



"Crafting the future with ingenuity"

TRAINING CALENDAR



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? Not find the course or date you need?

Reach out — we'll sort it out!



We've got more than meets the list.

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ADMINISTRATIVE SUPPORT: EAs, PAs, EAs, SECRETARIES AND OFFICE ADMINISTRATORS (AS)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
AS 001	Administrative Excellence for PAs, EAs, Secretaries and Office Administrators	Pretoria/Rosebank/Sandton	Pretoria
AS 002	Advanced Executive Office Administration and Secretarial Skills	05-09 January	12-23 January
AS 003	Advanced Management Development Programme for PAs, ESs, EAs	09-13 March	02-13 March
AS 004	Artificial Intelligence (AI) Essentials for Office Managers and Secretaries Masterclass	04-08 May	18-29 May
AS 005	Basic Executive Office Administration and Secretarial Practice	01-05 June	13-24 July
AS 006	Basic Internet/ Desktop Research for Secretaries	03-07 August	31 August-11 September
AS 007	Computer Programme for Executive Assistants and Computerised Management of Institutional Records	07-11 September	19-30 October
AS 008	Digitalisation and AI Course for an Executive Assistant	05-09 October	30 November-11 December
AS 009	Digitalisation & AI Essentials for Executive Support Professionals: Empowering Office Managers, Secretaries, PAs and EAs with Smart Tools and Strategies	02-06 November 23-27 November	
AS 010	Diplomacy, Public Relations and Etiquette for Secretaries, PAs & Office Managers	07-11 December	Dubai
AS 011	Effective Communication, Customer Care, Etiquette and Time Management		05-16 January
AS 012	Effective Conflict Resolution Skills for Administrators	Cape Town	02-13 February
AS 013	Effective Office Management and Administration	19-23 January	02-13 March
AS 014	Electronic Records Management and Digitisation of Archives	09-13 February	02-13 November
AS 015	Essential Skills for Effective Cross-Functional Leadership	13-17 April	30 November-11 December
AS 016	Event Management Negotiation	11-15 May	
AS 017	Event Planning and Management	14-18 September	
AS 018	ESs, PAs, and Office Managers Workshop: Innovation, Technology, Digitalisation, and Role Evolution	12-16 October	
AS 019	Executive Skills for Administrators, PAs and Secretaries	16-20 November	
AS 020	Front Office Management	Dubai	
AS 021	Future-Ready Administrative Assistants, PAs, EAs, and Secretaries: Harnessing Technology, Leadership, and Global Best Practices to Elevate the Role of Administrative Professionals	19-23 January	
AS 022	HR Management for Personal Assistants	09-13 February	
AS 023	Librarianship and Corporate Information Management	09-13 March	
AS 024	Management Development Programme for Secretaries, PAs, ESs, EAs	09-13 November	
AS 025	MS Project, Excel, PowerPoint and Word for Secretaries, PAs, EAs, ESs	23-27 November	
AS 026	Performance Appraisal Techniques for Secretaries, PAs, EAs, ESs	07-11 December	
AS 027	Practical Applications of AI for Administrative Staff	Mauritius	
AS 028	Professional and Effective Minute Taking, Report Writing, and Speech Writing Skills	04-08 May	
AS 029	Project Administration, Coordination, Communication, and Stakeholder Engagement Skills for PAs and Secretaries in Project Departments	03-07 August	
AS 030	Project Management Skills for Secretaries, PAs, EAs, ESs	07-11 September	
AS 031	Report Writing and Presentation Skills for Secretaries	Rwanda, Kigali Training	
		01-05 June	
		03-07 August	
		07-11 September	

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LEADERSHIP, STRATEGIC MANAGEMENT AND INFLUENCE (LSMI)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
LSMI 001	Board Induction and Training: Tailored for Public Institutions, Boards and Councils	Pretoria/Rosebank/Sandton	Pretoria
LSMI 002	Corporate Governance and Ethical Leadership for Executives	26-30 January	05-16 January
LSMI 003	Corporate Governance and Strategic Leadership for Board Effectiveness and Best Practice	09-13 February	02-13 February
LSMI 004	Decision Making and Power: Women in Leadership and Management	13-17 April	04-15 May
LSMI 005	Executive Decision-Making and Strategic Thinking	11-15 May	03-14 August
LSMI 006	Executive Leadership Excellence: Inspiring High Performance and Strategic Impact	08-12 June	05-16 October
LSMI 007	Executive Presence, Communication, and Influence	10-14 August	02-13 November
LSMI 008	Executive Strategic Leadership: Driving Organisational Growth, Transformation, and Competitive Advantage	14-18 September	23 November-11 December
LSMI 009	Governance and Accountability in Public Institutions: Driving Board Effectiveness through Strategic and Ethical Leadership	12-16 October	
LSMI 010	Innovation, Change, and Digital Transformation Leadership	09-13 November	Dubai
LSMI 011	Integrating Organisation & Individual Performance Management Systems	30 November-04 December	05-16 January
LSMI 012	Leadership and Good Governance in the Public Sector		16-27 February
LSMI 013	Leadership Management and Development	Cape Town	16-27 March
LSMI 014	Leadership Skills for Supervisors	12-16 January	02-13 November
LSMI 015	Leading High-Performance Teams for Organisational Excellence	20-24 April	30 November-11 December
LSMI 016	Leading Strategy in a Dynamic World: Innovation, Agility, and Performance for Senior Leaders	20-24 July	
LSMI 017	Leading with Vision and Purpose: Strengthening Executive Leadership in a Changing World	17-21 August	
LSMI 018	Mastering Strategic Management: Advanced Tools and Frameworks for Senior Executives	21-25 September	
LSMI 019	Operational Excellence and Business Process Optimisation	19-23 October	
LSMI 020	Strategic Financial Management for Non-Financial Executives	07-11 December	
LSMI 021	Strategic Leadership and Organisational Transformation	Dubai	
LSMI 022	Sustainable Leadership and Corporate Resilience in a Changing World	05-09 January	
LSMI 023	Transformational Leadership and Strategic Management for Senior Executives	16-20 February	
LSMI 024	Workshop: Negotiation, Conflict Management, and Stakeholder Engagement for Senior Leaders	16-20 March	
		02-06 November	
		16-20 November	
		07-11 December	
		Mauritius	
		20-24 July	
		21-25 September	
		19-23 October	
		Kigali	
		12-16 January	
		15-19 June	
		17-21 August	

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HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT (HROD)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
HROD 001	Computerised Human Resources Information Systems	Pretoria/Rosebank/Sandton	Pretoria Training
HROD 002	Conducting Effective Performance Reviews	23-27 February	19-30 January
HROD 003	Conflict and Change Management	23-27 March	16-27 February
HROD 004	Employee Welfare, Wellness, Motivation and Work	27 April-01 May	16-27 March
HROD 005	Human Resource Information Systems	25-29 May	18-29 May
HROD 006	Human Resources Analytics	27-31 July	03-14 August
HROD 007	Human Resources Management	24-28 August	16-27 November
HROD 008	Human Resources Management and Development	28 September-02 October	07-18 December
HROD 009	Integrating Organisation & Individual Performance Management Systems	26-30 October	
HROD 010	Introductory Human Resources Management	23-27 November	Dubai Training
HROD 011	Labour Market Information Systems	14-18 December	19-30 January
HROD 012	Labour Relations and Law		16-27 February
HROD 013	Labour Relations in the Public Sector	Cape Town	09-20 March
HROD 014	Managing the Training Function	16-20 February	16-27 November
HROD 015	Payroll Management	18-22 May	30 November-11 December
HROD 016	Performance Appraisal Strategies and Techniques	20-24 July	
HROD 017	Performance Based Human Resources Management	24-28 August	
HROD 018	Performance Evaluation and Management	19-23 October	
HROD 019	Public Relations and Personnel Management	09-13 November	
HROD 020	Public Sector Human Resource Management	30 November-04 December	
HROD 021	Public Service Human Resource Planning and Management	Dubai	
HROD 022	Strategic Human Resources Management	26-30 January	
HROD 023	Strategic Performance Management	23-27 February	
HROD 024	Teamwork, Team Building and Motivation	16-20 March	
HROD 025	Training Analytics	02-06 November	
HROD 026	Training Management and Training Needs Analysis	16-20 November	
		07-11 December	
		Mauritius	
		08-12 June	
		31 August-04 September	
		05-09 October	
		Rwanda, Kigali	
		16-20 February	
		20-24 July	
		14-18 September	

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LAW, DISPUTE RESOLUTION, GOVERNANCE, RISK, AND COMPLIANCE (LDGRC)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
LDGRC 001	Advanced Management and Policy Development	Pretoria/Rosebank/Sandton	Pretoria
LDGRC 002	Arbitration, Negotiation and Conflict Resolution	05-09 January	12-23 January
LDGRC 003	Company Secretary Duties	09-13 March	02-13 March
LDGRC 004	Competition Law and Principles of Competition Policy	04-08 May	18-29 May
LDGRC 005	Competition Policy Enforcement, Corporate Law, Mergers and Acquisitions	01-05 June	13-24 July
LDGRC 006	Conflict Management, Negotiation, Conciliation and Mediation	03-07 August	31 August-11 September
LDGRC 007	Court Management and Judiciary Administration	07-11 September	19-30 October
LDGRC 008	Devolution and Governance in the African Context	05-09 October	30 November-11 December
LDGRC 009	Disarmament, Demobilisation, and Reintegration Programmes	02-06 November	
LDGRC 010	Drafting Legal Documents	23-27 November	
LDGRC 011	Elections, Democracy and Succession in Africa	07-11 December	Dubai
LDGRC 012	Environmental Law Analysis		05-16 January
LDGRC 013	Ethical Issues in the Judiciary Systems	Cape Town	02-13 February
LDGRC 014	Fraud Prevention, Detection and Investigation	19-23 January	02-13 March
LDGRC 015	Fraud, Anti-Corruption, Integrity and Corporate Governance	09-13 February	02-13 November
LDGRC 016	Good Governance and Corporate Social Responsibility (CSR)	13-17 April	30 November-11 December
LDGRC 017	Good Governance and Property Rights	11-15 May	
LDGRC 018	Good Governance and Public Sector Financial Management	14-18 September	
LDGRC 019	Good Governance in Post-Conflict Societies	12-16 October	
LDGRC 020	Good Governance, Democracy, Human Rights, and Public Participation	16-20 November	
LDGRC 021	Human Rights and Democracy	Dubai	
LDGRC 022	International Mediation, Post Conflict Reconciliation and Nation Building	19-23 January	
LDGRC 023	Judiciary, and Legislature and Governance	09-13 February	
LDGRC 024	Land Governance for Sustainable Development	09-13 March	
LDGRC 025	Legal Compliance Monitoring	09-13 November	
LDGRC 026	Management of Institutional Integrity Committees	23-27 November	
LDGRC 027	Parliamentary Administration and Governance	07-11 December	
LDGRC 028	Policy Analysis for Parliamentarians and Policymakers	Mauritius	
LDGRC 029	Public Sector Innovations, Policy Reform and Governance	04-08 May	
LDGRC 030	The Economics of Competition Law, Regulations and Guidelines	03-07 August	
		07-11 September	
		Rwanda, Kigali Training	
		01-05 June	
		03-07 August	
		07-11 September	

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PROCUREMENT, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT (PLSCM)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
PLSCM 001	Cold Chain Management	Pretoria/Rosebank/Sandton	Pretoria
PLSCM 002	Engineering Procurement and Construction (EPC) and Financing Contracts for Energy Projects	26-30 January	05-16 January
PLSCM 003	E-Procurement	09-13 February	02-13 February
PLSCM 004	Financial Aspects of Procurement	13-17 April	04-15 May
PLSCM 005	Fleet and Transport Management	11-15 May	03-14 August
PLSCM 006	Fundamentals of Procurement and Procurement Management	08-12 June	05-16 October
PLSCM 007	Governance issues in Procurement and Contract Management	10-14 August	02-13 November
PLSCM 008	International Public Procurement	14-18 September	23 November-11 December
PLSCM 009	Inventory and Warehouse Management	12-16 October	
PLSCM 010	Logistics and Facility Management	09-13 November	Dubai
PLSCM 011	Managing Logistics in the Supply Chain	30 November-04 December	05-16 January
PLSCM 012	Procurement and Asset Disposal		16-27 February
PLSCM 013	Procurement and Supply Chain Management	Cape Town	16-27 March
PLSCM 014	Procurement Fraud Prevention	12-16 January	02-13 November
PLSCM 015	Procurement Monitoring and Evaluation	20-24 April	30 November-11 December
PLSCM 016	Public Procurement, Supply Chain and Contract Management	20-24 July	
PLSCM 017	Purchasing and Supply Management	17-21 August	
PLSCM 018	Strategic Logistics: Planning and Management	21-25 September	
PLSCM 019	Strategic Procurement and Supply Chain Transformation Leveraging Technology for Change	19-23 October	
PLSCM 020	Strategic Procurement Management in the Energy Sector	07-11 December	
		Dubai	
		05-09 January	
		16-20 February	
		16-20 March	
		02-06 November	
		16-20 November	
		07-11 December	
		Mauritius	
		20-24 July	
		21-25 September	
		19-23 October	
		Kigali	
		12-16 January	
		15-19 June	
		17-21 August	

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PROJECT MANAGEMENT (PM)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
PM 001	Advanced Agricultural Project Management Strategies	Pretoria/Rosebank/Sandton	Pretoria Training
PM 002	Advanced Project Analysis and Evaluation	23-27 February	19-30 January
PM 003	Advanced Project Finances Analysis	23-27 March	16-27 February
PM 004	Advanced Project Management	27 April-01 May	16-27 March
PM 005	Advanced Project Management for Donor Funded Projects	25-29 May	18-29 May
PM 006	Advanced Project Monitoring and Evaluation for Developmental Projects	27-31 July	03-14 August
PM 007	Advanced Project Planning and Implementation	24-28 August	16-27 November
PM 008	Computer Application for Project Management	28 September-02 October	07-18 December
PM 009	Contract Management, FIDIC Contracts, RBM and Advanced M&E	26-30 October	
PM 010	Designing, Developing and Managing Donor Funded Projects	23-27 November	Dubai Training
PM 011	Financial Management of Donor Funded Projects	14-18 December	19-30 January
PM 012	Grants Management for NGOs		16-27 February
PM 013	Management of Multiple Projects	Cape Town	09-20 March
PM 014	Managing Microfinance Projects	16-20 February	16-27 November
PM 015	Project Contract Drafting and Negotiation	18-22 May	30 November-11 December
PM 016	Project Finance Analysis	20-24 July	
PM 017	Project Finance and Public-Private Partnerships Fundamentals	24-28 August	
PM 018	Project Formulation and Feasibility Study Analysis	19-23 October	
PM 019	Project M&E Methods, Tools and Techniques	09-13 November	
PM 020	Project Management	30 November-04 December	
PM 021	Project Management and Control		Dubai
PM 022	Project Management for Donor Funded Projects	26-30 January	26-30 January
PM 023	Project Management for Engineers	23-27 February	23-27 February
PM 024	Project Planning, Implementation and Evaluation	16-20 March	16-20 March
PM 025	Public Works Project Management	02-06 November	02-06 November
		16-20 November	16-20 November
		07-11 December	07-11 December
			Mauritius
		08-12 June	08-12 June
		31 August-04 September	31 August-04 September
		05-09 October	05-09 October
			Rwanda, Kigali
		16-20 February	16-20 February
		20-24 July	20-24 July
		14-18 September	14-18 September

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MONITORING AND EVALUATION (M&E)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
M&E 001	Advanced M&E	Pretoria/Rosebank/Sandton	Pretoria
M&E 002	Advanced Project Analysis and Evaluation	19-23 January	12-23 January
M&E 003	Application of M&E Frameworks in Project Management	09-13 March	02-13 March
M&E 004	Computerised M&E Systems	07-11 December	18-29 May
M&E 005	Designing and Implementation of M&E Systems	Cape Town	13-24 July
M&E 006	Effective Purchasing, Tendering & Supplier Selection	09-13 February	31 August-11 September
M&E 007	M&E Data Requirements and Data Analysis	13-17 April	30 November-11 December
M&E 008	M&E in the NGO Sector	16-20 November	
M&E 009	M&E of Developmental Projects	Dubai	Dubai
M&E 010	Managing Projects with Project Management Information Systems (PMIS)	09-13 February	05-16 January
M&E 011	Managing the Contract and Supplier Relationships	09-13 November	02-13 February
M&E 012	Monitoring and Evaluation Data Analytics		02-13 March
M&E 013	Participatory Planning and M&E	Rwanda, Kigali/Mauritius	02-13 November
M&E 014	Performance Monitoring and Evaluation	04-08 May	30 November-11 December
M&E 015	Project M&E with special focus on Battery Energy Storage Systems (BESS)	03-07 August	

HEALTH AND OCCUPATIONAL HEALTH AND SAFETY (HOHS)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
HOHS 001	Advanced Leadership Strategies for Health Care Executive	Pretoria/Rosebank/Sandton	Pretoria
HOHS 002	Advanced Public Health Research Methodology	26-30 January	05-16 January
HOHS 003	Advocacy, Communication & Behavioural Change (HIV/AIDS)	13-17 April	02-13 February
HOHS 004	Environmental Health Management	08-12 June	04-15 May
HOHS 005	HIV/AIDS Treatment Management	14-18 September	03-14 August
HOHS 006	Lifestyle Change and Non-communicable Diseases	09-13 November	05-16 October
HOHS 007	Management of Public Health Reform	Cape Town / Dubai	02-13 November
HOHS 008	Management of Wellness and HIV & AIDS Program in the Workplace	16-20 March	Dubai
HOHS 009	Managing Sustainable Primary Health Care	02-06 November	05-16 January
HOHS 010	Occupational Health and Safety Management	07-11 December	16-27 February
HOHS 011	Public Health Research Methodology	Kigali /Mauritius	16-27 March
HOHS 012	Public Health Service Management and Administration	18-22 May	02-13 November
HOHS 013	Wellness and Work	20-24 July	30 November-11 December
		19-23 October	

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ICT

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
ICT 001	CISCO CCNA Networking	Pretoria/Rosebank/Sandton 26-30 January	Pretoria 05-16 January
	Comprehensive Cybersecurity Masterclass: Audit, Cloud & Standards	13-17 April	02-13 February
ICT 002	Computer Fraud and Security/IT Audit	08-12 June	04-15 May
	Cyber Governance & IT & Cyber Security Programme	14-18 September	03-14 August
	Cybersecurity Foundation	09-13 November	05-16 October
ICT 003	Geographical Information Systems (GIS)		02-13 November
ICT 004	GIS Application in Natural Resource Management	Cape Town / Dubai 16-20 March	Dubai 05-16 January
ICT 005	Human Resource Information Systems	02-06 November	16-27 February
ICT 006	ICT in Public Administration and Public Sector Management	07-11 December	16-27 March
ICT 007	Introduction to Public Administration and Management	Kigali /Mauritius 18-22 May	02-13 November
ICT 008	IT Security and Cybercrime Prevention	20-24 July	30 November-11 December
ICT 009	IT Strategy and Information Management	19-23 October	
ICT 010	IT Strategy and Strategic Information Management		
	IT Security Awareness and Employee Training		
ICT 011	Java Script		
ICT 012	Public Information and Communication Management		
ICT 013	Systems Analysis and Design		
ICT 014	Website design and Publishing		

HOSPITALITY AND TOURISM (HT)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
HT 001	Conservation and Tourism Management	Pretoria/Rosebank/Sandton 23-27 February	Pretoria Training 19-30 January
HT 002	Cultural Tourism, Heritage and Museum Management	27-31 July	16-27 February
HT 003	Eco-Tourism Management and Development	26-30 October	16-27 March
HT 004	E-Tourism Management	14-18 December	18-29 May
HT 005	Fundamentals of National Parks and Wildlife Management and Tourism		03-14 August
HT 006	Human Resources Management in Tourism & Hospitality	Cape Town 23-27 March	07-18 December
HT 007	Policy Development for Sustainable Tourism	24-28 August	
HT 008	Sustainable Tourism in Protected Areas	02-06 November	Dubai Training 19-30 January
HT 009	Sustainable Tourism Management and Development	Dubai 16-20 March	09-20 March
HT 010	Tourism and Collaborative Environmental Governance	07-11 December	16-27 November
HT 011	Tourism and Community Based Natural Resources Management		30 November-11 December

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BUDGETING, FINANCIAL MANAGEMENT, ACCOUNTING, AUDITING, AND TAXATION (BFAAT)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
BFAAT 001	Advanced Credit Management and Debt Recovery	Pretoria/Rosebank/Sandton	Pretoria Training
BFAAT 002	Auditing Techniques for Senior Auditors	23-27 February	19-30 January
BFAAT 003	Credit Guarantees: Principles, Applications, and Risk Management	23-27 March	16-27 February
BFAAT 004	Effective Treasury Management	27 April-01 May	16-27 March
BFAAT 005	Financial Management and Auditing for Donor Funded Projects	25-29 May	18-29 May
BFAAT 006	Financial Management and Budgetary Control	27-31 July	03-14 August
BFAAT 007	Financial Management and Reporting	24-28 August	16-27 November
BFAAT 008	Financial Management for Non-Financial Managers	28 September-02 October	07-18 December
BFAAT 009	Financial Management for Non-Financial Professionals	26-30 October	
BFAAT 010	Financial Modelling & Dashboards in Excel Masterclass	23-27 November	Dubai Training
BFAAT 011	Financial Modelling and Valuation	14-18 December	19-30 January
BFAAT 012	Financial Planning and Forecasting		16-27 February
BFAAT 013	Financial Risk Management	Cape Town	09-20 March
BFAAT 014	Fixed Asset Management	16-20 February	16-27 November
BFAAT 015	Internal Auditing	18-22 May	30 November-11 December
BFAAT 016	Internal Auditing for Senior Internal Auditors	20-24 July	
BFAAT 017	Internal Auditing, Compliance and Risk Management	24-28 August	
BFAAT 018	International Financial Reporting Standards (IFRS)	19-23 October	
BFAAT 019	International Public Sector Accounting Standards (IPSAS)	09-13 November	
BFAAT 020	International Tax Aspects of Mergers, Acquisitions and Corporate Finance	30 November-04 December	
BFAAT 021	Interpretation and Application of IFRS and IPSAS	Dubai	
BFAAT 022	Investment Analysis and Appraisal	26-30 January	
BFAAT 023	Loans and Grants Negotiation Skills	23-27 February	
BFAAT 024	Pension Funds Management	16-20 March	
BFAAT 025	Project Management Certified Auditor	02-06 November	
BFAAT 026	Proposal Writing for Energy Investment Funding	16-20 November	
BFAAT 027	Public Sector Financial Management and Control	07-11 December	
BFAAT 028	Public-Private Partnership Financial Modelling	Mauritius	
BFAAT 029	Spreadsheet Skills for Finance Personnel	08-12 June	
BFAAT 030	Strategic Planning and Risk Assessment in Revenue Management	31 August-04 September	
BFAAT 031	Strategic Planning, Effective Budgeting and Cost Control	05-09 October	
BFAAT 032	Taxation Methodologies and Analysis	Rwanda, Kigali	
		16-20 February	
		20-24 July	
		14-18 September	

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PUBLIC FINANCE, CENTRAL BANKING, AND PUBLIC SECTOR MANAGEMENT (PFCBPSM)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
PFCBPSM 001	Advanced Course for Bank Examiners	Pretoria/Rosebank/Sandton	Pretoria
PFCBPSM 002	Anti-Money Laundering Strategies	05-09 January	12-23 January
PFCBPSM 003	Anti-Money Laundering/Combating Financing of Terrorism (AML & CFT)	09-13 March	02-13 March
PFCBPSM 004	Banking Policy Formulation and Management	04-08 May	18-29 May
PFCBPSM 005	Banking Supervision	01-05 June	13-24 July
PFCBPSM 006	Central Bank and Monetary Policy Management	03-07 August	31 August-11 September
PFCBPSM 007	Central Bank Supervision and Anti-money Laundering Strategies	07-11 September	19-30 October
PFCBPSM 008	Challenges of Banks Failures and Alignment to Central Banks	05-09 October	30 November-11 December
PFCBPSM 009	Compilation and Analysis of Balance of Payment Statistics	02-06 November	
PFCBPSM 010	Course for Bank Examiners	23-27 November	
PFCBPSM 011	Financial Crimes and Anti-money Laundering	07-11 December	Dubai
PFCBPSM 012	Financial Crimes and Anti-money Laundering Strategies		05-16 January
PFCBPSM 013	Financial Management for Managers in Central Banks	Cape Town	02-13 February
PFCBPSM 014	Foreign Exchange Controls, Framework and Management	19-23 January	02-13 March
PFCBPSM 015	Fraud Detection and Prevention in Banks	09-13 February	02-13 November
PFCBPSM 016	ICT in Public Administration and Public Sector Management	13-17 April	30 November-11 December
PFCBPSM 017	Intermediate Course for Bank Examiners	11-15 May	
PFCBPSM 018	International Trade Compliance and Export Controls	14-18 September	
PFCBPSM 019	Introduction to Public Administration and Management	12-16 October	
PFCBPSM 020	Monetary Policy Formulation and Implementation	16-20 November	
PFCBPSM 021	Money Market and Capital Market Regulation	Dubai	
PFCBPSM 022	Money Market and Capital Market Securities	19-23 January	
PFCBPSM 023	Onsite Banking Supervision	09-13 February	
PFCBPSM 024	Payment and Settlement Systems	09-13 March	
PFCBPSM 025	Policy Auditing in Central Banks	09-13 November	
PFCBPSM 026	Public Information and Communication Management	23-27 November	
PFCBPSM 027	Public Policy Making and Analysis	07-11 December	
PFCBPSM 028	Public Sector Human Resource Management	Mauritius	
PFCBPSM 029	Public Sector Loans and Grants Negotiation	04-08 May	
PFCBPSM 030	Public Sector Management and Governance	03-07 August	
PFCBPSM 031	Public Sector Project Management	07-11 September	
PFCBPSM 032	Public Sector Project Management	Rwanda, Kigali Training	
PFCBPSM 033	Public Service and Administration	01-05 June	
PFCBPSM 034	Risk Management and Financial Analysis in Central Banks	03-07 August	
		07-11 September	

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MEDIA, COMMUNICATION, EFFECTIVE WRITING AND PRESENTATION (MCEWP)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
MCEWP 001	Advanced Report Writing	Pretoria/Rosebank/Sandton	Pretoria
MCEWP 002	Business Communication	26-30 January	05-16 January
MCEWP 003	Data Coding and Analysis	09-13 February	02-13 February
MCEWP 004	Developing Research Instruments	13-17 April	04-15 May
MCEWP 005	Effective Communication Skills	11-15 May	03-14 August
MCEWP 006	Library and Information Organisation	08-12 June	05-16 October
MCEWP 007	Library Management and Documentation	10-14 August	02-13 November
MCEWP 008	Managing Social Media with Public Relations	14-18 September	23 November-11 December
MCEWP 009	Media, Communication and Advocacy	12-16 October	
MCEWP 010	Media, Journalism and Human Rights	09-13 November	Dubai
MCEWP 011	Parliamentary Reporting and Editing	30 November-04 December	05-16 January
MCEWP 012	Power Point Presentation		16-27 February
MCEWP 013	Print Media, Television and Radio in the Age of Social Media	Cape Town	16-27 March
MCEWP 014	Print Media, Television and Radio Management	12-16 January	02-13 November
MCEWP 015	Public Speaking	20-24 April	30 November-11 December
MCEWP 016	Qualitative and Quantitative Research Methodology	20-24 July	
MCEWP 017	Qualitative Research Methodology	17-21 August	
MCEWP 018	Quantitative Research Methodology	21-25 September	
MCEWP 019	Report Writing	19-23 October	
MCEWP 020	Research Methods and Data Management	07-11 December	
MCEWP 021	Thesis writing	Dubai	
MCEWP 022	Writing and Presenting Research Reports	05-09 January	
MCEWP 023	Writing and Presenting Thesis	16-20 February	
MCEWP 024	Writing and Presenting Thesis Proposal	16-20 March	
MCEWP 025	Writing for Publication	02-06 November	
MCEWP 026	Writing Research Proposal	16-20 November	
MCEWP 027	Writing Research Proposal for Funding	07-11 December	
		Mauritius	
		20-24 July	
		21-25 September	
		19-23 October	
		Kigali	
		12-16 January	
		15-19 June	
		17-21 August	

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

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
EDMEMD 001	Analysis of the Petroleum Industry	Pretoria/Rosebank/Sandton	Pretoria Training
EDMEMD 002	Business Transformation Strategies for Power Utilities: Innovation, Standards, M&E, and Continuous Improvement	23-27 February	19-30 January
EDMEMD 003	Climate Change Adaptation and Mitigation	23-27 March	16-27 February
EDMEMD 004	Community Participation in Natural Resources Planning and Management	27 April-01 May	16-27 March
EDMEMD 005	Comprehensive M&E for Power Generation	25-29 May	18-29 May
EDMEMD 006	Developing a Community Environmental Plan	27-31 July	03-14 August
EDMEMD 007	Disaster Risk and Crisis Management	24-28 August	16-27 November
EDMEMD 008	Disaster Risk Management	28 September-02 October	07-18 December
EDMEMD 009	Emergency Preparedness and Disaster Risk Management	26-30 October	
EDMEMD 010	Energy Management and Sustainable Development	23-27 November	Dubai Training
EDMEMD 011	Environmental Impact Assessment (EIA)	14-18 December	19-30 January
EDMEMD 012	Environmental Impact Assessment of Energy Projects		16-27 February
EDMEMD 013	Environmental Management Strategies, Systems and Auditing	Cape Town	09-20 March
EDMEMD 014	GIS Application in Planning and Resource Management	16-20 February	16-27 November
EDMEMD 015	High and Medium Voltage Substation Design, Testing and Maintenance	18-22 May	30 November-11 December
EDMEMD 016	Integrated Environmental Management	20-24 July	
EDMEMD 017	Integrated Waste Management	24-28 August	
EDMEMD 018	Integrated Water Resources Management	19-23 October	
EDMEMD 019	Introduction to Managing Environmental Data with MS Access	09-13 November	
EDMEMD 020	Management of Petroleum Projects	30 November-04 December	
EDMEMD 021	Natural Resource Management	Dubai	
EDMEMD 022	Oil and Gas Industry Analysis	26-30 January	
EDMEMD 023	Operation and Maintenance of Diesel Power Generating Plants	23-27 February	
EDMEMD 024	Options for Power Generation	16-20 March	
EDMEMD 025	Petroleum Data Management	02-06 November	
EDMEMD 026	Petroleum, Oil and Gas Testing and Analysis	16-20 November	
EDMEMD 027	Power Plant Operations and Control Fundamentals	07-11 December	
EDMEMD 028	Project Planning and Sustainable Development in the Energy Sector	Mauritius	
EDMEMD 029	Rural Electrification Programme Implementation	08-12 June	
EDMEMD 030	Strategic Procurement Management in the Energy Sector	31 August-04 September	
EDMEMD 031	Transmission Line, HV & MV Substation Design, Testing & Maintenance	05-09 October	
		Rwanda, Kigali	
		16-20 February	
		20-24 July	
		14-18 September	

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ECONOMIC ANALYSIS AND DEVELOPMENT (EAD)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
EAD 001	Applied Research Methodology in Economic Analysis	Pretoria/Rosebank/Sandton	Pretoria
EAD 002	Balance of Payments Statistics	05-09 January	12-23 January
EAD 003	Community Driven Development: Strengthening Local Governance for Inclusive Development	09-13 March	02-13 March
EAD 004	Corporate Social Responsibility (CSR) in Mining	04-08 May	18-29 May
EAD 005	Data Analysis Using R, SPSS or STATA	01-05 June	13-24 July
EAD 006	Data Management Modelling, Statistical Analysis and Visualisation using R	03-07 August	31 August-11 September
EAD 007	Domestic Revenue Mobilisation and Management	07-11 September	19-30 October
EAD 008	Econometrics Analysis: Time Series, Panel Data and Cross-Sectional	05-09 October	30 November-11 December
EAD 009	Economic Modelling and Forecasting	02-06 November	
EAD 010	Economic Planning and Budgeting	23-27 November	Dubai
EAD 011	Expansion of the Tax Base Through Taxation of the Informal Sector	07-11 December	05-16 January
EAD 012	Economy-wide Modelling: Input-Output, Social Accounting Matrix and CGE Analysis	Cape Town	02-13 February
EAD 013	Labour Market Information Systems (LMIS)	19-23 January	02-13 March
EAD 014	Macro-econometrics Modelling	09-13 February	02-13 November
EAD 015	Macroeconomic Forecasting and Projections	13-17 April	30 November-11 December
EAD 016	Macroeconomic Management and Policies for Senior Officials	11-15 May	
EAD 017	Macroeconomic Policy Formulation and Management	14-18 September	
EAD 018	Macroeconomics Analysis for Public Sector Managers	12-16 October	
EAD 019	Policy Formulation, Implementation and Evaluation	16-20 November	Dubai
EAD 020	Poverty Reduction Strategies Monitoring and Evaluation Systems	Dubai	19-23 January
EAD 021	Public Policy Analysis: Strategic and Effective Implementation	19-23 January	09-13 February
EAD 022	Public Sector Management Strategies and Policies	09-13 February	09-13 March
EAD 023	Public-Private Partnerships Fundamentals	09-13 November	09-13 November
EAD 024	Quantitative Techniques for Macroeconomic Analysis and Management	23-27 November	23-27 November
EAD 025	Regulatory Impact Assessment	07-11 December	07-11 December
EAD 026	Restructuring and Privatisation of Public Enterprises	Mauritius	
EAD 027	SME Development Strategies and Management	04-08 May	
EAD 028	Statistical Methods and Computer Applications for Policy Analysts	03-07 August	
EAD 029	Tax Intelligence Solutions and Risk Management	07-11 September	
EAD 030	Tax Policy, Tax Revenue Analysis and Revenue Forecasting	Rwanda, Kigali Training	
		01-05 June	
		03-07 August	
		07-11 September	

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

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
MSCCPR 001	Advertising and Brand Management	Pretoria/Rosebank/Sandton	Pretoria
MSCCPR 002	Call Centre and Customer Service	26-30 January	05-16 January
MSCCPR 003	Conflict Resolution, Negotiation and Emotional Intelligence in Contact Centre	09-13 February	02-13 February
MSCCPR 004	Consumer Behaviour	13-17 April	04-15 May
MSCCPR 005	Customer Focussed Marketing	11-15 May	03-14 August
MSCCPR 006	Customer Focussed Marketing	08-12 June	05-16 October
MSCCPR 007	Customer Relationship Management (CRM)	10-14 August	02-13 November
MSCCPR 008	Customer Service Excellence for Managers	14-18 September	23 November-11 December
MSCCPR 009	Customer Service Excellence in Contact Centres	12-16 October	
MSCCPR 010	Developing and Managing Customer Base	09-13 November	Dubai
MSCCPR 011	Developing and Managing Customer Base	30 November-04 December	05-16 January
MSCCPR 012	Effective Communication Skills for Contact Centre Agents		16-27 February
MSCCPR 013	Effective Public Relations Techniques in the Digital Age	Cape Town	16-27 March
MSCCPR 014	Effective Supervision Skills in Modern Workplace Environment	12-16 January	02-13 November
MSCCPR 015	Essential Skills for Marketing Staff	20-24 April	30 November-11 December
MSCCPR 016	Front Office Operations	20-24 July	
MSCCPR 017	Frontline Customer Service	17-21 August	
MSCCPR 018	Handling Difficult Customer Situations	21-25 September	
MSCCPR 019	Informational Marketing Strategy	19-23 October	
MSCCPR 020	Innovation, Entrepreneurship and Sales Management	07-11 December	
MSCCPR 021	International Marketing	Dubai	
MSCCPR 022	Market Research and Product Development	05-09 January	
MSCCPR 023	Public Relations and Corporate Social Investment	16-20 February	
MSCCPR 024	Public Relations and Customer Care	16-20 March	
MSCCPR 025	Public Relations and Customer Care	02-06 November	
MSCCPR 026	Public Relations and Events Management	16-20 November	
MSCCPR 027	Quality and Customer Service	07-11 December	
MSCCPR 028	Quality Assurance and Performance Metrics for Contact Centres	Mauritius	
MSCCPR 029	Strategic Marketing Management	20-24 July	
MSCCPR 030	Time Management and Stress Management for Contact Centre Officers	21-25 September	
		19-23 October	
		Kigali	
		12-16 January	
		15-19 June	
		17-21 August	

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GENDER MANAGEMENT AND CHILD WELFARE (GMCW)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
GMCW 001	Bullying and the School System	Pretoria/Rosebank/Sandton	Pretoria Training
GMCW 002	Caring for Vulnerable Children	23-27 February	19-30 January
GMCW 003	Child rights and Child Law for Activists and NGO Officials	23-27 March	16-27 February
GMCW 004	Children and Substance Abuse	27 April-01 May	16-27 March
GMCW 005	Children, Discipline and Punishment	25-29 May	18-29 May
GMCW 006	Forced Migration and Children	27-31 July	03-14 August
GMCW 007	Gender Advocacy, Networking & Strategic Management	24-28 August	16-27 November
GMCW 008	Gender Analysis and Mainstreaming	28 September-02 October	07-18 December
GMCW 009	Gender Issues for Sustainable Development & Poverty Alleviation	26-30 October	
GMCW 010	Gender Mainstreaming in the Public Sector	23-27 November	Dubai Training
GMCW 011	Gender Management and Development	14-18 December	19-30 January
GMCW 012	HIV/AIDS and Gender		16-27 February
GMCW 013	Making Children's Voices be Heard in Fight against Violence and Abuse	Cape Town	09-20 March
GMCW 014	Migration, Trafficking and Children	16-20 February	16-27 November
GMCW 015	Parenting, Child Care and Protection in Urban and Rural Environments	18-22 May	30 November-11 December
GMCW 016	Training the Gender Trainer	20-24 July	
GMCW 017	War and Children	24-28 August	
GMCW 018	Women and Forced Migration	19-23 October	
GMCW 019	Women and Land in Africa	09-13 November	
GMCW 020	Women and Management	30 November-04 December	
GMCW 021	Women Empowerment, Gender issues & Sustainable Development	Dubai	
GMCW 022	Women, Poverty and Inequality in Africa	26-30 January	
GMCW 023	Women, Youth and Child Migration	23-27 February	
GMCW 024	Youth, Gender and Political Participation	16-20 March	
		02-06 November	
		16-20 November	
		07-11 December	
		Mauritius	
		08-12 June	
		31 August-04 September	
		05-09 October	
		Rwanda, Kigali	
		16-20 February	
		20-24 July	
		14-18 September	

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AGRICULTURE, LAND USE PLANNING AND SUSTAINABLE DEVELOPMENT (ALPSD)

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
ALPSD 001	Advanced Agricultural Project Management	Pretoria/Rosebank/Sandton	Pretoria
ALPSD 002	Advanced Rural Development and Extension Strategies	05-09 January	12-23 January
ALPSD 003	Agricultural Extension and Rural Development	09-13 March	02-13 March
ALPSD 004	Agricultural Produce Marketing and Export Strategy	04-08 May	18-29 May
ALPSD 005	Climate Change and Agriculture	01-05 June	13-24 July
ALPSD 006	Drought and Sustainable Agriculture	03-07 August	31 August-11 September
ALPSD 007	Integrated Natural Resource Management	07-11 September	19-30 October
ALPSD 008	Irrigation and Agricultural Development	05-09 October	30 November-11 December
ALPSD 009	Land Governance for Sustainable Development	02-06 November	
ALPSD 010	Land Use and Environmental Planning	23-27 November	Dubai
ALPSD 011	Land Use and Resource Management	07-11 December	05-16 January
ALPSD 012	Land Use Planning Techniques and Practices	Cape Town	02-13 February
ALPSD 013	Land Use Policy and Urban Planning	19-23 January	02-13 March
ALPSD 014	Law and Urban Land Use Planning	09-13 February	02-13 November
ALPSD 015	Management of Rural Poverty Alleviation Projects	13-17 April	30 November-11 December
ALPSD 016	Managing Sustainable Rural Development	11-15 May	
ALPSD 017	Mining and Sustainable Development	14-18 September	
ALPSD 018	Organic Farming and Markets	12-16 October	
ALPSD 019	Poverty Alleviation in the Rural Context	16-20 November	
ALPSD 020	Public Policies and Rural Development in Africa	Dubai	
ALPSD 021	Regional Planning and Policy	19-23 January	
ALPSD 022	Rural Micro-Credit Management	9-13 March	
ALPSD 023	Spatial Planning, Land Use Management and Urban Development	09-13 November	
ALPSD 024	Strategic Rural Development Management (SRDM)	23-27 November	
ALPSD 025	Strategies for Poverty Reduction and Sustainable Development	07-11 December	
ALPSD 026	Sustainable Forest Management	Mauritius	
ALPSD 027	Urban Planning and Policy	04-08 May	
ALPSD 028	Urban Transportation, Land Use, and the Environment	03-07 August	
ALPSD 029	Water and Agriculture for Sustainable Development	07-11 September	
		Rwanda, Kigali Training	
		01-05 June	
		03-07 August	
		07-11 September	

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