

# IMTC 2019 / 2020 TRAINING CALENDAR

## FINANCIAL MANAGEMENT, ACCOUNTING AND AUDITING PROGRAMMES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
FA001	Financial Management for Project Accountants	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA002	Revenue Collection and Assets Management	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA003	Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA004	Advanced Financial Management and Auditing in	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	the Public and private Sectors		December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
FA005	Budgetary process and public expenditure Management	2 Weeks	<b>2019</b> June 24- July 2, August 19-30, Sept 25- Oct 5 <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA006	Auditing and Computerized Accounting System	2 Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29 <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	<b>Ghana, South Africa, Dubai, Nairobi, Nigeria, Mumbai,</b>
FA007	Cash and Treasury Management	2 Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA008	Budgeting and Budgetary Control	2 Weeks	<b>2019</b> June 17- 28, August 19-30, Oct 8- 19, Nov.25- Dec.5 <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

FA009	Effective Methods and Techniques of Managing Public and Donor Funds	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA010	Finance for Non –Financial Managers	2 Weeks	<b>2019</b> June 10- 21, August 19- 30,Oct 22- Nov1, Dec.8-19  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA011	Computerized Financial Management and Auditing	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
FA012	Micro finance for SME	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23,October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA013	Certificate in Financial Management and Internal auditing	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27,	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			April 13- 24, June 15- 26	
FA014	International Borrowing and Debt Management	2 Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA015	Local Government accounting and Financial Management	2 Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA016	Combating Corruption and the misuse of Public Office	2 Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA017	Maintaining and Enhancing efficiency and value for Money in the Public and private Sectors	2 Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA018	Public Finance Management in the Public Sector: Issues	2 Weeks	<p><b>2019</b></p> <p>June 10-21, August 5- 16, Oct 22- Nov 1</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	and Solutions		<b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
FA019	Managing Risk and Developing a Debt Strategy in the Public Sector	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA020	Public Financial Management: Planning and Control	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA021	Funds Management and Domestic Debt Management	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA022	Forensic Auditing and Computerized Fraud Detection	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
FA023	Tax Administration	2 Weeks	<b>2019</b> July 1- 12, August 19- 30,	<b>Ghana, UK, South Africa, Swaziland, Dubai,</b>

	and Revenue Management		October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Nairobi, Nigeria</b>
FA024	Modern Accounting principles and Cash Flow Management for Account Clerks and Cashiers	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA025	Financial Management for Donor Funded projects	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA026	Credit Management and Debt Collection	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA027	Public Sector Financial Management	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

FA028	Financial Planning and Control in the Public and private Sectors	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA029	Accounting principles in an Inflationary Economy	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA030	Investment Analysis and Management in the Public and private Sectors	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA031	Accounting & Book Keeping To Trial Balance Skills	2 Weeks	<b>2019</b> June 10-21, August 5- 16, Oct 22- Nov 1  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA032	Understanding And Interpreting Financial Statement	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

FA033	Bank Reconciliation And Cash Management	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA034	Treasury Single Account: Procedures and Processes	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA035	Banking Operations Management: Cheques Administration & Revenue Collections Reporting	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA036	Revenue Collection Analysis and Bank Back Office Supervision	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA037	Accounting in the Petroleum Industry	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20,	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria



			May 11- 22, June 15- 26	
FA038	Financial Management and International Public Sector Accounting Standard	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA039	Payment Systems Statistics and Reporting	2 Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan.20-31, Feb.10-21, March 16-27, April 6-17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA040	International Financial Reporting Standard (IFRS) 9	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, April 13-24	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA041	Digital Financial System and Payment Systems Statistics and Reporting	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.6-16, Feb.10-21, March 16-27, May 4-15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
FA042	IFRS 9 Implementation Framework in a Computerized Accounting Environment	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21,	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			March 16-27, May 11-22	
FA043	Mobile Money for the Poor Ecosystem Approach to Digital Financial Services	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA044	Debt Management	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
FA045	Auditing of Multinationals and Specialized Sectors	2 Weeks	2019 July 15- 26, Sept 18- 29, December 1 -12 2020 Jan.20-31, Feb.10-21, March 16-27, June 8-19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

## PROCUREMENT & LOGISTICS MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PL001	Inventory Planning, Management and Monitoring programme	2 Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov.	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PL002	Computerized Materials and Logistics Management Course	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL003	National and International procurement for Donor Funded projects	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL004	Procurement and Supplier Performance Management	2 Week	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL005	Equipment Procurement: Tactics and Strategies	2 Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5  <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL006	Government	2 Weeks	<b>2019</b>	<b>Ghana, South Africa,</b>

	procurement and Contract Management		<p>August 5- 16, Sept 17-29, Nov 18- 29</p> <p><b>2020</b></p> <p>Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17</p>	<p><b>Swaziland, Dubai, Nairobi, Nigeria</b></p>
PL007	Transport Management and Fleet Operations	2 Weeks	<p><b>2019</b></p> <p>June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>
PL008	Advanced Computerized Stores and Supplies Management	2 Weeks	<p><b>2019</b></p> <p>June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5</p> <p><b>2020</b></p> <p>Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
PL009	National and International public Procurement	2 Weeks	<p><b>2019</b></p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>
PL010	Service and Works Procurement for Public Sector Procurement Officers	2 Weeks	<p><b>2019</b></p> <p>June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>

PL011	Electronic Procurement: Strategies for Success	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PL012	Successful Tender Design and Contract Management in the Public and Private Sectors	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23,October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL013	IMTC Certificate in procurement for Senior Executives in the Public Sector	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL014	Risk Management in Procurement for public and private Sectors procurement officers	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23,October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PL015	Monitoring and Evaluation of Procurement Performance in the	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Public and Private Sectors Management		14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PL016	Effective Procurement Skills in the Public and Private Sectors	1Week	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL017	Strategic procurement in the Public Sector	1 Week	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL018	Effective procurement and Award of Contracts in the Public and Private Sectors	2 Weeks	<b>2019</b> June 10-21, August 5- 16, Oct 22- Nov 1 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL019	Contract Management, Monitoring and Sustainable Procurement in an Organization	2 Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL020	Procurement of Works and Dispute Resolutions in the	2 Week	<b>2019</b> June 17- 28, July 2- 13,	<b>Ghana, South Africa, Swaziland, Dubai,</b>

	Public and Private Sectors		August 6- 13, Sept 3-14, 3-14  <b>2020</b>  Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Nairobi, Nigeria</b>
PL021	Computerized Stores/Materials and Inventory Management	2 Weeks	<b>2019</b>  July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b>  Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PL022	Modern Approach to procurement: A Strategy perspective	2 Weeks	<b>2019</b>  June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b>  Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PL023	ICT Procurement & Vendor Management	2 Weeks	<b>2019</b>  July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b>  Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>

**NGO/AGRICULTURAL/ENVIRONMENTAL MANAGEMENT**

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venues
AD001	Agricultural project Analysis and Management Course	2 Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD002	Agricultural and Activities Management	2 Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD003	NGO Leadership and Management	2 Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD004	Rural Energy Planning and Management	2 Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
AD005	Poverty Alleviation Policies and	2 Weeks	<p><b>2019</b></p> <p>June 24- July 2, August 19- 30,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi,



	Reduction Management		Sept 25- Oct 5 <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	<b>Nigeria</b>
AD006	Community Driven Development: Approach Reduction and Poverty Alleviation programme	2 Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29 <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
AD007	Disaster Planning and Management of Rural Projects	2 Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
AD008	Operations Management of Water Supply Projects	2 Weeks	<b>2019</b> June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
AD009	Desertification and rural Agricultural Development	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
AD010	HIV/AIDS: practical Effects at the Work Place and	2 Weeks	<b>2019</b> June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19	<b>Ghana, South Africa, Swaziland, Dubai, , Nairobi, Nigeria</b>

	Community		<b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	
AD011	Local Government and Community Development Management	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

### LEGISLATIVE & JUDICIAL ADMINISTRATION

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course venue
LJ001	Prosecution Skills and Prevention of Corruption in the Judicial System	2Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ002	Court Management and judicial Administration	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

LJ003	Judicial Records Management Course	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ004	Information Technology and judicial Case Management	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
LJ005	Justice Reform and judicial Administration Course	2Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5  <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ006	Management of Deceased Estates and Trust	2Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29  <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ007	Management and policy Development Skills for Legal Officers	2Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
LJ008	Legislative Problem	2Weeks	<b>2019</b>	Ghana, South Africa,

	solving and Drafting Course		June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5  <b>2020</b>  Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	<b>Swaziland, Dubai, Nairobi, Nigeria</b>
LJ009	Ethics, Anticorruption, Transparency and Effective Governance in the Judicial Sector	2Weeks	<b>2019</b>  July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b>  Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
LJ010	Parliamentary Administration	1 Week	<b>2019</b>  June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19  <b>2020</b>  Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

## PROJECT MANAGEMENT

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PM001	Project Management: The Complete cycle	2Weeks	<b>2019</b>  June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b>  Jan.6- 17, Feb. 10- 21, April	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			6- 17, May 4- 15	
PM002	Computerized project Analysis and Management	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM003	Research Methodology and Feasibility Study for Donor Funded projects	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM004	Managing, Controlling and Evaluation of Donor Funded projects	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM005	Computerized Project Management for NGO projects	2Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5 <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM006	Monitoring and Evaluation of Projects in Private and Public Sectors	2Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29 <b>2020</b> Jan. 6- 17, Feb. 10- 21, April	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			1- 12, May 5- 17	
PM007	Finance and Project Management for private and Public Sector Personnel	2Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM008	Projects Resource Mobilization and project Management	2Weeks	<b>2019</b> June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5  <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM009	Annual Conference for Finance and project Managers	1Week	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM010	Project Management for Engineers	2Weeks	<b>2019</b> June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM011	Computerized Project Planning, Implementation and Management	2Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PM012	Project Management and Evaluation Strategies	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM013	Advanced project Management	2Weeks	<p><b>2019</b></p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PM014	Effective Planning and Management of Donor Funded projects: Modern Techniques	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM015	Project Investment, Analysis and Appraisal	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM016	Implementing Electronic Documents and	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30,</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

	Records Management for projects		October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	
PM017	Projects Procurement and Management	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM018	Participatory Project planning and Management	2Weeks	<b>2019</b> June 10-21, August 5- 16, Oct 22- Nov 1 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM019	Credit Management, Monitoring and Control of SME and Micro projects	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM020	Managing Agricultural and Rural Investment Projects	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM021	Assessing Impacts and Evaluating	2Weeks	<b>2019</b>	Ghana, South Africa, Swaziland, Dubai, Nairobi,



	Projects		<p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<b>Nigeria</b>
PM022	Planning programmes and Projects	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM023	Project Cycle Management: Monitoring and Evaluation	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PM024	Policy, programmes and projects	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PM025	Project proposal writing and Resource mobilization for Project Officers	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3- 14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13,</p>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			May 18- 29, June 15- 26	
PM026	Management of the project Teams	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PM027	Research Methodology and Feasibility Study for Donor Funded Projects	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

### PERSONAL ASSISTANTS & EXECUTIVE SECRETARIES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PA001	Effective Report writing and Computerized Presentation Skills	2Week	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA002	Computer and Information Management Skills	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

	for Executive Secretaries and Administrators		6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PA003	Corporate IT and Qualitative Public Relations for Executive Secretaries & PA's	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA004	Strategic Management Development Programme and Qualitative Customer Care	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA005	Computer Excel for Executive Secretaries and PA's and Senior Secretaries	2 Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5 <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PA006	Advanced Computer and Secretarial Skills for Secretaries	2Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29 <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PA007	Management and Business Skills for PA's and Senior	2Week	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Secretaries		<b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PA008	Advanced Computer and Information Management Skills for Executive Secretaries and Administrators	2Weeks	<b>2019</b> June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5 <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
PA009	Management Development and Performance Enhancement Skills Programme for Executive Secretaries and Administrators in the Public Sectors	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PA010	Annual Conference for Executive Secretaries and Administrative Assistants in the Public and private Sectors	2Week	<b>2019</b> June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PA011	Effective Service Delivery , Speech Writing and Speech making for Senior PA's	2Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PA012	Switchboard Operations, Reception Skills for front Office	2Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 –	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

	Personnel		Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PA013	Corporate Governance for Company Secretaries	2 Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26  <b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

PA014	Strategic Planning, board resolution tracking and Management for Company Secretaries	2 Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
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**PUBLIC SECTOR & GENERAL MANAGEMENT**

<b>Course Code</b>	<b>Course Title</b>	<b>Course Duration</b>	<b>Course Scheduled Dates</b>	<b>Course Venue</b>
PS001	Senior Management Skills workshop: Achieving Best Performance in the Private and Public Sectors	2Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS002	Organisational Change and Transformation Management Skills	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS003	Performance and Results oriented Management in Africa's Reforming Public Sector	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS004	Senior Management Development programme: Modern Techniques	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS005	Public Sector Management and Administration: Senior Officers' Course	2Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5  <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS006	Accountability, Transparency and Ethics: Anti-Corruption and Fraud prevention Management	2Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29  <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS007	Negotiation Skills and International Trade Management	2Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS008	Research Management Course for Research Unit	1Week	<b>2019</b> June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5  <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS009	Managing	1Week	<b>2019</b>	Ghana, South Africa,

	organisational Change		July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b>  Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Swaziland, Dubai, Nairobi, Nigeria</b>
PS010	Electricity Utilization and Energy Management for Energy Sector Workers	2Weeks	<b>2019</b>  June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19  <b>2020</b>  Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS011	Advanced Human Resources and Personnel Management in the Public Sector	2Weeks	<b>2019</b>  July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b>  Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS012	Strategic Management and Corporate Governance	2Weeks	<b>2019</b>  June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b>  Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS013	Customer Service and Public Relations Workshop	2Weeks	<b>2019</b>  July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b>  Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>



PS014	Protocol Officers Etiquette and civility Course	2 Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS015	Public Policy Analysis, Implementation and Management	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS016	Strategic Leadership Development for Women in Management	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS017	IMPACT: Improving Management and Capacity in the Public Sector	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS018	Managing the Training and Development Function: Strategies and Practices	2Weeks	<p><b>2019</b></p> <p>June 10-21, August 5- 16, Oct 22- Nov 1</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			11- 22, June 15- 26	
PS019	Public Enterprise Restructuring, Privatization and Change Management	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS020	Supervisory and Operations Management Course	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS021	Modernizing the Human Resource Function and Organization Effectiveness	2 Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS022	Women Empowerment, Gender Issues and Sustainable Development	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS023	Master-Preneurship Training for Management teams	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS024	Tourism and Eco Cultural Tourism: Management and Development	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS025	Effective Negotiation, Reconciliation, Arbitration and Mediation Skills	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS026	Modernizing public Sector Services	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS027	Computer Applications in Human Resource Management in the Public and Private Sectors	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai
PS028	Improving Service Delivery in the Public Sector through Organization Reforms	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

			18- 29, June 15- 26	
PS029	Creating and Managing High Performance Teams in the Public and Private Sectors	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS030	Public Sector Reforms: Building Capacity and performance	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS031	Pension Scheme Management and Governance	2Weeks	<b>2019</b> June 10-21, August 5- 16, Oct 22- Nov 1  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS032	Customs Laws, Procedures and Duty Deferrals	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29  <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS033	Electricity Regulatory and Management	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12  <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai

PS034	HIV/AIDS and psychological Counselling	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS035	Managing People Through Change: Attitude and Behaviour	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS036	Effective Speech Writing and Speech Making for Leaders	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS037	Citizens Engagement and Community Development	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS038	Public/ Private Partnership: Policy Issues and Options	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS039	Balanced	2Weeks	<p><b>2019</b></p>	Ghana, South Africa,

	Scorecard		<p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan.20-31, Feb.10-21, March 16-27, June 1-12</p>	<p><b>Swaziland, Dubai, Nairobi, Nigeria</b></p>
PS040	Prison Reform and Management	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>
PS041	Community Driven Development: Building Effective Local Service through Community Empowerment	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>
PS042	Emergency Planning, Disaster Preparedness and Recovery	2Weeks	<p><b>2019</b></p> <p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>
PS043	Office Practice, Management and Administration	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b></p>

			11- 22, June 15- 26	
PS044	Succession, Contingency Planning and Talent Management	2Weeks	<b>2019</b> June 24- July 2, August 19- 30, Sept 25- Oct 5  <b>2020</b> Feb. 17- 28, April 20- May 1, June 1- 12	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS045	Modern Security Procedures and Management	2Weeks	<b>2019</b> August 5- 16, Sept 17-29, Nov 18- 29  <b>2020</b> Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS046	Competency – Based Performance Review	2Weeks	<b>2019</b> June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS047	Events Management in the Public and private Sectors	2Weeks	<b>2019</b> June 17- 28, August 19- 30, Oct 8- 19, Nov.25-Dec.5  <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS048	Industrial Relations course	2Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.  <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

PS049	Management Development programme for Public Officers	2Weeks	<p><b>2019</b></p> <p>June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS050	Public Administration and Corporate Governance	2Weeks	<p><b>2019</b></p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS051	Office Administration & Management Skills Development	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Effective Management Skills Development	2Weeks	<p><b>2019</b></p> <p>July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22.</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS052	Leadership & Management Skills For The 21 <sup>st</sup> Century	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p>	Ghana, UK, South Africa, Swaziland, Dubai, Nairobi, Nigeria



			<b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	
PS052	Safety And Safety Management	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS053	Business Development And Customer Service Management	2Weeks	<b>2019</b> July 1- 12, August 19- 30, October 8- 19, Nov 18- 29 <b>2020</b> Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS054	Mainstreaming Creativity And Innovation In The Workplace	2Weeks	<b>2019</b> July 15- 26, Sept 18- 29, December 1 -12 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS055	Supervisory Skills For Middle Level Managers & Senior Officers Workshop	2Weeks	<b>2019</b> June 10-21, August 5- 16, Oct 22- Nov 1 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
PS056	Managerial And Leadership Skills	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14 <b>2020</b>	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

			Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PS057	Effective Human Resource Documentation And Standard Operating Procedures	2Weeks	<p><b>2019</b></p> <p>June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6</p> <p><b>2020</b></p> <p>Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS058	Customer Services Relation	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS059	Creativity, Innovation, Critical Thinking And Problem Solving Seminar	1Week	<p><b>2019</b></p> <p>Jun.3-7, July 22-26, Sept.2-6, Dec.2-6</p> <p><b>2020</b></p> <p>Jan.13-17, March 9-13, April 20-24, June 1-5</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS060	Consistency Administration and Management: For Traditional Leaders	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p> <p>2020</p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria
PS061	Executive Training on Extractive Industries and Sustainable	2Weeks	<p>2019</p> <p>June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14</p>	Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria

	Development		2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	
PS062	Negotiation Skills and International Trade Management	2Weeks	2019 June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  2020 Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

### INFORMATION & COMMUNICATION TECHNOLOGY

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
ICT 001	Information Technology and Strategic Management for Public Sector Officers	2Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 002	Computerized Records and Data Base Management	2Weeks	<b>2019</b> June 17- 28, July 2- 13, August 6- 13, Sept 3-14, 3-14  <b>2020</b> Jan. 20- 31, March 2-13, May 18- 29, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 003	e- government	2Weeks	<b>2019</b>	<b>Ghana, South Africa,</b>

			<p>July 1- 12, August 19- 30, October 8- 19, Nov 18- 29</p> <p><b>2020</b></p> <p>Feb. 3- 14, March 16- 27, April 20- May 1, June 1- 12</p>	<p><b>Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
ICT 004	System Analysis and Design for System Administrators	2Weeks	<p><b>2019</b></p> <p>July 15- 26, Sept 18- 29, December 1 -12</p> <p><b>2020</b></p> <p>Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
ICT 005	Computerized Records and Data Base Management	2Weeks	<p><b>2019</b></p> <p>June 24- July 2, August 19- 30, Sept 25- Oct 5</p> <p><b>2020</b></p> <p>Feb. 17- 28, April 20- May 1, June 1- 12</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
ICT 006	Certificate in Networking and computer Application	2Weeks	<p><b>2019</b></p> <p>August 5- 16, Sept 17-29, Nov 18- 29</p> <p><b>2020</b></p> <p>Jan. 6- 17, Feb. 10- 21, April 1- 12, May 5- 17</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
ICT 007	Building and Implementing Electronic Documents and Data Base Management	2Weeks	<p><b>2019</b></p> <p>June 17- 28, July 29- August 9, Oct 8- 19, Dec 1- 12</p> <p><b>2020</b></p> <p>Jan. 20- 31, March 2-13, May 18- 29, June 15- 26</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b></p>
ICT 008	Computer and Information Management	2Weeks	<p><b>2019</b></p> <p>June 17- 28, August 19- 30, Oct</p>	<p><b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria,</b></p>

	Skills for Managers and Executives		8- 19, Nov.25-Dec.5 <b>2020</b> Jan.27- Feb.7, March 16- 27, April 20- May 1, June 8- 19	<b>Mumbai</b>
ICT 009	Information Technology for Accountants in the Public and Private Sectors	2Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 010	Website Design, Publishing and Development	2Weeks	<b>2019</b> June 10- 21, August 19- 30, Oct 22- Nov1, Dec.8-19 <b>2020</b> Jan. 13- 24, March 9- 20, May 11- 22, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 011	Database Management Systems	2Weeks	<b>2019</b> July 1-12, August 19- 30, Sept 25- Oct 5, Nov.11-22. <b>2020</b> Feb. 3- 14, March 16- 27, April 13- 24, June 15- 26	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria, Mumbai</b>
ICT 012	Pastel Accounting for Beginners	2Weeks	<b>2019</b> June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6 <b>2020</b> Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

ICT 013	Advanced Cyber Security Techniques	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>
ICT 014	Management of Communication Services: Regulatory and Policies	2Weeks	2019 June 3- 14, August 12 – 23, October 14 – 25, Nov. 25 – Dec. 6  2020 Jan.6- 17, Feb. 10- 21, April 6- 17, May 4- 15	<b>Ghana, South Africa, Swaziland, Dubai, Nairobi, Nigeria</b>

### **COURSE DURATIONS:**

- ONE WEEK
- TWO WEEKS

### **COURSE FEES:**

- ONE WEEK US\$2,690 per delegate
- TWO WEEKS US\$3,690 per delegate

### **COURSE HIGHLIGHTS:**

- There will be Benchmark and/ or tour visit during our training programmes
- In House Training For Groups of 10 or more delegates can be offered on request

- Customised training/ Courses with tailor made dates can also be arranged on request
- We facilitate hotel reservation and airport pick up for all our clients on request
- Training For longer durations are also available on request
- Kindly note that trainings held in DUBAI, INDIA, UNITED KINGDOM and UNITED STATES OF AMERICA attract an additional administrative fee location cost on the tuition fees. Kindly contact our Administrative Office for this rate.

