

International Training Calendar 2010



INSTITUTE FOR CAPACITY DEVELOPMENT (ICD)

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Policy Management and Development (PMD): Venue: - Windhoek , Pretoria, Victoria Falls

Course Code	Course	Duration	Dates	Cost (US\$)
PMD 1	Macroeconomic Policy Analysis and forecasting	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 2	Fundamentals of Economic Policy Formulation	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 3	Public Budgeting and Fiscal Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 4	Social Policy Development and Empowerment	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMD 5	Social Account Matrix Development and Analysis	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 6	Policy Formulation Implementation and Evaluation	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMD 7	Public Debt Management	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMD 8	Debt and Fiscal Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
PMD 9	Policy implementation and Stakeholder Involvement	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
PMD 10	Managing economies Under Uncertainty	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 11	Macroeconomic policy formulation, analysis and management	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 12	Sectoral policy design, analysis and management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 13	Economic Empowerment Policy Development and Management	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMD 14	Public expenditure programming and management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 15	Economic planning and budgeting	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMD 16	Quantitative techniques for macroeconomic analysis and management	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMD 17	Domestic Debt Management and Money & Capital Market Operations	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 18	Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 19	Technical Report Writing Skills and Presentation Techniques	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 20	Restructuring and Privatization of Public Enterprises	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMD 21	Fiscal Revenue Generation and Management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 22	Econometric Modelling for Inflation Targeting and Liquidity Forecasting	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3350
PMD 23	Fiscal Policy and Macroeconomic Performance	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMD 24	Statistical Analysis for Planners, Budget Officers and Economists	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3350
PMD 25	Macroeconomic Policy Analysis and Management I: Concepts, Tools and Techniques	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
PMD 26	Socio Economic rights	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 27	Public Sector Management Strategies and Policies	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 28	Investment Policy Development and Implementation	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 29	Formulating and Implementing PPP in Social Projects	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150

Course Code	Course	Duration	Dates	Cost (US\$)
PMD 30	Planning and Management of Social Services and Infrastructure	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 31	Tax Management and Income Generation Strategies	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMD 32	Macroeconomic Policy Analysis and Management II: Concepts, Tools and Techniques	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMD 33	Budgeting for Efficient Economic Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
PMD 34	Monetary and Fiscal Policies Management for Legislators	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
PMD 35	Research Methodology and Analysis for Government Officers	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 36	Macroeconomics for Public Sector Managers	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 37	Foreign Exchange Market Analysis and Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
PMD 38	Data Generation and Management for Efficient Economic Planning	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMD 39	Macro-econometric Modelling and Forecasting	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3350
PMD 40	Econometric estimation and forecasting in Ox metrics	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3350
PMD 41	SPSS for Researchers and Policy Analysts	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3450
PMD 42	Statistical Methods and Computer Applications for Policy Analysts	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMD 43	Trade Negotiation skills	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMD 44	Research and Data Analysis in SPSS	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
PMD 45	Policy Writing, Implementation & Evaluation	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMD 46	Research Methods, Survey Methodology and Data Management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 47	Econometric Research, Modelling & Policy Analysis	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3450
PMD 48	Policy Issues and Planning in the Agricultural Sector	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMD 49	Economic Sectoral Policy Analysis and Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
PMD 50	Excel based Macroeconomic Model Building and Simulations	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3600
PMD 51	Quantitative technique for analysts and database management	2 weeks	15-26 March, 3-14 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
PMD 52	Policy design, Analysis and Empowerment	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMD 53	Enterprise restructuring, Commercialisation and Privatisation	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3450
PMD 54	Advanced techniques of collecting data for economic analysis	2 weeks	18-29 Jan, 15-29 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3250

Human Resources Management and Administration (HRMA): Venue: - Windhoek , Pretoria, Victoria Falls

Course Code	Course	Duration	Dates	Cost (US\$)
HRMA 1	Performance Based Human Resources Management	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 2	Management Advancement Programme	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3350
HRMA 3	Public Service Human Resource Planning and Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 4	Target Setting and Performance Measurement for Public and Private Sector Institutions	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
HRMA 5	Introductory human resources Management and performance evaluation	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 6	Performance Evaluation and Management	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
HRMA 7	Effective Investigative skills	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
HRMA 8	Computerized HR Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
HRMA 9	Managing Occupational health and safety	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
HRMA 10	Measuring HR effectiveness	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 11	Corporate Planning and Strategic Management for Managers	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3350
HRMA 12	HR policy development and implementation	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 13	HR strategy fundamentals	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
HRMA 14	Advanced HR for Public Sector Managers	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
HRMA 15	Leadership Development Programme for Women	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
HRMA 16	Workforce metrics: Introduction to measurement in HR and benchmarking	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 17	Effective Presentation skills	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
HRMA 18	Workforce planning	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 19	Mediation and conflict management strategies for HR	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
HRMA 20	Human Resource Management and Development	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 21	HR for non-HR professionals	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
HRMA 22	Conflict management and Resolution	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
HRMA 23	Integrating Organizational & Individual Performance Management Systems	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
HRMA 24	Developing and implementing innovative strategic workplace agreements	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
HRMA 25	Labour Relations in the Public Sector	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 26	HR and the law	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3350
HRMA 27	Corporate Planning and Strategic Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
HRMA 28	Labour Relations in the Public Sector	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 29	Report Writing Skills	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150

Course Code	Course	Duration	Dates	Cost (US\$)
HRMA 30	Good Governance	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 31	Trainers Skills Development (TOT)	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 32	Advanced Trainers Skills Development for Senior Trainers	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
HRMA 33	Developing and Implementing an effective Balanced Score Card System	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3500
HRMA 34	Curriculum Design and Development	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
HRMA 35	Developing Communication Tools	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
HRMA 36	Strategic Management Skills for Senior Executives	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
HRMA 37	Effective Management and Supervisory Skills for Managerial Staff	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
HRMA 38	Staff Performance, Appraisal and Evaluation Technique	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 39	Training Needs Analysis and staff Development	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3350
HRMA 40	Mediation and grievance handling	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 41	Change and Transformation Management	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
HRMA 42	Leadership Innovation and Change Management	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3350
HRMA 43	Results Based Performance Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
HRMA 44	Understanding the role and Operations of the Ombudsman	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150

Project Management and Social Development (PMSD): Venue: - Windhoek , Pretoria, Victoria Falls

Course Code	Course	Duration	Dates	Cost (US\$)
PMSD 1	Managing Projects	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMSD 2	Project Planning, Management and Evaluation	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMSD 3	Advanced Course on Project Analysis and Evaluation	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3350
PMSD 4	Computer-Based Project Implementation and Monitoring	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMSD 5	Development Planning: Framework, Design and Techniques	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 6	Community Health Project Planning and Management	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMSD 7	Management of Decentralized Development	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMSD 8	Advanced Project Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3250
PMSD 9	Planning and Management of Energy Resources	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
PMSD 10	Computer Application in Project Analysis & Evaluation	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3350
PMSD 11	Projects Monitoring and Evaluation	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMSD 12	Community Participation empowerment and Development	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 13	Management of Rural Development Programmes	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMSD 14	Participatory project planning and Management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 15	Project Finance Analysis	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMSD 16	Project Design Planning and Management	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMSD 17	Private Public Partnerships fro Development Projects	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMSD 18	Managing BOOT Projects	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMSD 19	Gender Policy Analysis, Planning and Development	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 20	Gender Sensitive Project Planning and Management	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMSD 21	Youth Leadership Development and empowerment	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 22	Sustainable Enterprise Development and Management	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMSD 23	Environmental Planning for Sustainable Development	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMSD 24	Advanced Project Monitoring and Evaluation	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMSD 25	Policy Analysis for Parliamentarians and Policy Makers	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3350
PMSD 26	Environmental Impact Assessment for Sustainable Development	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMSD 27	Micro-finance Management and Governance	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 28	Sustainable Development Projects in Rural Communities	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMSD 29	Resource Mobilization for Rural Development	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150

Course Code	Course	Duration	Dates	Cost (US\$)
PMSD 30	Initiating and Sustaining Rural infrastructure	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
PMSD 31	Project Design, Proposal Writing and Fund Raising	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
PMSD 32	Sustainable Rural Water Supply and Sanitation	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
PMSD 33	Community water resource Management and Sustainable development	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
PMSD 34	Strategic Planning for Small Scale Industries	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 35	Production Strategies and Techniques for Small Business	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
PMSD 36	Development Strategies for SMEs	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 37	Advanced Project Monitoring and Evaluation	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3350
PMSD 38	Environment Impact Assessment Management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
PMSD 39	Rural energy Planning and Management	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
PMSD 40	Integrated water Resources Management	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
PMSD 41	Nutrition and HIV/AIDS Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
PMSD 42	Management of HIV/AIDS at the workplace	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150

Office Management and Information Technology (OMIT): Venue: - Windhoek , Pretoria, Victoria Falls

Course Code	Course	Duration	Dates	Cost (US\$)
OMIT 1	Management Programme for Secretaries in Public Sector	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
OMIT 2	Computer Skills for executives and Managers	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
OMIT 3	Managing the Office Function	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 4	Computer Skills for Secretaries and Personal Assistants	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
OMIT 5	Advanced Computer Skills for Personal Assistants	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 6	Managing Information Registry	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
OMIT 7	Customer Care and Public Relations	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
OMIT 8	Computer Appreciation and Management Information System	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
OMIT 9	Protocol Procedures and Diplomatic etiquette	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3350
OMIT 10	PR for secretaries	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
OMIT 11	Electronic records Management	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
OMIT 12	Network Administration and Security	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
OMIT 13	Introductory Office 2007	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
OMIT 14	Telephone Etiquette & Customer Service	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 15	Advanced Office 2007 for executive Secretaries	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
OMIT 16	Management Information System and Data Management	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3550
OMIT 17	Archival Management and Documentation	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
OMIT 18	Computerized Management of Institutional Records	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
OMIT 19	Network Security and Management	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3500
OMIT 20	Management Skills for Ministers Secretaries	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
OMIT 21	Website Development and Management	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3250
OMIT 22	Performance appraisal Techniques for PAs	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 23	Database Management Techniques	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
OMIT 24	Desk-top Publishing	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 25	Professional Secretarial and administrative Skills	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
OMIT 26	SQL Database Management	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3350
OMIT 27	Executive Office Administration and Secretarial Skills	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
OMIT 28	Management Advancement Programme for Secretaries	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
OMIT 29	Advanced Microsoft Excel Course	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
OMIT 30	Effective Minute taking and report writing	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3150
OMIT 31	Financial Awareness for PAs and Secretaries	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150

Financial Management and Accounting (FMA): Venue: - Windhoek , Pretoria, Victoria Falls

Course Code	Course	Duration	Dates	Cost (US\$)
FMA 1	Computerized Public Sector Financial Management	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3350
FMA 2	Fiscal Budgeting and Resource Control	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
FMA 3	Computer Applications in Accounting Auditing and Financial Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
FMA 4	Managing the Internal Audit Function	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
FMA 5	Capital Budgeting Analysis	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
FMA 6	Local Authorities Resources Mobilization and Management	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
FMA 7	Implementing Auditing Procedures	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3350
FMA 8	Financial Analysis	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3350
FMA 9	Advanced Accounting and Auditing for Public Sector Organizations	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
FMA 10	Auditing of Computerized Accounting Systems	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3150
FMA 11	Finance and Budgeting for Non Finance Managers	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
FMA 12	Auditing of State Owned Enterprises	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
FMA 13	Financial Modelling & Valuation	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
FMA 14	Advanced Business Financial Analysis	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3250
FMA 15	Evaluating Financial Performance	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
FMA 16	Financial Planning & Forecasting	2 weeks	18-29 Jan, 15-26 March, 19-30 July, 13-24 Sep, 15-26 Nov, 6-17 Dec	3350
FMA 17	Financial Management and Budgetary control	2 weeks	15-26 Feb, 5-16 April, 7-18 June, 16-27 Aug, 18-29 Oct, 16-26 Nov	3150
FMA 18	Asset and Liability Management	2 weeks	1-12 Feb, 17- 28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3450
FMA 19	Executive Program in Applied Finance	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
FMA 20	Financial Risk Management	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
FMA 21	Financial Management for NGOs	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
FMA 22	Financial Management for Managers	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
FMA 23	Strategic Financial Management	2 weeks	4-15 Jan, 17-28 May, 2-13 Aug, 18-29 Oct, 1-12 Nov, 6-17 Dec	3350
FMA 24	International Financial Reporting Standards (IFRS)	2 weeks	1-12 Feb, 5-16 April, 7-18Jun, 16-27 Aug, 18-29 Oct, 6-17 Dec	3150
FMA 25	Project Finance Modelling	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
FMA 26	Managing Cash flow	2 weeks	4-15 Jan, 5-16 April, 14-25 June, 19-30 July, 18-29 Oct, 1-12 Nov	3150
FMA 27	Budgeting and Forecasting	2 weeks	15-26 March, 17-28 May, 19-30 July, 13-24 Sep, 1-12 Nov, 6-17 Dec	3150
FMA 28	Budgeting and Budgetary Control	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150
FMA 29	Financial Performance Evaluation	2 weeks	18-29 Jan, 15-26 March, 7-18 Jun, 13-24 Sep, 18-29 Oct, 15-26 Nov	3150
FMA 30	Public Sector Financial Management and control	2 weeks	18-29 Jan, 5-16 April, 7-18 June, 2-13 Aug, 1-12 Nov, 6-17 Dec	3150



Institute for Capacity Development

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Email: enrol@icdtraining.com
Website: www.icdtraining.com

Application/ Nomination Form

Organisation _____

Department _____

Email

address _____

Postal

Address _____

Phone numbers _____

Course Title/ code _____

Attendance Month/ Dates _____

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation





Authorised Signature: _____ Position _____ Date: _____