

# Short Course Training Calendar October 2009 – March 2010



## Institute for Capacity Development (ICD)

Training for improved productivity, growth and development

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## Institute for Capacity Development (ICD) Company Profile

The Institute for Capacity Development (ICD) is a non partisan independent Management training and development institution based in Namibia. The focus of ICD is to continuously capacitate the skills of decision makers in development institutions, government, parastatals, NGOs and the private sector. The knowledge transfer through training programmes are critical for results based implementation of policy and ultimate development enhancement and the alleviation of poverty. ICD courses develop and strengthen the analytical and technical skills in policy and administrative management.

### ICD Promise

At ICD we promise our clients an enriching and rewarding experience that is results driven and focused towards achieving development

### ICD Vision

To be a leader in results based skills enhancing management training and to be a recognised centre for capacity development by development stakeholders

### ICD Mission

To develop and enhance sustainable capacity skills development for growth, poverty reduction and empowerment.

### ICD Values

Honest, integrity quality and professionalism

### ICD Products

Together with its sister management institutions TAMADI and TAMC, ICD provides the following services:

- General and customised Management Training
- Development Research
- Management Consultancy

### Customised Training

At ICD all short courses can be customised in terms of venue, content, duration and timing. Our highly trained and professional facilitators can travel to your preferred venue anywhere within Namibia. This is the case where courses are customised to one institution and offered at specific places.

### Venue

For all public courses, the Training venue is Windhoek. The alternative venue is Swakopmund and final venues will be communicated to the applicants on a course by course basis.

## Application Procedures

To reserve a booking for our public courses applications can be made by phone, Fax, email or online on [www.icdtraining.com](http://www.icdtraining.com). All issues related to the training and application conditions are handled by the Programmes Coordinator for Local short courses.

## Policy Management and Development (LPMD)

Course Code	Course	Dates		Duration Days	Cost/Participant N\$
		October – December 2009	Jan – March 2010		
LPMD 1	Macroeconomic Policy Analysis and forecasting	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LPMD 2	Fundamentals of Economic Policy Formulation	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	5000
LPMD 3	Public Budgeting and Fiscal Management	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	5	4500
LPMD 4	Social Policy Development and Empowerment	23-27 Oct, 16-20 Nov	22-26 Feb, 22, 26 March,	5	4500
LPMD 5	Social Account Matrix Development and Analysis	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	5000
LPMD 6	Policy Formulation Implementation and Evaluation	25-27 Nov, 16-18 Dec	3-5 Feb , 24-26 March,	3	3000
LPMD 7	Debt and Fiscal Management	4-6 Nov, 9-11 Dec	13-15 Jan, 10-12 march,	3	3000
LPMD 8	Macroeconomic policy formulation, analysis and management	26-30 Oct, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	4500
LPMD 9	Sectoral policy design, analysis and management	23-27 Nov, 14-18 Dec	1-5 Feb, 8-12 march,	3	2700
LPMD 10	Economic Empowerment Policy Development and Management	4-6 Nov, 16-18 Dec	24-26 Feb, 24-26 March,	3	2700
LPMD 11	Quantitative techniques for macroeconomic analysis and management	19-23 Oct, 16-20 Nov	25-29 Jan, 8-12 march,	5	6000
LPMD 12	Domestic Debt Management	25-27 Nov, 16- 18 Dec	3-5 Feb , 24-26 March,	3	3000
LPMD 13	Restructuring and Privatization of Public Enterprises	28-30 Oct, 16-18 Dec	13-15 Jan, 10-12 march,	3	2700
LPMD 14	Fiscal Policy and Macroeconomic Performance	25-27 Nov, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	2700
LPMD 15	Macroeconomic Policy Analysis and Management	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	5	4500
LPMD 16	Econometric Research, Modelling & Policy Analysis	16-27 Oct, 16-20 Nov	22-26 Feb, 22, 26 March,	10	9000
LPMD 17	Investment Policy Development and Implementation	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	3	3000
LPMD 18	Formulating and Implementing PPP in Social Projects	23-27 Nov, 14-18 Dec	1-5 Feb , 22-26 March,	3	3000
LPMD 19	Budgeting for Efficient Economic Management	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	4500
LPMD 20	Monetary and Fiscal Policies Management for Legislators	26-30 Oct, 14-18 Dec	25-29 Jan, 22-26 Feb,	3	3000
LPMD 21	Research Methodology & Analysis for Government Officers	23-27 Nov, 14-18 Dec	1-5 Feb, 8-12 march,	5	4500
LPMD 22	Macroeconomics for Public Sector Managers	2-6 Nov, 14-18 Dec	22-26 Feb, 22, 26 March,	5	5000
LPMD 23	Macro-econometric Modelling and Forecasting	12-23 Oct, 09-20 Nov	18-29 Jan, 01-12 march,	10	10000
LPMD 24	SPSS for Researchers and Policy Analysts	23-27 Nov, 14- 18 Dec	1-5 Feb , 22-26 March,	5	5000
LPMD 25	Statistical Methods and Computer Applications for Policy Analysts	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LPMD 26	Research Methods, Survey Methodology and Data Management	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	4500

## Human Resources Management and Administration (LHRMA)

Course Code	Course	Dates October – December 2009	Dates Jan – March 2010	Duration Days	Cost/Participant N\$
LHRMA 1	Performance Based Human Resources Management	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	7500
LHRMA 2	Public Service Human Resource Planning and Management	25-27 Nov, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3000
LHRMA 3	Target Setting and Performance Measurement for Public & Private Sector	4-6 Nov, 9-11 Dec	3-5 Feb, 10-12 march,	3	3000
LHRMA 4	Performance Evaluation and Management	23-27 Oct, 16-20 Nov	22-26 Feb, 22, 26 March,	5	4500
LHRMA 5	Managing Occupational health and safety	25-27 Nov, 16- 18 Dec	27-29 Jan, 10-12 march,	3	3000
LHRMA 6	Corporate Planning and Strategic Management for Managers	25-27 Nov, 16-18 Dec	3-5 Feb , 24-26 March,	3	4500
LHRMA 7	Advanced HR for Public Sector Managers	4-6 Nov, 9-11 Dec	13-15 Jan, 10-12 march,	3	4500
LHRMA 8	Mediation and conflict management strategies for HR	28-30 Oct, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3000
LHRMA 9	Human Resource Management and Development	23-27 Nov, 14-18 Dec	1-5 Feb, 8-12 march,	5	5000
LHRMA 10	Labour Relations in the Public Sector	4-6 Nov, 16-18 Dec	24-26 Feb, 24-26 March,	3	2700
LHRMA 11	Computerised HR management	19-23 Oct, 16-20 Nov	25-29 Jan, 8-12 march,	5	5000
LHRMA 12	Trainers Skills Development (TOT)	23-27 Nov, 14- 18 Dec	1-5 Feb , 22-26 March,	5	4500
LHRMA 13	Advanced Trainers Skills Development for Senior Trainers	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	4500
LHRMA 14	Strategic Management Skills for Senior Executives	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	5000
LHRMA 15	Staff Performance, Appraisal and Evaluation Technique	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	5	5000
LHRMA 16	Change and Transformation Management	25-27 Oct, 18-20 Nov	24-26 Feb, 24-26 March,	3	3000
LHRMA 17	Results Based Management	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	5000
LHRMA 18	Change Management	25-27 Nov, 16-18 Dec	3-5 Feb , 24-26 March,	3	2700
LHRMA 19	Conflict Resolution	4-6 Nov, 9-11 Dec	13-15 Jan, 10-12 march,	3	2700
LHRMA 20	Interviewing Skills and Recruitment Techniques	29-30 Oct, 17-18 Dec	28-29 Jan, 25-26 Feb,	2	3000
LHRMA 21	Performance Appraisals	25-27 Nov, 16-18 Dec	3-5 Feb, 10-12 march,	3	2700
LHRMA 22	Supervisory Skills	4-6 Nov, 16-18 Dec	24-26 Feb, 24- 26 March,	3	3000
LHRMA 23	Strategic Human resources Management	19-23 Oct, 16-20 Nov	25-29 Jan, 8-12 march,	5	4500

## Financial Management and Accounting (LFMA)

Course Code	Course	Dates		Duration Days	Cost/Participant N\$
		October – December 2009	Jan – March 2010		
LFMA 1	Computerized Public Sector Financial Management	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LFMA 2	Computer Applications in Accounting, Auditing and Financial Management	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	5000
LFMA 3	Managing the Internal Audit Function	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	3	3000
LFMA 4	Local Authorities Resources Mobilization and Management	25-27 Oct, 18-20 Nov	24-26 Feb, 24- 26 March,	3	2700
LFMA 5	Finance and Budgeting for Non Finance Managers	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	4500
LFMA 6	Financial Planning & Forecasting	23-27 Nov, 14-18 Dec	1-5 Feb , 22-26 March,	5	7500
LFMA 7	Financial Management and Budgetary control	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	5000
LFMA 8	Financial Management for NGOs	26-30 Oct, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	7500
LFMA 9	Strategic Financial Management	25-27 Nov, 16-18 Dec	3-5 Feb, 10-12 march,	3	4500
LFMA 10	Managing the Internal Auditing systems	2-6 Nov, 14-18 Dec	22-26 Feb, 22, 26 March,	5	4500
LFMA 11	Evaluating Financial Performance	21-23 Oct, 18-20 Nov	27-29 Jan, 10-12 march,	3	3000
LFMA 12	Capital Budgeting and Analysis	25-27 Nov, 16- 18 Dec	3-5 Feb , 24-26 March,	3	4500
LFMA 13	Financial Planning and Forecasting	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LFMA 14	The Management of Capital	25-27 Nov, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3000
LFMA 15	Budgeting and Finance for SMEs	4-6 Nov, 9-11 Dec	3-5 Feb, 10-12 march,	3	2700
LFMA 16	Cash Flow Management for SMEs	25-27 Oct, 18-20 Nov	24-26 Feb, 24-26 March,	3	3000
LFMA 17	Financial Management for Managers	25-27 Nov, 16 - 18 Dec	27-29 Jan, 10-12 march,	3	4500
LFMA 18	Basic Internal Auditing	23-27 Nov, 14-18 Dec	1-5 Feb , 22-26 March,	5	4500
LFMA 19	Budgeting and Budgetary control	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	5000

## Project Management and social Development (LPMSD)

Course Code	Course	Dates October – December 2009	Dates Jan – March 2010	Duration Days	Cost/Participant N\$
LPMSD 1	Project Planning, Management and Evaluation	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LPMSD 2	Management of Decentralized Development	25-27 Nov, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3300
LPMSD 3	Advanced Project Management	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	5	5500
LPMSD 4	Computer Application in Project Analysis & Evaluation	23-27 Oct, 16-20 Nov	22-26 Feb, 22, 26 March,	5	5000
LPMSD 5	Projects Monitoring and Evaluation	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	4500
LPMSD 6	Community Participation empowerment and Development	25-27 Nov, 16-18 Dec	3-5 Feb , 24-26 March,	3	2700
LPMSD 7	Management of Rural Development Programmes	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	4500
LPMSD 8	Participatory project planning and Management	28-30 Oct, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3300
LPMSD 9	Project Finance Analysis	25-27 Nov, 16-18 Dec	3-5 Feb, 10-12 march,	3	3000
LPMSD 10	Project Design Planning and Management	2-6 Nov, 14-18 Dec	22-26 Feb, 22, 26 March,	5	5000
LPMSD 11	Private Public Partnerships for Development Projects	22-23 Oct, 19-20 Nov	28-29 Jan, 11-12 march,	2	2500
LPMSD 12	Gender Policy Analysis, Planning and Development	23-27 Nov, 14- 18 Dec	1-5 Feb , 22-26 March,	5	4000
LPMSD 13	Youth Leadership Development and empowerment	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	4500
LPMSD 14	Project Design, Proposal Writing and Fund Raising	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	4500
LPMSD 15	Strategic Planning for Small Scale Industries	4-6 Nov, 9-11 Dec	3-5 Feb, 10-12 march,	3	2700
LPMSD 16	Development Strategies for SMEs	25-27 Oct, 18-20 Nov	24-26 Feb, 24- 26 March,	3	2700
LPMSD 17	Computerised Project Management	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	5000
LPMSD 18	Rural Water and Sanitation	23-27 Nov, 14-18 Dec	1-5 Feb , 22-26 March,	5	4500
LPMSD 19	Monitoring and evaluation for Donor Funded Projects	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	5000
LPMSD 20	Project Management for donor funded projects	28-30 Oct, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3300
LPMSD 21	Economic empowerment and development	25-27 Nov, 16-18 Dec	3-5 Feb, 10-12 march,	3	3000
LPMSD 22	Project Cycle management	4-6 Nov, 16-18 Dec	24-26 Feb, 24- 26 March,	3	3300
LPMSD 23	Environmental Impact Assessment	19-23 Oct, 16-20 Nov	25-29 Jan, 8-12 march,	5	5000
LPMSD 24	Agriculture Management and rural development	23-27 Nov, 14- 18 Dec	1-5 Feb , 22-26 March,	5	4500
LPMSD 25	Sustainable agriculture and natural resources	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	4500

## Office Management and Information Technology (LOMIT)

Course Code	Course	Dates October – December 2009	Dates Jan – March 2010	Duration Days	Cost/Participant N\$
LOMIT 1	Computer Skills for executives and Managers	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	5000
LOMIT 2	Computer Skills for Secretaries and Personal Assistants	23-27 Nov, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	4500
LOMIT 3	Office Management Skills	4-6 Nov, 9-11 Dec	3-5 Feb, 10-12 march,	3	3000
LOMIT 4	Customer Service Skills	25-27 Oct, 18-20 Nov	24-26 Feb, 24-26 March,	3	3300
LOMIT 5	Advanced customer Service	25-27 Nov, 16- 18 Dec	27-29 Jan, 10-12 march,	3	3600
LOMIT 6	Electronic Records Management	23-27 Nov, 14-18 Dec	1-5 Feb , 22-26 March,	5	4500
LOMIT 7	Time Management	5-6 Nov, 10-11 Dec	14-15 Jan, 11-12 march,	2	1800
LOMIT 8	Microsoft word	26-30 Oct, 14-18 Dec	25-29 Jan, 22-26 Feb,	5	4500
LOMIT 9	Business communication	25-27 Nov, 16-18 Dec	3-5 Feb, 10-12 march,	3	2700
LOMIT 10	Minute taking	5-6 Nov, 17-18 Dec	25-26 Feb, 25-26 March,	2	1000
LOMIT 11	Microsoft Project	19-23 Oct, 16-20 Nov	25-29 Jan, 8-12 march,	5	6000
LOMIT 12	Proposal Writing	25-27 Nov, 16- 18 Dec	3-5 Feb , 24-26 March,	3	2700
LOMIT 13	Network security and Management	26-30 Oct, 14-18 Dec	11-15 Jan, 8-12 march,	5	7500
LOMIT 14	Report writing skills	25-27 Nov, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	2700
LOMIT 15	Excel Training – Foundation	2-6 Nov, 7-11 Dec	1-5 Feb, 8-12 march,	5	4500
LOMIT 16	Excel Training – Advanced	23-27 Oct, 16-20 Nov	22-26 Feb, 22, 26 March,	5	5300
LOMIT 17	Excel Training - Expert	23-27 Nov, 14- 18 Dec	25-29 Jan, 8-12 march,	5	7500
LOMIT 18	Writing Business Plans	25-27 Nov, 16-18 Dec	3-5 Feb , 24-26 March,	3	3300
LOMIT 19	Microsoft PowerPoint	2-6 Nov, 7-11 Dec	11-15 Jan, 8-12 march,	5	4500
LOMIT 20	Sales and Marketing	28-30 Oct, 16-18 Dec	27-29 Jan, 24-26 Feb,	3	3000





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## 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*

Expected Benefits from participation .....

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_

Sustainable capacity skills development for growth, poverty reduction and empowerment.

For Enquiries on short courses bookings contact: Miss Salome Idhenga

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