



"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	
AS 010	Diplomacy, Public Relations and Etiquette for Secretaries, PAs & Office Managers	23-27 November	Dubai
AS 011	Effective Communication, Customer Care, Etiquette and Time Management	07-11 December	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	

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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	Board Dynamics, Ethics and Governance Foundations	13-17 April	04-15 May
LSMI 005	Decision Making and Power: Women in Leadership and Management	11-15 May	03-14 August
LSMI 006	ESG and Sustainability Masterclass	08-12 June	05-16 October
LSMI 007	ESG Leadership: A Pathway to Organisational Growth and Sustainability	10-14 August	02-13 November
LSMI 008	ESG Strategy Development, Implementation and Reporting	14-18 September	23 November-11 December
LSMI 009	ESG Pillars in Strategic Management	12-16 October	
LSMI 010	Executive Decision-Making and Strategic Thinking	09-13 November	Dubai
LSMI 011	Executive Leadership Excellence: Inspiring High Performance and Strategic Impact	30 November-04 December	05-16 January
LSMI 012	Executive Strategic Leadership: Driving Organisational Growth, Transformation, and Competitive Advantage	Cape Town	16-27 February
LSMI 013	Governance and Accountability in Public Institutions: Driving Board Effectiveness through Strategic and Ethical Leadership	12-16 January	16-27 March
LSMI 014	Innovation, Change, and Digital Transformation Leadership	20-24 April	02-13 November
LSMI 015	Integrating Organisation & Individual Performance Management Systems	20-24 July	30 November-11 December
LSMI 016	Leadership and Good Governance in the Public Sector	17-21 August	
LSMI 017	Leadership Management and Development	21-25 September	
LSMI 018	Leadership Skills for Supervisors	19-23 October	
LSMI 019	Leading High-Performance Teams for Organisational Excellence	07-11 December	
LSMI 020	Leading Strategy in a Dynamic World: Innovation, Agility, and Performance for Senior Leaders	Dubai	
LSMI 021	Leading with Vision and Purpose: Strengthening Executive Leadership in a Changing World	05-09 January	
LSMI 022	Mastering Strategic Management: Advanced Tools and Frameworks for Senior Executives	16-20 February	
LSMI 023	Operational Excellence and Business Process Optimisation	16-20 March	
LSMI 024	Sustainability and Corporate ESG: Fundamentals and Strategy	02-06 November	
LSMI 025	Strategic Financial Management for Non-Financial Executives	16-20 November	
LSMI 026	Strategic Leadership and Organisational Transformation	07-11 December	
LSMI 027	Sustainable Leadership and Corporate Resilience in a Changing World	Mauritius	
LSMI 028	Transformational Leadership and Strategic Management for Senior Executives	20-24 July	
LSMI 029	Workshop: Negotiation, Conflict Management, and Stakeholder Engagement for Senior Leaders	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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	<i>Dubai</i>
LDGRC 011	Elections, Democracy and Succession in Africa	07-11 December	05-16 January
LDGRC 012	Environmental Law Analysis	<i>Cape Town</i>	02-13 February
LDGRC 013	Ethical Issues in the Judiciary Systems	19-23 January	02-13 March
LDGRC 014	Fraud Prevention, Detection and Investigation	09-13 February	02-13 November
LDGRC 015	Fraud, Anti-Corruption, Integrity and Corporate Governance	13-17 April	30 November-11 December
LDGRC 016	Good Governance and Corporate Social Responsibility (CSR)	11-15 May	
LDGRC 017	Good Governance and Property Rights	14-18 September	
LDGRC 018	Good Governance and Public Sector Financial Management	12-16 October	
LDGRC 019	Good Governance and Post-Conflict Societies	16-20 November	
LDGRC 020	Good Governance, Democracy, Human Rights, and Public Participation	<i>Dubai</i>	
LDGRC 021	Human Rights and Democracy	19-23 January	
LDGRC 022	International Mediation, Post Conflict Reconciliation and Nation Building	09-13 February	
LDGRC 023	Judiciary, and Legislature and Governance	09-13 March	
LDGRC 024	Land Governance for Sustainable Development	09-13 November	
LDGRC 025	Legal Compliance Monitoring	23-27 November	
LDGRC 026	Management of Institutional Integrity Committees	07-11 December	
LDGRC 027	Parliamentary Administration and Governance	<i>Mauritius</i>	
LDGRC 028	Policy Analysis for Parliamentarians and Policymakers	04-08 May	
LDGRC 029	Policy Development for Sustainable Tourism	03-07 August	
LDGRC 030	Public Sector Innovations, Policy Reform and Governance	07-11 September	
LDGRC 031	The Economics of Competition Law, Regulations and Guidelines	<i>Rwanda, Kigali Training</i>	
		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	Artificial Intelligence (AI) in Procurement and Supply Chain Management	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
PLSCM 002	Cold Chain Management	26-30 January	05-16 January
PLSCM 003	Engineering Procurement and Construction (EPC) and Financing Contracts for Energy Projects	09-13 February	02-13 February
PLSCM 004	E-Procurement	13-17 April	04-15 May
PLSCM 005	Financial Aspects of Procurement	11-15 May	03-14 August
PLSCM 006	Fleet and Transport Management	08-12 June	05-16 October
PLSCM 007	Fundamentals of Procurement and Procurement Management	10-14 August	02-13 November
PLSCM 008	Governance issues in Procurement and Contract Management	14-18 September	23 November-11 December
PLSCM 009	Governance issues in Procurement and Contract Management	12-16 October	
PLSCM 010	International Public Procurement	09-13 November	<i>Dubai</i>
PLSCM 011	Inventory and Warehouse Management	30 November-04 December	05-16 January
PLSCM 012	Logistics and Facility Management		16-27 February
PLSCM 013	Logistics and Facility Management	<i>Cape Town</i>	16-27 March
PLSCM 014	Managing Logistics in the Supply Chain	12-16 January	02-13 November
PLSCM 015	Procurement and Asset Disposal	20-24 April	30 November-11 December
PLSCM 016	Procurement and Supply Chain Management	20-24 July	
PLSCM 017	Procurement and Supply Chain Management	17-21 August	
PLSCM 018	Procurement Fraud Prevention	21-25 September	
PLSCM 019	Procurement Fraud Prevention	19-23 October	
PLSCM 020	Procurement Masterclass and AI for Analysts and Leaders	07-11 December	
PLSCM 021	Procurement Monitoring and Evaluation	<i>Dubai</i>	
PLSCM 022	Public Procurement, Supply Chain and Contract Management	05-09 January	
	Purchasing and Supply Management	16-20 February	
	Strategic Logistics: Planning and Management	16-20 March	
	Strategic Procurement and Supply Chain Transformation Leveraging Technology for Change	02-06 November	
	Strategic Procurement Management	16-20 November	
		07-11 December	
		<i>Mauritius</i>	
		20-24 July	
		21-25 September	
		19-23 October	
		<i>Kigali</i>	
		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	Artificial Intelligence (AI) in Project Management	28 September-02 October	07-18 December
PM 009	Computer Application for Project Management	26-30 October	Dubai Training
PM 010	Construction Project Management	23-27 November	19-30 January
PM 011	Contract Management, FIDIC Contracts, RBM and Advanced M&E	14-18 December	16-27 February
PM 012	Designing, Developing and Managing Donor Funded Projects	Cape Town	09-20 March
PM 013	Financial Management of Donor Funded Projects	16-20 February	16-27 November
PM 014	Grants Management for NGOs	18-22 May	30 November-11 December
PM 015	Management of Multiple Projects	20-24 July	
PM 016	Managing Microfinance Projects	24-28 August	
PM 017	Project Contract Drafting and Negotiation	19-23 October	
PM 018	Project Finance Analysis	09-13 November	
PM 019	Project Finance and Public-Private Partnerships Fundamentals	30 November-04 December	
PM 020	Project Formulation and Feasibility Study Analysis	Dubai	
PM 021	Project M&E Methods, Tools and Techniques	26-30 January	
PM 022	Project Management	23-27 February	
PM 023	Project Management and Control	16-20 March	
PM 024	Project Management and Monitoring	02-06 November	
PM 025	Project Management and Planning	16-20 November	
PM 026	Project Management for Donor Funded Projects	07-11 December	
PM 027	Project Management for Engineers	Mauritius	
PM 028	Project Planning, Implementation and Evaluation	08-12 June	
PM 029	Public Works Project Management	31 August-04 September	
		05-09 October	
		Rwanda, Kigali	
		16-20 February	
		20-24 July	
		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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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	<i>Cape Town</i>	13-24 July
M&E 006	Effective Purchasing, Tendering & Supplier Selection	09-13 February	31 August-11 September
M&E 007	Intelligent M&E: AI-based Data Management and Quality Assurance	13-17 April	30 November-11 December
M&E 008	M&E Data Requirements and Data Analysis	16-20 November	
M&E 009	M&E in the NGO Sector		<i>Dubai</i>
M&E 010	M&E of Developmental Projects	<i>Dubai</i>	05-16 January
M&E 011	Managing Projects with Project Management Information Systems (PMIS)	09-13 February	02-13 February
M&E 012	Managing the Contract and Supplier Relationships	09-13 November	02-13 March
M&E 013	Monitoring and Evaluation Data Analytics	<i>Rwanda, Kigali/Mauritius</i>	02-13 November
M&E 014	Participatory Planning and M&E	04-08 May	30 November-11 December
M&E 015	Performance Monitoring and Evaluation	03-07 August	
M&E 016	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
HOHS 002	Advanced Public Health Research Methodology	08-12 June	05-16 January
HOHS 003	Advocacy, Communication & Behavioural Change (HIV/AIDS)	14-18 September	02-13 February
HOHS 004	Environmental Health Management	09-13 November	03-14 August
HOHS 005	HIV/AIDS Treatment Management	<i>Cape Town / Dubai</i>	05-16 October
HOHS 006	Lifestyle Change and Non-communicable Diseases	16-20 March	02-13 November
HOHS 007	Management of Public Health Reform	02-06 November	<i>Dubai</i>
HOHS 008	Management of Wellness and HIV & AIDS Program in the Workplace	07-11 December	05-16 January
HOHS 009	Managing Sustainable Primary Health Care	<i>Kigali /Mauritius</i>	16-27 February
HOHS 010	Public Health Research Methodology	18-22 May	16-27 March
HOHS 011	Public Health Service Management and Administration	20-24 July	02-13 November
HOHS 012	Wellness and Work	19-23 October	30 November-11 December

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ICT

CODE	COURSE	DURATION	
		1 WEEK DATES & VENUES	2 WEEKS DATES & VENUES
ICT 001	AI in Electronic Records Management and Digitization of Archives	Pretoria/Rosebank/Sandton	Pretoria
ICT 002	CISCO CCNA Networking	26-30 January	05-16 January
ICT 003	Comprehensive Cybersecurity Masterclass: Audit, Cloud & Standards	13-17 April	02-13 February
ICT 004	Computer Fraud and Security/IT Audit	08-12 June	04-15 May
ICT 005	Cyber Governance & IT & Cyber Security Programme	14-18 September	03-14 August
ICT 006	Cybersecurity Foundation	09-13 November	05-16 October
ICT 007	Geographical Information Systems (GIS)	Cape Town / Dubai	02-13 November
ICT 008	GIS Application in Natural Resource Management	16-20 March	Dubai
ICT 009	Human Resource Information Systems	02-06 November	05-16 January
ICT 010	ICT in Public Administration and Public Sector Management	07-11 December	16-27 February
ICT 011	Introduction to Public Administration and Management	Kigali /Mauritius	16-27 March
ICT 012	IT Security and Cybercrime Prevention	18-22 May	02-13 November
ICT 013	IT Strategy and Information Management	20-24 July	30 November-11 December
ICT 014	IT Strategy and Strategic Information Management	19-23 October	
ICT 015	IT Security Awareness and Employee Training		
ICT 017	Public Information and Communication Management		
ICT 018	Records Management & Digital Archiving		
ICT 019	Systems Analysis and Design		
ICT 020	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	26-30 October	18-29 May
HT 004	E-Tourism Management	14-18 December	03-14 August
HT 005	Fundamentals of National Parks and Wildlife Management and Tourism	Cape Town	07-18 December
HT 006	Human Resources Management in Tourism & Hospitality	23-27 March	Dubai Training
HT 007	Sustainable Tourism in Protected Areas	02-06 November	19-30 January
HT 008	Sustainable Tourism Management and Development	Dubai	09-20 March
HT 009	Tourism and Collaborative Environmental Governance	16-20 March	16-27 November
HT 010	Tourism and Community Based Natural Resources Management	07-11 December	30 November-11 December

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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	Cape Town	16-27 February
BFAAT 013	Financial Risk Management	16-20 February	09-20 March
BFAAT 014	Fixed Asset Management	18-22 May	16-27 November
BFAAT 015	Internal Auditing	20-24 July	30 November-11 December
BFAAT 016	Internal Auditing for Senior Internal Auditors	24-28 August	
BFAAT 017	Internal Auditing, Compliance and Risk Management	19-23 October	
BFAAT 018	International Financial Reporting Standards (IFRS)	09-13 November	
BFAAT 019	International Public Sector Accounting Standards (IPSAS)	30 November-04 December	
BFAAT 020	International Tax Aspects of Mergers, Acquisitions and Corporate Finance	Dubai	
BFAAT 021	Interpretation and Application of IFRS and IPSAS	26-30 January	
BFAAT 022	Investment Analysis and Appraisal	23-27 February	
BFAAT 023	Loans and Grants Negotiation Skills	16-20 March	
BFAAT 024	Pension Funds Management	02-06 November	
BFAAT 025	Project Management Certified Auditor	16-20 November	
BFAAT 026	Proposal Writing for Energy Investment Funding	07-11 December	
BFAAT 027	Public Sector Financial Management and Control	Mauritius	
BFAAT 028	Public-Private Partnership Financial Modelling	08-12 June	
BFAAT 029	Spreadsheet Skills for Finance Personnel	31 August-04 September	
BFAAT 030	Strategic Planning and Risk Assessment in Revenue Management	05-09 October	
BFAAT 031	Strategic Planning, Effective Budgeting and Cost Control	Rwanda, Kigali	
BFAAT 032	Taxation Methodologies and Analysis	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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	<i>Dubai</i>
PFCBPSM 012	Financial Crimes and Anti-money Laundering Strategies		05-16 January
PFCBPSM 013	Financial Management for Managers in Central Banks	<i>Cape Town</i>	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	<i>Dubai</i>	
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	<i>Mauritius</i>	
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	<i>Rwanda, Kigali Training</i>	
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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria Training</i>
EDMEMD 002	Business Transformation Strategies for Power Utilities: Innovation, Standards, M&E, & 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	<i>Dubai Training</i>
EDMEMD 011	Environmental and Social Impact Assessment	14-18 December	19-30 January
EDMEMD 012	Environmental Impact Assessment (EIA)		16-27 February
EDMEMD 013	Environmental Impact Assessment of Energy Projects	<i>Cape Town</i>	09-20 March
EDMEMD 014	Environmental Management Strategies, Systems and Auditing	16-20 February	16-27 November
EDMEMD 015	Environmental, Social and Governance (ESG) and Sustainable Development	18-22 May	30 November-11 December
EDMEMD 016	Environmental, Social and Governance (ESG) for Mining and Energy Sectors	20-24 July	
EDMEMD 017	GIS Application in Planning and Resource Management	24-28 August	
EDMEMD 018	High and Medium Voltage Substation Design, Testing and Maintenance	19-23 October	
EDMEMD 019	Integrated Environmental Management	09-13 November	
EDMEMD 020	Integrated Waste Management	30 November-04 December	
EDMEMD 021	Integrated Water Resources Management	<i>Dubai</i>	
EDMEMD 022	Introduction to Managing Environmental Data with MS Access	26-30 January	
EDMEMD 023	Management of Petroleum Projects	23-27 February	
EDMEMD 024	Natural Resource Management	16-20 March	
EDMEMD 025	Oil and Gas Industry Analysis	02-06 November	
EDMEMD 026	Operation and Maintenance of Diesel Power Generating Plants	16-20 November	
EDMEMD 027	Options for Power Generation	07-11 December	
EDMEMD 028	Petroleum Data Management	<i>Mauritius</i>	
EDMEMD 029	Petroleum, Oil and Gas Testing and Analysis	08-12 June	
EDMEMD 030	Power Plant Operations and Control Fundamentals	31 August-04 September	
EDMEMD 031	Project Planning and Sustainable Development in the Energy Sector	05-09 October	
EDMEMD 032	Rural Electrification Programme Implementation	<i>Rwanda, Kigali</i>	
EDMEMD 033	Strategic Procurement Management in the Energy Sector	16-20 February	
EDMEMD 034	Transmission Line, HV & MV Substation Design, Testing & Maintenance	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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 and Reconciliation	01-05 June	13-24 July
EAD 006	Data Analysis Using R, SPSS or STATA	03-07 August	31 August-11 September
EAD 007	Data Management Modelling, Statistical Analysis and Visualisation using R	07-11 September	19-30 October
EAD 008	Domestic Revenue Mobilisation and Management	05-09 October	30 November-11 December
EAD 009	Econometrics Analysis: Time Series, Panel Data and Cross-Sectional	02-06 November	
EAD 010	Economic Modelling and Forecasting	23-27 November	<i>Dubai</i>
EAD 011	Economic Planning and Budgeting	07-11 December	05-16 January
EAD 012	Expansion of the Tax Base Through Taxation of the Informal Sector	<i>Cape Town</i>	02-13 February
EAD 013	Economy-wide Modelling: Input-Output, Social Accounting Matrix and CGE Analysis	19-23 January	02-13 March
EAD 014	Labour Market Information Systems (LMIS)	09-13 February	02-13 November
EAD 015	Macro-econometrics Modelling	13-17 April	30 November-11 December
EAD 016	Macroeconomic Forecasting and Projections	11-15 May	
EAD 017	Macroeconomic Management and Policies for Senior Officials	14-18 September	
EAD 018	Macroeconomic Policy Formulation and Management	12-16 October	
EAD 019	Macroeconomics Analysis for Public Sector Managers	16-20 November	<i>Dubai</i>
EAD 020	Policy Formulation, Implementation and Evaluation	<i>Dubai</i>	19-23 January
EAD 021	Poverty Reduction Strategies Monitoring and Evaluation Systems	19-23 January	09-13 February
EAD 022	Public Policy Analysis: Strategic and Effective Implementation	09-13 February	09-13 March
EAD 023	Public Sector Management Strategies and Policies	09-13 November	09-13 November
EAD 024	Public-Private Partnerships Fundamentals	23-27 November	23-27 November
EAD 025	Quantitative Techniques for Macroeconomic Analysis and Management	07-11 December	07-11 December
EAD 026	Regulatory Impact Assessment	<i>Mauritius</i>	04-08 May
EAD 027	Restructuring and Privatisation of Public Enterprises	04-08 May	03-07 August
EAD 028	SME Development Strategies and Management	03-07 August	07-11 September
EAD 029	Statistical Methods and Computer Applications for Policy Analysts	07-11 September	
EAD 030	Tax Intelligence Solutions and Risk Management	<i>Rwanda, Kigali Training</i>	01-05 June
EAD 031	Tax Policy, Tax Revenue Analysis and Revenue Forecasting	03-07 August	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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	<i>Dubai</i>
MSCCPR 011	Developing and Managing Customer Base	30 November-04 December	05-16 January
MSCCPR 012	Effective Communication Skills for Contact Centre Agents	<i>Cape Town</i>	16-27 February
MSCCPR 013	Effective Public Relations Techniques in the Digital Age	12-16 January	16-27 March
MSCCPR 014	Effective Supervision Skills in Modern Workplace Environment	20-24 April	02-13 November
MSCCPR 015	Essential Skills for Marketing Staff	20-24 July	30 November-11 December
MSCCPR 016	Front Office Operations	17-21 August	
MSCCPR 017	Frontline Customer Service	21-25 September	
MSCCPR 018	Handling Difficult Customer Situations	19-23 October	
MSCCPR 019	Informational Marketing Strategy	07-11 December	
MSCCPR 020	Innovation, Entrepreneurship and Sales Management	<i>Dubai</i>	
MSCCPR 021	International Marketing	05-09 January	
MSCCPR 022	Market Research and Product Development	16-20 February	
MSCCPR 023	Public Relations and Corporate Social Investment	16-20 March	
MSCCPR 024	Public Relations and Customer Care	02-06 November	
MSCCPR 025	Public Relations and Customer Care	16-20 November	
MSCCPR 026	Public Relations and Events Management	07-11 December	
MSCCPR 027	Quality and Customer Service	<i>Mauritius</i>	
MSCCPR 028	Quality Assurance and Performance Metrics for Contact Centres	20-24 July	
MSCCPR 029	Strategic Marketing Management	21-25 September	
MSCCPR 030	Time Management and Stress Management for Contact Centre Officers	19-23 October	
		<i>Kigali</i>	
		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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria Training</i>
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 Analysis and Mainstreaming	26-30 October	
GMCW 009	Gender Issues for Sustainable Development & Poverty Alleviation	23-27 November	<i>Dubai Training</i>
GMCW 010	Gender Mainstreaming in the Public Sector	14-18 December	19-30 January
GMCW 011	Gender Management and Development		16-27 February
GMCW 012	HIV/AIDS and Gender	<i>Cape Town</i>	09-20 March
GMCW 013	Making Children's Voices be Heard in Fight against Violence and Abuse	16-20 February	16-27 November
GMCW 014	Migration, Trafficking and Children	18-22 May	30 November-11 December
GMCW 015	Parenting, Child Care and Protection in Urban and Rural Environments	20-24 July	
GMCW 016	Training the Gender Trainer	24-28 August	
GMCW 017	War and Children	19-23 October	
GMCW 018	Women and Forced Migration	09-13 November	
GMCW 019	Women and Land in Africa	30 November-04 December	
GMCW 020	Women and Management		<i>Dubai</i>
GMCW 021	Women Empowerment, Gender issues & Sustainable Development	26-30 January	26-30 January
GMCW 022	Women, Poverty and Inequality in Africa	23-27 February	23-27 February
GMCW 023	Women, Youth and Child Migration	16-20 March	16-20 March
GMCW 024	Youth, Gender and Political Participation	02-06 November	02-06 November
		16-20 November	16-20 November
		07-11 December	07-11 December
			<i>Mauritius</i>
		08-12 June	08-12 June
		31 August-04 September	31 August-04 September
		05-09 October	05-09 October
			<i>Rwanda, Kigali</i>
		16-20 February	16-20 February
		20-24 July	20-24 July
		14-18 September	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	<i>Pretoria/Rosebank/Sandton</i>	<i>Pretoria</i>
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	<i>Dubai</i>
ALPSD 011	Land Use and Resource Management	07-11 December	05-16 January
ALPSD 012	Land Use Planning Techniques and Practices	<i>Cape Town</i>	02-13 February
ALPSD 013	Land Use Policy and Urban Planning	19-23 January	02-13 March
ALPSD 014	Land Use 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	<i>Dubai</i>	
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	<i>Mauritius</i>	
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	
		<i>Rwanda, Kigali Training</i>	
		01-05 June	
		03-07 August	
		07-11 September	

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