



*"Crafting the future with ingenuity"*

# TRAINING CALENDAR



<i>PROJECT MANAGEMENT (PM)</i> .....	<b>3</b>
<i>FINANCE, ACCOUNTING, BANKING, AUDITING AND RISK MANAGEMENT (FABARM)</i> .....	<b>4</b>
<i>PUBLIC SECTOR MANAGEMENT &amp; FINANCE, MONETARY POLICY, AND CENTRAL BANKING (PSMFMPCB)</i> .....	<b>5</b>
<i>MONITORING AND EVALUATION, PROCUREMENT, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT (MEPLSCM)</i> .....	<b>6</b>
<i>DEMOCRACY, GOVERNANCE, HUMAN RIGHTS, ANTI-CORRUPTION AND NEGOTIATION (DGHRAN)</i> .....	<b>7</b>
<i>PUBLIC SECTOR MANAGEMENT, COMPETITION LAW AND POLICY, ICT AND MINING ISSUES (PSMCLPIM)</i> .....	<b>8</b>
<i>MEDIA, COMMUNICATION, EFFECTIVE WRITING AND PRESENTATION (MCEWP)</i> .....	<b>9</b>
<i>ENVIRONMENTAL AND DISASTER MANAGEMENT AND ENERGY MANAGEMENT AND DEVELOPMENT (EDMEMD)</i> .....	<b>10</b>
<i>SECRETARIAL AND OFFICE ADMINISTRATION (SOA)</i> .....	<b>11</b>
<i>ECONOMIC ANALYSIS AND DEVELOPMENT (EAD)</i> .....	<b>12</b>
<i>LEADERSHIP, HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT (LHROD)</i> .....	<b>13</b>
<i>MARKETING AND SALES, CUSTOMER CARE AND PUBLIC RELATIONS (MSCCPR)</i> .....	<b>14</b>
<i>GENDER MANAGEMENT AND CHILD WELFARE (GMCW)</i> .....	<b>15</b>
<i>AGRICULTURE, LAND USE PLANNING AND URBAN AND RURAL DEVELOPMENT (ALPURD)</i> .....	<b>16</b>
<i>HEALTH AND OCCUPATIONAL HEALTH AND SAFETY (HOHS)</i> .....	<b>17</b>
<i>HOSPITALITY AND TOURISM (HT)</i> .....	<b>17</b>

**Contact Us**

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

**Contact Numbers**

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

**Address**

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### PROJECT MANAGEMENT (PM)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
PM 001	Advanced Agricultural Project Management Strategies	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
PM 002	Advanced Project Analysis and Evaluation	17-21 February	13-24 January
PM 003	Advanced Project Finances Analysis	14-18 April	10-21 March
PM 004	Advanced Project Management	09-13 June	19-30 May
PM 005	Advanced Project Management for Donor Funded Projects	18-22 August	14-25 July
PM 006	Advanced Project Monitoring and Evaluation for Developmental Projects	20-24 October	01-12 September
PM 007	Advanced Project Planning and Implementation	08-12 December	01-12 December
PM 008	Computer Application for Project Management		
PM 009	Contract Management, FIDIC Contracts, RBM and Advanced M&E	<b>Dubai Training</b>	<b>Dubai Training</b>
PM 010	Designing, Developing and Managing Donor Funded Projects	24-28 March	27 January-07 February
PM 011	Financial Management of Donor Funded Projects	21-25 April	28 April-09 May
PM 012	Grants Management for NGOs	05-09 May	16-27 June
PM 013	Management of Multiple Projects	07-11 July	22 September-03 October
PM 014	Managing Microfinance Projects	08-12 September	24 November-05 December
PM 015	Project Finance Analysis		
PM 016	Project Finance and Public-Private Partnerships Fundamentals	<b>Mauritius Training</b>	
PM 017	Project Formulation and Feasibility Study Analysis	03-07 March	
PM 018	Project M&E Methods, Tools and Techniques	28 July-01 August	
PM 019	Project Management	25-29 August	
PM 020	Project Management for Donor Funded Projects	22-26 September	
PM 021	Project Management for Engineers		
PM 022	Project Planning, Implementation and Evaluation	<b>Rwanda, Kigali Training</b>	
PM 023	Public Works Project Management	24-28 March	
		14-18 July	
		12-16 May	
		08-12 September	

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### FINANCE, ACCOUNTING, BANKING, AUDITING AND RISK MANAGEMENT (FABARM)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
FABARM 001	Advanced Credit Management and Debt Recovery	<i>South Africa, Pretoria Training</i>	<i>South Africa, Pretoria Training</i>
FABARM 002	Auditing Techniques for Senior Auditors	06-10 January	03-14 February
FABARM 003	Credit Guarantees: Principles, Applications, and Risk Management	10-14 March	21 April-02 May
FABARM 004	Effective Treasury Management	12-16 May	04-15 August
FABARM 005	Financial Management and Auditing for Donor Funded Projects	02-06 June	13-24 October
FABARM 006	Financial Management and Budgetary Control	28 July-01 August	01-12 December
FABARM 007	Financial Management and Reporting	08-12 September	
FABARM 008	Financial Management and Reporting	27-31 October	<i>Dubai Training</i>
FABARM 009	Financial Management for Non-Financial Managers		03-14 February
FABARM 010	Financial Management for Non-Financial Professionals	<i>Dubai Training</i>	17-28 March
FABARM 011	Financial Modelling & Dashboards in Excel Masterclass	24-28 February	31 March-11 April
FABARM 012	Financial Modelling and Valuation	26-30 May	16-27 June
FABARM 013	Financial Planning and Forecasting	16-20 June	04-15 August
FABARM 014	Financial Risk Management	07-11 July	13-24 October
FABARM 015	Fixed Asset Management	22-26 September	17-28 November
FABARM 016	Internal Auditing	03-07 November	
FABARM 017	Internal Auditing, Compliance and Risk Management	08-12 December	
FABARM 018	Internal Auditing for Senior Internal Auditors	<i>Mauritius Training</i>	
FABARM 019	International Financial Reporting Standards (IFRS)	17-21 February	
FABARM 020	International Public Sector Accounting Standards (IPSAS)	23-27 June	
FABARM 021	International Tax Aspects of Mergers, Acquisitions and Corporate Finance	22-26 September	
FABARM 022	Interpretation and Application of IFRS and IPSAS	20-24 October	
FABARM 023	Investment Analysis and Appraisal	24-28 December	
FABARM 024	Loans and Grants Negotiation Skills	<i>Kigali Training</i>	
FABARM 025	Pension Funds Management	17-21 February	
FABARM 026	Project Management Certified Auditor	12-16 May	
FABARM 027	Public Sector Financial Management and Control	15-19 September	
FABARM 028	Public-Private Partnership Financial Modelling	24-28 November	
FABARM 029	Spreadsheet Skills for Finance Personnel		
FABARM 030	Strategic Planning and Risk Assessment in Revenue Management		
FABARM 031	Strategic Planning, Effective Budgeting and Cost Control		
FABARM 032	Taxation Methodologies and Analysis		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### PUBLIC SECTOR MANAGEMENT & FINANCE, MONETARY POLICY, AND CENTRAL BANKING (PSMFMPCB)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
PSMFMPCB 001	Advanced Course for Bank Examiners	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
PSMFMPCB 002	Anti-Money Laundering Strategies	03-07 March	13-24 January
PSMFMPCB 003	Anti-Money Laundering/Combating Financing of Terrorism (AML & CFT)	05-09 May	10-21 March
PSMFMPCB 004	Banking Policy Formulation and Management	21-25 July	19-30 May
PSMFMPCB 005	Banking Supervision	29 September-03 October	04-15 August
PSMFMPCB 006	Central Bank and Monetary Policy Management	10-14 November	01-12 December
PSMFMPCB 007	Central Bank Supervision and Anti-money Laundering Strategies	08-12 December	
PSMFMPCB 008	Challenges of Banks Failures and Alignment to Central Banks	<b>Dubai Training</b>	<b>Dubai Training</b>
PSMFMPCB 009	Course for Bank Examiners	24-28 February	03-14 February
PSMFMPCB 010	Financial Crimes and Anti-money Laundering Strategies	21-25 April	31 March-11 April
PSMFMPCB 011	Financial Management for Managers in Central Banks	16-20 June	16-27 June
PSMFMPCB 012	Foreign Exchange Controls, Framework and Management	07-11 July	13-24 October
PSMFMPCB 013	Fraud Detection and Prevention in Banks	22-26 September	17-28 November
PSMFMPCB 014	ICT in Public Administration and Public Sector Management	08-12 December	01-12 December
PSMFMPCB 015	Intermediate Course for Bank Examiners	<b>Mauritius Training</b>	
PSMFMPCB 016	Introduction to Public Administration and Management	03-07 March	
PSMFMPCB 017	Monetary Policy Formulation and Implementation	23-27 June	
PSMFMPCB 018	Money Market and Capital Market Regulation	22-26 September	
PSMFMPCB 019	Money Market and Capital Market Securities	20-24 October	
PSMFMPCB 020	Onsite Banking Supervision	24-28 November	
PSMFMPCB 021	Policy Auditing in Central Banks	<b>Rwanda, Kigali Training</b>	
PSMFMPCB 022	Public Information and Communication Management	17-21 February	
PSMFMPCB 023	Public Policy Making	24-28 March	
PSMFMPCB 024	Public Sector Human Resource Management	12-16 May	
PSMFMPCB 025	Public Sector Loans and Grants Negotiation	15-19 September	
PSMFMPCB 026	Public Sector Management and Governance	24-28 November	
PSMFMPCB 027	Public Sector Project Management		
PSMFMPCB 028	Risk Management and Financial Analysis in the Central Banks		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002



### MONITORING AND EVALUATION, PROCUREMENT, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT (MEPLSCM)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
MEPLSCM 001	Advanced M&E	<i>South Africa, Pretoria Training</i>	<i>South Africa Pretoria Training</i>
MEPLSCM 002	Application of M&E Frameworks in Project Management	17-21 February	13-24 January
MEPLSCM 003	Cold Chain Management	14-18 April	10-21 March
MEPLSCM 004	Computerized M&E Systems	09-13 June	19-30 May
MEPLSCM 005	Contract Drafting and Negotiation	18-22 August	14-25 July
MEPLSCM 006	Designing and Implementation of M&E Systems	20-24 October	01-12 September
MEPLSCM 007	Effective Purchasing, Tendering & Supplier Selection	08-12 December	01-12 December
MEPLSCM 008	E-Procurement	<i>Dubai Training</i>	<i>Dubai Training</i>
MEPLSCM 009	Engineering Procurement and Construction (EPC) and Financing Contracts for Energy Projects	24-28 March	27 January-07 February
MEPLSCM 010	Financial Aspects of Procurement	21-25 April	28 April-09 May
MEPLSCM 011	Fleet and Transport Management	05-09 May	16-27 June
MEPLSCM 012	Fundamentals of Procurement and Procurement Management	07-11 July	22 September-03 October
MEPLSCM 013	Inventory and Warehouse Management	08-12 September	24 November-05 December
MEPLSCM 014	Legal Compliance Monitoring	<i>Mauritius Training</i>	
MEPLSCM 015	Logistics and Facility Management	03-07 March	
MEPLSCM 016	M&E in the NGO Sector	28 July-01 August	
MEPLSCM 017	Managing Logistics in the Supply Chain	25-29 August	
MEPLSCM 018	Managing Projects with Project Management Information Systems (PMIS)	22-26 September	
MEPLSCM 019	Managing the Contract and Supplier Relationships	<i>Rwanda, Kigali Training</i>	
MEPLSCM 020	Monitoring and Evaluation: Data Requirements and Data Analysis	24-28 March	
MEPLSCM 021	Monitoring and Evaluation of Developmental Projects	14-18 July	
MEPLSCM 022	Participatory Planning and M&E	12-16 May	
MEPLSCM 023	Performance Monitoring and Evaluation	08-12 September	
MEPLSCM 024	Procurement and Supply Chain Management		
MEPLSCM 025	Procurement Fraud Prevention		
MEPLSCM 026	Procurement Monitoring and Evaluation		
MEPLSCM 027	Public Procurement, Supply Chain and Contract Management		
MEPLSCM 028	Purchasing and Supply Management		
MEPLSCM 028	Strategic Logistics: Planning and Management		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### DEMOCRACY, GOVERNANCE, HUMAN RIGHTS, ANTI-CORRUPTION AND NEGOTIATION (DGHRAN)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
DGHRAN 001	Anti-Corruption, Bribery and Fraud	<b>South Africa, Pretoria Training</b>	<b>South Africa, Pretoria Training</b>
DGHRAN 002	Anti-Corruption, Integrity and Corporate Governance	06-10 January	03-14 February
DGHRAN 003	Arbitration, Negotiation and Conflict Resolution	10-14 March	21 April-02 May
DGHRAN 004	Company Secretary Duties	02-06 June	04-15 August
DGHRAN 005	Conflict and Change Management	28 July-01 August	13-24 October
DGHRAN 006	Conflict Management, Negotiation, Conciliation and Mediation	08-12 September	01-12 December
DGHRAN 007	Advanced Management and Policy Development		
DGHRAN 008	Court Management and Judiciary Administration	<b>Dubai Training</b>	<b>Dubai Training</b>
DGHRAN 009	Decentralisation and Community Driven Development	24-28 February	03-14 February
DGHRAN 010	Devolution and Governance in the African Context	26-30 May	17-28 March
DGHRAN 011	Disarmament, Demobilisation, and Reintegration Programmes	16-20 June	31 March-11 April
DGHRAN 012	Drafting Legal Documents	07-11 July	16-27 June
DGHRAN 013	Elections, Democracy and Succession in Africa	22-26 September	04-15 August
DGHRAN 014	Environmental Law Analysis	03-07 November	13-24 October
DGHRAN 015	Ethical Issues in the Judiciary Systems	08-12 December	17-28 November
DGHRAN 016	Good Governance and Corporate Social Responsibility (CSR)		
DGHRAN 017	Good Governance and Property Rights	<b>Mauritius Training</b>	
DGHRAN 018	Good Governance in Post-Conflict Societies	17-21 February	
DGHRAN 019	Good Governance, Democracy and Human Rights	23-27 June	
DGHRAN 020	Governance and Public Participation	22-26 September	
DGHRAN 021	Human Rights and Democracy	20-24 October	
DGHRAN 022	Institutional Integrity Committees Management	24-28 November	
DGHRAN 023	International Mediation, Post Conflict Reconciliation and Nation Building		
DGHRAN 024	International Relations and Diplomacy	<b>Kigali Training</b>	
DGHRAN 025	Judiciary, and Legislature and Governance	17-21 February	
DGHRAN 026	Land Governance for Sustainable Development	12-16 May	
DGHRAN 027	Good Governance and Public Sector Financial Management	15-19 September	
DGHRAN 028	Parliamentary Administration and Governance	24-28 November	
DGHRAN 029	Policy Analysis for Parliamentarians and Policymakers		
DGHRAN 030	Public Sector Innovations, Policy Reform and Governance		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### PUBLIC SECTOR MANAGEMENT, COMPETITION LAW AND POLICY, ICT AND MINING ISSUES (PSMCLPIM)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
PSMCLPIM 001	CISCO CCNA Networking	<i>South Africa, Pretoria Training</i>	<i>South Africa Pretoria Training</i>
PSMCLPIM 002	Competition Law and Policy: Controlling Private Power	03-07 March	13-24 January
PSMCLPIM 003	Competition Policy Enforcement and Application of Economics and Law	05-09 May	10-21 March
PSMCLPIM 004	Competition Regulations and Guidelines	21-25 July	19-30 May
PSMCLPIM 005	Computer Fraud and Security/IT Audit	29 September-03 October	04-15 August
PSMCLPIM 006	Corporate Law, Mergers and Acquisitions	10-14 November	01-12 December
PSMCLPIM 007	Geographical Information Systems (GIS)	08-12 December	
PSMCLPIM 008	GIS Application in Natural Resource Management	<i>Dubai Training</i>	<i>Dubai Training</i>
PSMCLPIM 009	Human Resource Information Systems	24-28 February	03-14 February
PSMCLPIM 010	ICT in Public Administration and Public Sector Management	21-25 April	31 March-11 April
PSMCLPIM 011	Introduction to Public Administration and Management	16-20 June	16-27 June
PSMCLPIM 012	IT Security and Cybercrime Prevention	07-11 July	13-24 October
PSMCLPIM 013	IT Strategy and Strategic Information Management	22-26 September	17-28 November
PSMCLPIM 014	Java Script	08-12 December	01-12 December
PSMCLPIM 015	Mining and Sustainable Development	<i>Mauritius Training</i>	
PSMCLPIM 016	Mining Law and Corporate Social Responsibility (CSR) in Mining	03-07 March	
PSMCLPIM 017	Mining Programmes	23-27 June	
PSMCLPIM 018	Public Information and Communication Management	22-26 September	
PSMCLPIM 019	Public Policy Analysis	20-24 October	
PSMCLPIM 020	Public Policy Making	24-28 November	
PSMCLPIM 021	Public Sector Human Resource Management	<i>Rwanda, Kigali Training</i>	
PSMCLPIM 022	Public Sector Management and Governance	17-21 February	
PSMCLPIM 023	Public Sector Project Management	24-28 March	
PSMCLPIM 024	Public Service and Administration	12-16 May	
PSMCLPIM 025	Systems Analysis and Design	15-19 September	
PSMCLPIM 026	The Economics of Competition Law	24-28 November	
PSMCLPIM 027	Understanding the Law and Principles of Competition Policy		
PSMCLPIM 028	Website design and Publishing		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002



### MEDIA, COMMUNICATION, EFFECTIVE WRITING AND PRESENTATION (MCEWP)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
MCEWP 001	Advanced Report Writing	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
MCEWP 002	Business Communication	17-21 February	13-24 January
MCEWP 003	Data Coding and Analysis	14-18 April	10-21 March
MCEWP 004	Developing Research Instruments	09-13 June	19-30 May
MCEWP 005	Effective Communication Skills	18-22 August	14-25 July
MCEWP 006	Library and Information Organization	20-24 October	01-12 September
MCEWP 007	Library Management and Documentation	08-12 December	01-12 December
MCEWP 008	Media, Communication and Advocacy	<b>Dubai Training</b>	<b>Dubai Training</b>
MCEWP 009	Media, Journalism and Human Rights	24-28 March	27 January-07 February
MCEWP 010	Parliamentary Reporting and Editing	21-25 April	28 April-09 May
MCEWP 011	Power Point Presentation	05-09 May	16-27 June
MCEWP 012	Print Media, Television and Radio in the Age of Social Media	07-11 July	22 September-03 October
MCEWP 013	Print Media, Television and Radio Management	08-12 September	24 November-05 December
MCEWP 014	Public Speaking	<b>Mauritius Training</b>	
MCEWP 015	Qualitative and Quantitative Research Methodology	03-07 March	
MCEWP 016	Qualitative Research Methodology	28 July-01 August	
MCEWP 017	Quantitative Research Methodology	25-29 August	
MCEWP 018	Report Writing	22-26 September	
MCEWP 019	Research Methods and Data Management	<b>Rwanda, Kigali Training</b>	
MCEWP 020	Social Media	24-28 March	
MCEWP 021	Thesis writing	14-18 July	
MCEWP 022	Writing and Presenting Research Reports	12-16 May	
MCEWP 023	Writing and Presenting Thesis	08-12 September	
MCEWP 024	Writing and Presenting Thesis Proposal		
MCEWP 025	Writing for Publication		
MCEWP 026	Writing Research Proposal		
MCEWP 027	Writing Research Proposal for Funding		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### ENVIRONMENTAL AND DISASTER MANAGEMENT AND ENERGY MANAGEMENT AND DEVELOPMENT (EDMEMD)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
EDMEMD 001	Analysis of the Petroleum Industry	<b>South Africa, Pretoria Training</b> 06-10 January 10-14 March 02-06 June 28 July-01 August 08-12 September 27-31 October  <b>Dubai Training</b> 24-28 February 26-30 May 16-20 June 07-11 July 22-26 September 03-07 November 08-12 December  <b>Mauritius Training</b> 17-21 February 23-27 June 22-26 September 20-24 October 24-28 November  <b>Kigali Training</b> 17-21 February 12-16 May 15-19 September 24-28 November	<b>South Africa, Pretoria Training</b> 03-14 February 21 April-02 May 04-15 August 13-24 October 01-12 December
EDMEMD 002	Climate Change Adaptation and Mitigation		03-14 February
EDMEMD 003	Community Participation in Natural Resources Planning and Management		21 April-02 May
EDMEMD 004	Comprehensive M&E for Power Generation		04-15 August
EDMEMD 005	Developing a Community Environmental Plan		13-24 October
EDMEMD 006	Disaster Risk Management		01-12 December
EDMEMD 007	Disaster Risk and Crisis Management		
EDMEMD 008	Emergency Preparedness and Disaster Risk Management		
EDMEMD 009	Energy Management and Sustainable Development		
EDMEMD 010	Environmental Impact Assessment (EIA)		
EDMEMD 011	Environmental Impact Assessment of Energy Projects		
EDMEMD 012	Environmental Management Strategies, Systems and Auditing		
EDMEMD 013	GIS Application in Planning and Resource Management		
EDMEMD 014	High and Medium Voltage Substation Design, Testing and Maintenance		
EDMEMD 015	Integrated Environmental Management		
EDMEMD 016	Integrated Waste Management		
EDMEMD 017	Integrated Water Resources Management		
EDMEMD 018	Introduction to Managing Environmental Data with MS Access		
EDMEMD 019	Management of Petroleum Projects		
EDMEMD 020	Natural Resource Management		
EDMEMD 021	Oil and Gas Industry Analysis		
EDMEMD 022	Operation and Maintenance of Diesel Power Generating Plants		
EDMEMD 023	Options for Power Generation		
EDMEMD 024	Petroleum Data Management		
EDMEMD 025	Petroleum, Oil and Gas Testing and Analysis		
EDMEMD 026	Power Plant Operations and Control Fundamentals		
EDMEMD 027	Project Planning and Sustainable Development in the Energy Sector		
EDMEMD 028	Rural Electrification Programme Implementation		
EDMEMD 029	Strategic Procurement Management in the Energy Sector		
EDMEMD 030	Transmission Line, HV & MV Substation Design, Testing & Maintenance		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
 Cell/WhatsApp: +27 74 381 3708  
 Tel: +27 12 753 3180

#### Address

Office Suite 105  
 Schindler Building  
 459 Leyds Street  
 Sunnyside, Pretoria 0002

### SECRETARIAL AND OFFICE ADMINISTRATION (SOA)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
SOA 001	Advanced Management Development Programme for PAs, ESs, EAs	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
SOA 002	Advanced Executive Office Administration and Secretarial Skills	03-07 March	13-24 January
SOA 003	Advanced Secretarial Training	05-09 May	10-21 March
SOA 004	Archival Management and Documentation	21-25 July	19-30 May
SOA 005	Basic Executive Office Administration and Secretarial Practice	29 September-03 October	04-15 August
SOA 006	Basic Internet/ Desktop Research for Secretaries	10-14 November	01-12 December
SOA 007	Communication and Speech Writing	08-12 December	
SOA 008	Computer Programme for Executive Assistants		<b>Dubai Training</b>
SOA 009	Computerized Management of Institutional Records	<b>Dubai Training</b>	03-14 February
SOA 010	Customer Care and Communication	24-28 February	31 March-11 April
SOA 011	Effective Communication, Etiquette and Time Management	21-25 April	16-27 June
SOA 012	Effective Conflict Resolution Skills for Administrators	16-20 June	13-24 October
SOA 013	Effective Office Management and Administration	07-11 July	17-28 November
SOA 014	Electronic Records Management and Digitization of Archives	22-26 September	01-12 December
SOA 015	Event Management Negotiation	08-12 December	
SOA 016	Event Planning and Management		
SOA 017	Executive Skills for Administrators, PAs and Secretaries	<b>Mauritius Training</b>	
SOA 018	Front Office Management	03-07 March	
SOA 019	Diplomacy, Public Relations and Etiquette for Secretaries, PAs & Office Managers	23-27 June	
SOA 020	MS Project, Excel, PowerPoint and Word for Secretaries, PAs, EAs, ESs	22-26 September	
SOA 021	Librarianship and Corporate Information Management	20-24 October	
SOA 022	Management Development Programme for Secretaries, PAs, ESs, EAs	24-28 November	
SOA 023	Performance Appraisal Techniques for Secretaries, PAs, EAs, ESs		
SOA 024	Professional and Effective Minute Taking and Report Writing Skills	<b>Rwanda, Kigali Training</b>	
SOA 025	Project Management Skills for Secretaries, PAs, EAs, ESs	17-21 February	
SOA 026	Report Writing and Presentation Skills for Secretaries	24-28 March	
		12-16 May	
		15-19 September	
		24-28 November	

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### ECONOMIC ANALYSIS AND DEVELOPMENT (EAD)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
EAD 001	Applied Research Methodology in Economic Analysis	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
EAD 002	Balance of Payments Statistics	17-21 February	13-24 January
EAD 003	Data Analysis Using R, SPSS or STATA	14-18 April	10-21 March
EAD 004	Data Management Modelling, Statistical Analysis and Visualisation using R	09-13 June	19-30 May
EAD 005	Domestic Revenue Mobilisation and Management	18-22 August	14-25 July
EAD 006	Econometrics Analysis: Time Series, Panel Data and Cross-Sectional	20-24 October	01-12 September
EAD 007	Economic Modelling and Forecasting	08-12 December	01-12 December
EAD 008	Economic Planning and Budgeting	<b>Dubai Training</b>	<b>Dubai Training</b>
EAD 009	Expansion of the Tax Base Through Taxation of the Informal Sector	24-28 March	27 January-07 February
EAD 010	Input-Output Modelling, Social Accounting Matrix Modelling and CGE Modelling	21-25 April	28 April-09 May
EAD 011	Labour Market Information Systems (LMIS)	05-09 May	16-27 June
EAD 012	Macro-econometrics Modelling	07-11 July	22 September-03 October
EAD 013	Macroeconomic Forecasting and Projections	08-12 September	24 November-05 December
EAD 014	Macroeconomic Management and Policies for Senior Officials	<b>Mauritius Training</b>	
EAD 015	Macroeconomic Policy Formulation and Management	03-07 March	
EAD 016	Macroeconomics Analysis for Public Sector Managers	28 July-01 August	
EAD 017	Policy Formulation, Implementation and Evaluation	25-29 August	
EAD 018	Poverty Reduction Strategies Monitoring and Evaluation Systems	22-26 September	
EAD 019	Public Policy Analysis: Strategic and Effective Implementation	<b>Rwanda, Kigali Training</b>	
EAD 020	Public Sector Management Strategies and Policies	24-28 March	
EAD 021	Public-Private Partnerships Fundamentals	14-18 July	
EAD 022	Quantitative Techniques for Macroeconomic Analysis and Management	12-16 May	
EAD 023	Regulatory Impact Assessment	08-12 September	
EAD 024	Restructuring and Privatization of Public Enterprises		
EAD 025	SME Development Strategies and Management		
EAD 026	Statistical Methods and Computer Applications for Policy Analysts		
EAD 027	Tax Intelligence Solutions and Risk Management		
EAD 028	Tax Policy, Tax Revenue Analysis and Revenue Forecasting		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### LEADERSHIP, HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT (LHROD)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
LHROD 001	Computerised Human Resources Information Systems	<b>South Africa, Pretoria Training</b>	<b>South Africa, Pretoria Training</b>
LHROD 002	Conducting Effective Performance Reviews	06-10 January	03-14 February
LHROD 003	Employee Welfare, Wellness, Motivation and Work	10-14 March	21 April-02 May
LHROD 004	Human Resources Analytics	02-06 June	04-15 August
LHROD 005	Human Resource Information Systems	28 July-01 August	13-24 October
LHROD 006	Human Resources Management	08-12 September	01-12 December
LHROD 007	Human Resources Management and Development	27-31 October	
LHROD 008	Integrating Organization & Individual Performance Management Systems	<b>Dubai Training</b>	<b>Dubai Training</b>
LHROD 009	Introductory Human Resources Management	24-28 February	03-14 February
LHROD 010	Labour Market Information Systems	26-30 May	17-28 March
LHROD 011	Labour Relations and Law	16-20 June	31 March-11 April
LHROD 012	Labour Relations in the Public Sector	07-11 July	16-27 June
LHROD 013	Leadership and Good Governance in the Public Sector	22-26 September	04-15 August
LHROD 014	Leadership Management and Development	03-07 November	13-24 October
LHROD 015	Leadership Skills for Supervisors	08-12 December	17-28 November
LHROD 016	Leadership Management	<b>Mauritius Training</b>	
LHROD 017	Managing the Training Function	17-21 February	
LHROD 018	Payroll Management	23-27 June	
LHROD 019	Performance Appraisal Strategies and Techniques	22-26 September	
LHROD 020	Performance Based Human Resources Management	20-24 October	
LHROD 021	Performance Evaluation and Management	24-28 November	
LHROD 022	Public Relations and Personnel Management	<b>Kigali Training</b>	
LHROD 023	Public Service Human Resource Planning and Management	17-21 February	
LHROD 024	Strategic Human Resources Management	12-16 May	
LHROD 025	Strategic Management	15-19 September	
LHROD 026	Strategic Performance Management	24-28 November	
LHROD 027	Teamwork, Team Building and Motivation		
LHROD 028	Training Analytics		
LHROD 029	Training Management and Training Needs Analysis		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002



### MARKETING AND SALES, CUSTOMER CARE AND PUBLIC RELATIONS (MSCCPR)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
MSCCPR 001	Advertising and Brand Management	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
MSCCPR 002	Call Centre and Customer Service	03-07 March	13-24 January
MSCCPR 003	Conflict Resolution, Negotiation and Emotional Intelligence in Contact Centre	05-09 May	10-21 March
MSCCPR 004	Consumer Behaviour	21-25 July	19-30 May
MSCCPR 005	Customer Focussed Marketing	29 September-03 October	04-15 August
MSCCPR 006	Customer Focussed Marketing	10-14 November	01-12 December
MSCCPR 007	Customer Relationship Management (CRM)	08-12 December	
MSCCPR 008	Customer Service Excellence for Managers	<b>Dubai Training</b>	<b>Dubai Training</b>
MSCCPR 009	Customer Service Excellence in Contact Centres	24-28 February	03-14 February
MSCCPR 010	Developing and Managing Customer Base	21-25 April	31 March-11 April
MSCCPR 011	Developing and Managing Customer Base	16-20 June	16-27 June
MSCCPR 012	Effective Communication Skills for Contact Centre Agents	07-11 July	13-24 October
MSCCPR 013	Effective Supervision Skills in Modern Workplace Environment	22-26 September	17-28 November
MSCCPR 014	Essential Skills for Marketing Staff	08-12 December	01-12 December
MSCCPR 015	Front Office Operations	<b>Mauritius Training</b>	
MSCCPR 016	Frontline Customer Service	03-07 March	
MSCCPR 017	Handling Difficult Customer Situations	23-27 June	
MSCCPR 018	Informational Marketing Strategy	22-26 September	
MSCCPR 019	Innovation, Entrepreneurship and Sales Management	20-24 October	
MSCCPR 020	International Marketing	24-28 November	
MSCCPR 021	Market Research and Product Development	<b>Rwanda, Kigali Training</b>	
MSCCPR 022	Public Relations and Corporate Social Investment	17-21 February	
MSCCPR 023	Public Relations and Customer Care	24-28 March	
MSCCPR 024	Public Relations and Customer Care	12-16 May	
MSCCPR 025	Public Relations and Events Management	15-19 September	
MSCCPR 026	Quality and Customer Service	24-28 November	
MSCCPR 027	Quality Assurance and Performance Metrics for Contact Centres		
MSCCPR 028	Strategic Marketing Management		
MSCCPR 029	Time Management and Stress Management for Contact Centre Officers		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### GENDER MANAGEMENT AND CHILD WELFARE (GMCW)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
GMCW 001	<i>Bullying and the School System</i>	<b>South Africa, Pretoria Training</b> 17-21 February	<b>South Africa Pretoria Training</b> 13-24 January
GMCW 002	<i>Caring for Vulnerable Children</i>	14-18 April	10-21 March
GMCW 003	<i>Child rights and Child Law for Activists and NGO Officials</i>	09-13 June	19-30 May
GMCW 004	<i>Children and Substance Abuse</i>	18-22 August	14-25 July
GMCW 005	<i>Children, Discipline and Punishment</i>	20-24 October	01-12 September
GMCW 006	<i>Forced Migration and Children</i>	08-12 December	01-12 December
GMCW 007	<i>Gender Advocacy, Networking &amp; Strategic Management</i>		
GMCW 008	<i>Gender Issues for Sustainable Development &amp; Poverty Alleviation</i>	<b>Dubai Training</b> 24-28 March	<b>Dubai Training</b> 27 January-07 February
GMCW 009	<i>Gender Analysis and Mainstreaming</i>	21-25 April	28 April-09 May
GMCW 010	<i>Gender Mainstreaming in the Public Sector</i>	05-09 May	16-27 June
GMCW 011	<i>Gender Management and Development</i>	07-11 July	22 September-03 October
GMCW 012	<i>HIV/AIDS and Gender</i>	08-12 September	24 November-05 December
GMCW 013	<i>Making Children's Voices be Heard in Fight against Violence and Abuse</i>		
GMCW 014	<i>Migration, Trafficking and Children</i>	<b>Mauritius Training</b> 03-07 March	
GMCW 015	<i>Parenting, Child Care and Protection in Urban and Rural Environments</i>	28 July-01 August	
GMCW 016	<i>Training the Gender Trainer</i>	25-29 August	
GMCW 017	<i>War and Children</i>	22-26 September	
GMCW 018	<i>Women Empowerment, Gender issues &amp; Sustainable Development</i>		
GMCW 019	<i>Women and Land in Africa</i>	<b>Rwanda, Kigali Training</b> 24-28 March	
GMCW 020	<i>Women and Management</i>	14-18 July	
GMCW 021	<i>Women and Forced Migration</i>	12-16 May	
GMCW 022	<i>Women, Poverty and Inequality in Africa</i>	08-12 September	
GMCW 023	<i>Women, Youth and Child Migration</i>		
GMCW 024	<i>Youth, Gender and Political Participation</i>		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### AGRICULTURE, LAND USE PLANNING AND URBAN AND RURAL DEVELOPMENT (ALPURD)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
ALPURD 001	Advanced Agricultural Project Management	<i>South Africa, Pretoria Training</i>	<i>South Africa, Pretoria Training</i>
ALPURD 002	Advanced Rural Development and Extension Strategies	06-10 January	03-14 February
ALPURD 003	Agricultural Extension and Rural Development	10-14 March	21 April-02 May
ALPURD 004	Agricultural Produce Marketing and Export Strategy	02-06 June	04-15 August
ALPURD 005	Climate Change and Agriculture	28 July-01 August	13-24 October
ALPURD 006	Drought and Sustainable Agriculture	08-12 September	01-12 December
ALPURD 007	Integrated Natural Resource Management	27-31 October	
ALPURD 008	Irrigation and Agricultural Development	<i>Dubai Training</i>	<i>Dubai Training</i>
ALPURD 009	Land Governance for Sustainable Development	24-28 February	03-14 February
ALPURD 010	Land Use and Environmental Planning	26-30 May	17-28 March
ALPURD 011	Land Use Planning Techniques and Practices	16-20 June	31 March-11 April
ALPURD 012	Land Use Policy and Urban Planning	07-11 July	16-27 June
ALPURD 013	Land Use and Resource Management	22-26 September	04-15 August
ALPURD 014	Law and Urban Land Use Planning	03-07 November	13-24 October
ALPURD 015	Management of Rural Poverty Alleviation Projects	08-12 December	17-28 November
ALPURD 016	Managing Sustainable Rural Development	<i>Mauritius Training</i>	
ALPURD 017	Organic Farming and Markets	17-21 February	
ALPURD 018	Poverty Alleviation in the Rural Context	23-27 June	
ALPURD 019	Public Policies and Rural Development in Africa	22-26 September	
ALPURD 020	Regional Planning and Policy	20-24 October	
ALPURD 021	Rural Micro-Credit Management	24-28 November	
ALPURD 022	Spatial Planning, Land Use Management and Urban Development	<i>Kigali Training</i>	
ALPURD 023	Strategic Rural Development Management (SRDM)	17-21 February	
ALPURD 024	Strategies for Poverty Reduction and Sustainable Development	12-16 May	
ALPURD 025	Sustainable Forest Management	15-19 September	
ALPURD 026	Urban Planning and Policy	24-28 November	
ALPURD 027	Urban Transportation, Land Use, and the Environment		
ALPURD 028	Water and Agriculture		

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002

### HEALTH AND OCCUPATIONAL HEALTH AND SAFETY (HOHS)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
HOHS 001	Advanced Leadership Strategies for Health Care Executive	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
HOHS 002	Advanced Public Health Research Methodology	03-07 March	13-24 January
HOHS 003	Advocacy, Communication & Behavioural Change (HIV/AIDS)	21-25 July	10-21 March
HOHS 004	Environmental Health Management	10-14 November	19-30 May
HOHS 005	HIV/AIDS Treatment Management	08-12 December	04-15 August
HOHS 006	Lifestyle Change and Non-communicable Diseases	<b>Dubai Training</b>	<b>Dubai Training</b>
HOHS 007	Management of Public Health Reform	24-28 February	03-14 February
HOHS 008	Management of Wellness and HIV & AIDS Program in the Workplace	21-25 April	31 March-11 April
HOHS 009	Managing Sustainable Primary Health Care	22-26 September	16-27 June
HOHS 010	Occupational Health and Safety Management	<b>Mauritius Training</b>	13-24 October
HOHS 011	Public Health Research Methodology	23-27 June	17-28 November
HOHS 012	Public Health Service Management and Administration	22-26 September	01-12 December
HOHS 013	Wellness and Work	24-28 November	

### HOSPITALITY AND TOURISM (HT)

CODE	COURSE	DURATION	
		1 WEEK DATES	2 WEEKS DATES
HT 001	Conservation and Tourism Management	<b>South Africa, Pretoria Training</b>	<b>South Africa Pretoria Training</b>
HT 002	Cultural Tourism, Heritage and Museum Management	17-21 February	13-24 January
HT 003	Eco-Tourism Management and Development	09-13 June	10-21 March
HT 004	E-Tourism Management	20-24 October	14-25 July
HT 005	Fundamentals of National Parks and Wildlife Management and Tourism	<b>Dubai Training</b>	<b>Dubai Training</b>
HT 006	Human Resources Management in Tourism & Hospitality	24-28 March	01-12 December
HT 007	Policy Development for Sustainable Tourism	05-09 May	<b>Dubai Training</b>
HT 008	Sustainable Tourism in Protected Areas	08-12 September	27 January-07 February
HT 009	Sustainable Tourism Management and Development	<b>Mauritius Training</b>	28 April-09 May
HT 010	Tourism and Collaborative Environmental Governance	03-07 March	16-27 June
HT 011	Tourism and Community Based Natural Resources Management	25-29 August	22 September-03 October
		22-26 September	

#### Contact Us

[coordinator@garveyafricainstitute.co.za](mailto:coordinator@garveyafricainstitute.co.za)  
[www.garveyafricainstitute.co.za](http://www.garveyafricainstitute.co.za)

#### Contact Numbers

Cell/WhatsApp: +27 62 981 0106  
Cell/WhatsApp: +27 74 381 3708  
Tel: +27 12 753 3180

#### Address

Office Suite 105  
Schindler Building  
459 Leyds Street  
Sunnyside, Pretoria 0002