



TRAINING CALENDAR



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Not find the course or date you need?

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We've got more than meets the list.

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coordinator@garveyafricainstitute.co.za
www.garveyafricainstitute.co.za

Contact Numbers

Cell/WhatsApp: +27 62 981 0106
 Cell/WhatsApp: +27 74 381 3708

Address

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

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, ESSs, 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	
AS 010	Diplomacy, Public Relations and Etiquette for Secretaries, PAs & Office Managers	23-27 November	
AS 011	Effective Communication, Customer Care, Etiquette and Time Management	07-11 December	
AS 012	Effective Conflict Resolution Skills for Administrators		
AS 013	Effective Office Management and Administration		
AS 014	Electronic Records Management and Digitisation of Archives		
AS 015	Essential Skills for Effective Cross-Functional Leadership		
AS 016	Event Management Negotiation		
AS 017	Event Planning and Management		
AS 018	ESSs, PAs, and Office Managers Workshop: Innovation, Technology, Digitalisation, and Role Evolution		
AS 019	Executive Skills for Administrators, PAs and Secretaries		
AS 020	Front Office Management		
AS 021	Future-Ready Administrative Assistants, PAs, EAs, and Secretaries: Harnessing Technology, Leadership, and Global Best Practices to Elevate the Role of Administrative Professionals		
AS 022	HR Management for Personal Assistants		
AS 023	Librarianship and Corporate Information Management		
AS 024	Management Development Programme for Secretaries, PAs, ESSs, EAs		
AS 025	MS Project, Excel, PowerPoint and Word for Secretaries, PAs, EAs, ESSs		
AS 026	Performance Appraisal Techniques for Secretaries, PAs, EAs, ESSs		
AS 027	Practical Applications of AI for Administrative Staff		
AS 028	Professional and Effective Minute Taking, Report Writing, and Speech Writing Skills		
AS 029	Project Administration, Coordination, Communication, and Stakeholder Engagement Skills for PAs and Secretaries in Project Departments		
AS 030	Project Management Skills for Secretaries, PAs, EAs, ESSs		
AS 031	Report Writing and Presentation Skills for Secretaries		

Contact Us

coordinator@garveyafricainstitute.co.za
www.garveyafricainstitute.co.za

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

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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 23-27 February	Pretoria Training 19-30 January
HROD 002	Conducting Effective Performance Reviews	23-27 March	16-27 February
HROD 003	Conflict and Change Management	27 April-01 May	16-27 March
HROD 004	Employee Welfare, Wellness, Motivation and Work	25-29 May	18-29 May
HROD 005	Human Resource Information Systems	27-31 July	03-14 August
HROD 006	Human Resources Analytics	24-28 August	16-27 November
HROD 007	Human Resources Management	28 September-02 October	07-18 December
HROD 008	Human Resources Management and Development	26-30 October	
HROD 009	Integrating Organisation & Individual Performance Management Systems	23-27 November	
HROD 010	Introductory Human Resources Management	14-18 December	
HROD 011	Labour Market Information Systems		
HROD 012	Labour Relations and Law		
HROD 013	Labour Relations in the Public Sector		
HROD 014	Managing the Training Function		
HROD 015	Payroll Management		
HROD 016	Performance Appraisal Strategies and Techniques		
HROD 017	Performance Based Human Resources Management		
HROD 018	Performance Evaluation and Management		
HROD 019	Public Relations and Personnel Management		
HROD 020	Public Sector Human Resource Management		
HROD 021	Public Service Human Resource Planning and Management		
HROD 022	Strategic Human Resources Management		
HROD 023	Strategic Performance Management		
HROD 024	Teamwork, Team Building and Motivation		
HROD 025	Training Analytics		
HROD 026	Training Management and Training Needs Analysis		

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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	
LDGRC 012	Environmental Law Analysis		Dubai
LDGRC 013	Ethical Issues in the Judiciary Systems		
LDGRC 014	Fraud Prevention, Detection and Investigation	Cape Town	
LDGRC 015	Fraud, Anti-Corruption, Integrity and Corporate Governance	19-23 January	
LDGRC 016	Good Governance and Corporate Social Responsibility (CSR)	09-13 February	
LDGRC 017	Good Governance and Property Rights	13-17 April	
LDGRC 018	Good Governance and Public Sector Financial Management	11-15 May	
LDGRC 019	Good Governance in Post-Conflict Societies	14-18 September	
LDGRC 020	Good Governance, Democracy, Human Rights, and Public Participation	12-16 October	
LDGRC 021	Human Rights and Democracy	16-20 November	
LDGRC 022	International Mediation, Post Conflict Reconciliation and Nation Building		Dubai
LDGRC 023	Judiciary, and Legislature and Governance	19-23 January	
LDGRC 024	Land Governance for Sustainable Development	09-13 February	
LDGRC 025	Legal Compliance Monitoring	09-13 March	
LDGRC 026	Management of Institutional Integrity Committees	09-13 November	
LDGRC 027	Parliamentary Administration and Governance	23-27 November	
LDGRC 028	Policy Analysis for Parliamentarians and Policymakers	07-11 December	
LDGRC 029	Public Sector Innovations, Policy Reform and Governance		Mauritius
LDGRC 030	The Economics of Competition Law, Regulations and Guidelines		
		04-08 May	
		03-07 August	
		07-11 September	
			Rwanda, Kigali Training
		01-05 June	
		03-07 August	
		07-11 September	

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coordinator@garveyafricainstitute.co.za
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PROCUREMENT, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT (PLSCM)

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

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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 23-27 February	Pretoria Training 19-30 January
PM 002	Advanced Project Analysis and Evaluation	23-27 March	16-27 February
PM 003	Advanced Project Finances Analysis	27 April-01 May	16-27 March
PM 004	Advanced Project Management	25-29 May	18-29 May
PM 005	Advanced Project Management for Donor Funded Projects	27-31 July	03-14 August
PM 006	Advanced Project Monitoring and Evaluation for Developmental Projects	24-28 August	16-27 November
PM 007	Advanced Project Planning and Implementation	28 September-02 October	07-18 December
PM 008	Computer Application for Project Management	26-30 October	
PM 009	Contract Management, FIDIC Contracts, RBM and Advanced M&E	23-27 November	
PM 010	Designing, Developing and Managing Donor Funded Projects	14-18 December	
PM 011	Financial Management of Donor Funded Projects		
PM 012	Grants Management for NGOs		
PM 013	Management of Multiple Projects		
PM 014	Managing Microfinance Projects		
PM 015	Project Contract Drafting and Negotiation		
PM 016	Project Finance Analysis		
PM 017	Project Finance and Public-Private Partnerships Fundamentals		
PM 018	Project Formulation and Feasibility Study Analysis		
PM 019	Project M&E Methods, Tools and Techniques		
PM 020	Project Management		
PM 021	Project Management and Control		
PM 022	Project Management for Donor Funded Projects		
PM 023	Project Management for Engineers		
PM 024	Project Planning, Implementation and Evaluation		
PM 025	Public Works Project Management		

Contact Us

coordinator@garveyafricainstitute.co.za
www.garveyafricainstitute.co.za

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Cell/WhatsApp: +27 74 381 3708

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

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

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ICT

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
ICT 001	CISCO CCNA Networking	Pretoria/Rosebank/Sandton	Pretoria
	Comprehensive Cybersecurity Masterclass: Audit, Cloud & Standards	26-30 January	05-16 January
ICT 002	Computer Fraud and Security/IT Audit	13-17 April	02-13 February
	Cyber Governance & IT & Cyber Security Programme	08-12 June	04-15 May
	Cybersecurity Foundation	14-18 September	03-14 August
ICT 003	Geographical Information Systems (GIS)	09-13 November	05-16 October
ICT 004	GIS Application in Natural Resource Management	Cape Town / Dubai	02-13 November
ICT 005	Human Resource Information Systems	16-20 March	Dubai
ICT 006	ICT in Public Administration and Public Sector Management	02-06 November	05-16 January
ICT 007	Introduction to Public Administration and Management	07-11 December	16-27 February
ICT 008	IT Security and Cybercrime Prevention		16-27 March
ICT 009	IT Strategy and Information Management		02-13 November
ICT 010	IT Strategy and Strategic Information Management		30 November-11 December
	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	Pretoria Training
HT 002	Cultural Tourism, Heritage and Museum Management	23-27 February	19-30 January
HT 003	Eco-Tourism Management and Development	27-31 July	16-27 February
HT 004	E-Tourism Management	26-30 October	16-27 March
HT 005	Fundamentals of National Parks and Wildlife Management and Tourism	14-18 December	18-29 May
HT 006	Human Resources Management in Tourism & Hospitality	Cape Town	03-14 August
HT 007	Policy Development for Sustainable Tourism	23-27 March	07-18 December
HT 008	Sustainable Tourism in Protected Areas	24-28 August	
HT 009	Sustainable Tourism Management and Development	02-06 November	Dubai Training
HT 010	Tourism and Collaborative Environmental Governance		19-30 January
HT 011	Tourism and Community Based Natural Resources Management	Dubai	09-20 March
		16-20 March	16-27 November
		07-11 December	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 23-27 February	Pretoria Training 19-30 January
BFAAT 002	Auditing Techniques for Senior Auditors	23-27 March	16-27 February
BFAAT 003	Credit Guarantees: Principles, Applications, and Risk Management	27 April-01 May	16-27 March
BFAAT 004	Effective Treasury Management	25-29 May	18-29 May
BFAAT 005	Financial Management and Auditing for Donor Funded Projects	27-31 July	03-14 August
BFAAT 006	Financial Management and Budgetary Control	24-28 August	16-27 November
BFAAT 007	Financial Management and Reporting	28 September-02 October	07-18 December
BFAAT 008	Financial Management for Non-Financial Managers	26-30 October	
BFAAT 009	Financial Management for Non-Financial Professionals	23-27 November	
BFAAT 010	Financial Modelling & Dashboards in Excel Masterclass	14-18 December	
BFAAT 011	Financial Modelling and Valuation		
BFAAT 012	Financial Planning and Forecasting		
BFAAT 013	Financial Risk Management		
BFAAT 014	Fixed Asset Management		
BFAAT 015	Internal Auditing		
BFAAT 016	Internal Auditing for Senior Internal Auditors		
BFAAT 017	Internal Auditing, Compliance and Risk Management		
BFAAT 018	International Financial Reporting Standards (IFRS)		
BFAAT 019	International Public Sector Accounting Standards (IPSAS)		
BFAAT 020	International Tax Aspects of Mergers, Acquisitions and Corporate Finance		
BFAAT 021	Interpretation and Application of IFRS and IPSAS		
BFAAT 022	Investment Analysis and Appraisal		
BFAAT 023	Loans and Grants Negotiation Skills		
BFAAT 024	Pension Funds Management		
BFAAT 025	Project Management Certified Auditor		
BFAAT 026	Proposal Writing for Energy Investment Funding		
BFAAT 027	Public Sector Financial Management and Control		
BFAAT 028	Public-Private Partnership Financial Modelling		
BFAAT 029	Spreadsheet Skills for Finance Personnel		
BFAAT 030	Strategic Planning and Risk Assessment in Revenue Management		
BFAAT 031	Strategic Planning, Effective Budgeting and Cost Control		
BFAAT 032	Taxation Methodologies and Analysis		

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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	
PFCBPSM 012	Financial Crimes and Anti-money Laundering Strategies		Dubai
PFCBPSM 013	Financial Management for Managers in Central Banks		
PFCBPSM 014	Foreign Exchange Controls, Framework and Management		
PFCBPSM 015	Fraud Detection and Prevention in Banks		
PFCBPSM 016	ICT in Public Administration and Public Sector Management		
PFCBPSM 017	Intermediate Course for Bank Examiners		
PFCBPSM 018	International Trade Compliance and Export Controls		
PFCBPSM 019	Introduction to Public Administration and Management		
PFCBPSM 020	Monetary Policy Formulation and Implementation		
PFCBPSM 021	Money Market and Capital Market Regulation		
PFCBPSM 022	Money Market and Capital Market Securities		
PFCBPSM 023	Onsite Banking Supervision		
PFCBPSM 024	Payment and Settlement Systems		
PFCBPSM 025	Policy Auditing in Central Banks		
PFCBPSM 026	Public Information and Communication Management		
PFCBPSM 027	Public Policy Making and Analysis		
PFCBPSM 028	Public Sector Human Resource Management		
PFCBPSM 029	Public Sector Loans and Grants Negotiation		
PFCBPSM 030	Public Sector Management and Governance		
PFCBPSM 031	Public Sector Project Management		
PFCBPSM 032	Public Sector Project Management		
PFCBPSM 033	Public Service and Administration		
PFCBPSM 034	Risk Management and Financial Analysis in Central Banks		

Contact Us

coordinator@garveyafricainstitute.co.za
www.garveyafricainstitute.co.za

Contact Numbers

Cell/WhatsApp: +27 62 981 0106
 Cell/WhatsApp: +27 74 381 3708

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

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

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coordinator@garveyafricainstitute.co.za
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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	
EAD 011	Expansion of the Tax Base Through Taxation of the Informal Sector	07-11 December	
EAD 012	Economy-wide Modelling: Input-Output, Social Accounting Matrix and CGE Analysis		
EAD 013	Labour Market Information Systems (LMIS)		
EAD 014	Macro-econometrics Modelling		
EAD 015	Macroeconomic Forecasting and Projections		
EAD 016	Macroeconomic Management and Policies for Senior Officials		
EAD 017	Macroeconomic Policy Formulation and Management		
EAD 018	Macroeconomics Analysis for Public Sector Managers		
EAD 019	Policy Formulation, Implementation and Evaluation		
EAD 020	Poverty Reduction Strategies Monitoring and Evaluation Systems		
EAD 021	Public Policy Analysis: Strategic and Effective Implementation		
EAD 022	Public Sector Management Strategies and Policies		
EAD 023	Public-Private Partnerships Fundamentals		
EAD 024	Quantitative Techniques for Macroeconomic Analysis and Management		
EAD 025	Regulatory Impact Assessment		
EAD 026	Restructuring and Privatisation of Public Enterprises		
EAD 027	SME Development Strategies and Management		
EAD 028	Statistical Methods and Computer Applications for Policy Analysts		
EAD 029	Tax Intelligence Solutions and Risk Management		
EAD 030	Tax Policy, Tax Revenue Analysis and Revenue Forecasting		

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

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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 23-27 February	Pretoria Training 19-30 January
GMCW 002	Caring for Vulnerable Children	23-27 March	16-27 February
GMCW 003	Child rights and Child Law for Activists and NGO Officials	27 April-01 May	16-27 March
GMCW 004	Children and Substance Abuse	25-29 May	18-29 May
GMCW 005	Children, Discipline and Punishment	27-31 July	03-14 August
GMCW 006	Forced Migration and Children	24-28 August	16-27 November
GMCW 007	Gender Advocacy, Networking & Strategic Management	28 September-02 October	07-18 December
GMCW 008	Gender Analysis and Mainstreaming	26-30 October	
GMCW 009	Gender Issues for Sustainable Development & Poverty Alleviation	23-27 November	
GMCW 010	Gender Mainstreaming in the Public Sector	14-18 December	
GMCW 011	Gender Management and Development		
GMCW 012	HIV/AIDS and Gender		
GMCW 013	Making Children's Voices be Heard in Fight against Violence and Abuse		
GMCW 014	Migration, Trafficking and Children		
GMCW 015	Parenting, Child Care and Protection in Urban and Rural Environments		
GMCW 016	Training the Gender Trainer		
GMCW 017	War and Children		
GMCW 018	Women and Forced Migration		
GMCW 019	Women and Land in Africa		
GMCW 020	Women and Management		
GMCW 021	Women Empowerment, Gender issues & Sustainable Development		
GMCW 022	Women, Poverty and Inequality in Africa		
GMCW 023	Women, Youth and Child Migration		
GMCW 024	Youth, Gender and Political Participation		

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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	
ALPSD 011	Land Use and Resource Management	07-11 December	
ALPSD 012	Land Use Planning Techniques and Practices		Dubai
ALPSD 013	Land Use Policy and Urban Planning		
ALPSD 014	Law and Urban Land Use Planning		
ALPSD 015	Management of Rural Poverty Alleviation Projects		
ALPSD 016	Managing Sustainable Rural Development		
ALPSD 017	Mining and Sustainable Development		
ALPSD 018	Organic Farming and Markets		
ALPSD 019	Poverty Alleviation in the Rural Context		
ALPSD 020	Public Policies and Rural Development in Africa		
ALPSD 021	Regional Planning and Policy		
ALPSD 022	Rural Micro-Credit Management		
ALPSD 023	Spatial Planning, Land Use Management and Urban Development		
ALPSD 024	Strategic Rural Development Management (SRDM)		
ALPSD 025	Strategies for Poverty Reduction and Sustainable Development		
ALPSD 026	Sustainable Forest Management		
ALPSD 027	Urban Planning and Policy		
ALPSD 028	Urban Transportation, Land Use, and the Environment		
ALPSD 029	Water and Agriculture for Sustainable Development		

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