Secretarial Procedures</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0330	<i>Front Office Operation & Administration</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0331	<i>Office Technology ,Internet & E-Mails Skills</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apl,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0332	<i>Business Management & Administration Course</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0333	<i>Introduction to Financial Accounting & Management Skills</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0334	<i>Drivers Protocol Skills</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0335	<i>Filing & Records Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apl,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>2900</i>
0336	<i>Procurement Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>2900</i>
0337	<i>Purchase Order Flow</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>2800</i>
0338	<i>Stores & Inventory Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0339	<i>Procurement & Materials Management Course</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0340	<i>Travel & Logistics Course</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0341	<i>Events Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0342	<i>Intellectual Property Rights</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3200</i>
0343	<i>Effective Investigative Skills</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apl,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3250</i>
0344	<i>Introduction to Fleet Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>2900</i>

0345	<i>Basic Foundation in Insurance Course</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	2950
0346	<i>Retirement Fund Management Programme</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0347	<i>Intermediate Foundation in Insurance Course</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0348	<i>Advanced Insurance Course</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3300

Leaders in Management Training, Research Development and Consultancy Services

INFORMATION COMPUTER TECHNOLOGY (ICT) PROGRAMMES (ICTP)

Venues: Namibia(Windhoek,Walvis Bay & Swakopmund); South Africa(Pretoria & Polokwane(Pietersburg); Botswana(Gaborone & Francistown); Kingdom of Lesotho(Maseru); Zambia(Lusaka); Zimbabwe(Harare, Victoria Falls , Mutare & Great Zimbabwe(Masvingo).

				US\$
0349	<i>Linux Networking & Security Administration</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3500
0350	<i>SQL Database Management Techniques</i>	2 weeks	14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec	3500
0351	<i>Introduction to Java Programming Language, Data Structures & Algorithms</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3250
0352	<i>MIS & Database Management</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3300
0353	<i>Website Development & Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3300
0354	<i>Network Security & Administration</i>	2 weeks	17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec	3500
0355	<i>Information Technology & Management</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0356	<i>Linux Advanced Administration & Troubleshooting</i>	2 weeks	3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec	3800

0357	<i>Introduction to IT Auditing</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0358	<i>Computer Skills for Professional Secretaries & Personal Assistants</i>	2 weeks	17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0359	<i>Computer & Software Management Skills</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3300
0360	<i>Computerized Management of Institutional Records</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0361	<i>SQL Database Management</i>	2 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3300
0362	<i>Advanced Visual Basic Computer Programming</i>	3 weeks	14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3600
0363	<i>Software Design & Engineering</i>	3 weeks	10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec	3600
0364	<i>Database Management Systems & Concepts</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0365	<i>Introduction to Computer Programming</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0366	<i>Network Design, Implementation & Administration</i>	3 weeks	14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov	3600
0367	<i>Systems Analysis & Design</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0368	<i>Visual Basic Computer Programming</i>	3 weeks	10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov	3600
0369	<i>Computer Organisation & Architecture</i>	3 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3600
0370	<i>Web & Graphic Designing</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0371	<i>MIS for Senior Executives</i>	2 weeks	7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec	3300
0372	<i>Information Records Management</i>	2 weeks	14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov	3000
0373	<i>Advanced Microsoft Excel, PowerPoint Presentation Skills</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3250
0374	<i>Information Technology for Senior Executives</i>	2 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3000
0375	<i>Records Management & Information for Executives</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3000

0376	<i>Advanced Programming with JAVA</i>	3 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3600
0377	<i>Advanced Office 2007 for Executive Secretaries</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3300
0378	<i>Desk-top Publishing Course</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0379	<i>Computerized Project Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0380	<i>Introduction to Computer Database Systems</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3000
0381	<i>Advanced Computer Skills for Personal Assistants</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3300
0382	<i>E-Procurement, Monitoring & Regulating Public Procurement</i>	3 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3600
0383	<i>Advanced Database Management</i>	3 weeks	17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec	3600
0384	<i>Advanced Management Information Systems</i>	2 weeks	3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec	3300
0385	<i>Computer Skills for Senior Executive Secretaries</i>	2 weeks	14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec	3000
0386	<i>SQL Database Design & Management</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000
0387	<i>Website Development</i>	2 weeks	3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec	3000
0388	<i>Computers in Management</i>	2 weeks	14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0389	<i>Basic SQL for Executive Secretaries</i>	2 weeks	17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec	3000
0390	<i>ESRI GIS Software Training</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3800
0391	<i>Computer Skills</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	2950
0392	<i>The Managing of Information Registry Course</i>	2 weeks	17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov	3000
0393	<i>Introduction to Web Content Development</i>	2 weeks	14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec	3000
0394	<i>Computer Applications in Business & Finance</i>	2 weeks	7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec	3000

HEALTH MANAGEMENT PROGRAMMES (HMP)

Venues: Namibia(Windhoek,Walvis Bay & Swakopmund); South Africa(Pretoria & Polokwane(Pietersburg); Botswana(Gaborone & Francistown); Kingdom of Lesotho(Maseru); Zambia(Lusaka); Zimbabwe(Harare, Victoria Falls , Mutare & Great Zimbabwe(Masvingo).

				US\$
0395	<i>Monitoring & Evaluation of HIV/AIDS Projects</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>
0396	<i>Occupational Health & Safety</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apr,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0397	<i>HIV/AIDS Combating & Support Systems</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0398	<i>Management of HIV/AIDS in the Workplace</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0399	<i>Basic First Aid for Technical Staff</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0400	<i>Health Management & Planning</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,8-19Aug,14-25Nov,5-16Dec</i>	<i>3000</i>
0401	<i>Community Health & Primary Health Care</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0402	<i>Occupational Safety & Health Management Systems</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,15-26Aug,7-18Nov,5-16Dec</i>	<i>3000</i>
0403	<i>Results Based Management of HIV/AIDS</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3000</i>
0404	<i>Medical Aid Administration & Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>
0405	<i>Group Pension Scheme for Management & Administration</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3300</i>
0406	<i>Nutritional Management for HIV/AIDS</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0407	<i>Mainstreaming HIV/AIDS in Development Programmes</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0408	<i>Family Planning & Reproductive Health</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>

0409	<i>Psycho-Social Support & Community Based Counselling & Empowerment Programme(s)</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,6-17June,1-12August,7-18Nov,5-16Dec</i>	<i>3300</i>
0410	<i>Sexual & Gender Based Violence (SGBV)</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3250</i>
0411	<i>Diseases Control & Prevention</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0412	<i>HIV/AIDS Care & Support for Vulnerable Groups</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26August,17-28Oct,14-25Nov</i>	<i>3000</i>
0413	<i>Psycho-Social Support & Community Based Counselling</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0414	<i>Stigma Discrimination</i>	<i>2 weeks</i>	<i>10-21Jan,4-15April,13-24June,18-29July,17-28Oct,7-18Nov</i>	<i>3000</i>
0415	<i>Research Methods</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0416	<i>Strategic Management of Development HIV/AIDS Projects</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>3300</i>
0417	<i>Road Safety & Accident Management</i>	<i>2 weeks</i>	<i>7-18Feb,4-15April,6-17June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0418	<i>Fleet Management</i>	<i>2 weeks</i>	<i>14-25Feb,4-15April,6-17June,15-26Aug,17-28Oct,14-25Nov</i>	<i>3000</i>
0419	<i>Water Supply & Sanitation Management</i>	<i>2 weeks</i>	<i>14-25March,2-13May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0420	<i>Managing Occupational Health & Safety</i>	<i>2 weeks</i>	<i>17-28Jan,11-22April,6-17June,1-12Aug,14-25Nov,5-16Dec</i>	<i>3000</i>
0421	<i>Clinical Research Methods for Medical Researchers & Medical Personnel</i>	<i>2 weeks</i>	<i>3-14Jan,16-27May,1-12Aug,17-28Oct,7-18Nov,5-16Dec</i>	<i>3500</i>
0422	<i>Gender & Reproductive Health</i>	<i>2 weeks</i>	<i>14-25Feb,4-15Apl,13-24June,15-26Aug,17-28Oct,5-16Dec</i>	<i>3000</i>
0423	<i>National Gender Based Violence Workshop</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3300</i>
0424	<i>Industrial Health & Hygiene Workshop</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3000</i>
0425	<i>Participation of Nurses in Occupational Health & Mental Health</i>	<i>2 weeks</i>	<i>14-25March,16-27May,18-29July,12-23Sept,7-18Nov,5-16Dec</i>	<i>3000</i>
0426	<i>Management of ARVs in the Civil Society</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec</i>	<i>3000</i>

0427	<i>Public Health Management</i>	<i>2 weeks</i>	<i>17-28Jan,14-25March,6-17June,12-23Sept,17-28Oct,14-25Nov</i>	<i>3000</i>
0428	<i>Safety & Health Management</i>	<i>2 weeks</i>	<i>7-18Feb,16-27May,18-29July,12-23Sept,14-25Nov,5-16Dec</i>	<i>3000</i>
0429	<i>Management & Accident Prevention</i>	<i>2 weeks</i>	<i>17-28Jan,4-15April,6-17June,1-12Aug,7-18Nov,5-16Dec</i>	<i>3000</i>
0430	<i>Nutrition & HIV/AIDS Management</i>	<i>2 weeks</i>	<i>3-14Jan,4-15April,13-24June,18-29July,17-28Oct,5-16Dec</i>	<i>3250</i>