# International Training Calendar 2027
# **Kigali - Rwanda**

INSTITUTE FOR CAPACITY DEVELOPMENT (ICD)

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# ICD CLIENTS

- Bank of Zambia
- NaNA – Gambia
- Ministry of Water, Energy and Minerals – Zanzibar
- Ministry of Petroleum and Energy - Gambia
- TPDC - Tanzania
- East African Community secretariat (EAC) – Tanzania
- Prime Minister Office - Tanzania
- United Nations Mission Staff in South Sudan (UNMISS) – Sudan
- ANGONET – Angola
- Electricity Regulatory Authority – Ghana
- MEFMI – Zimbabwe
- UNAMID – Darfur Sudan
- Geita Gold – Tanzania
- Ministry of Finance – Sierra Leone, Uganda, South Sudan, Liberia, Malawi
- Zambia Electricity Supply Corporation - ZESCO
- National Planning commission – Namibia
- UNDP/MET – Namibia
- Central Bank of Eswatini
- Rural Electrification Agency – Zambia
- Rusumo Power Project
- Bank of Tanzania
- TANESCO – Tanzania
- ZECO – Zanzibar
- Lusaka Water Supply and Sanitation Company Limited - LWSSSC
- Central Bank of Somalia
- DAI Africa Lead
- Municipality of Walvis Bay – Namibia
- Presidential Air Fleet – Nigeria Airforce
- Ministry of Education – Liberia
- UNFPA – Senegal
- MONUSCO
- Open Society Initiative for West Africa (OSIWA – Senegal)
- Tanzania Commission for AIDS (TACAIDS)
- Africa Women in Agricultural Research and Development (AWARD)
- Ethiopian Health and Nutrition Research Institute (EHNRI)
- Rural & Renewable Energy Agency, Liberia
- Cameron - Angola
- Ministry of Economic Planning and Development - Eswatini
- Legal Studies and Legal Aid – Uganda
- Lesotho Water Commission
- UNICEF – Lesotho
- Ministry of Water resources - Namibia
- UNDP – Liberia, DRC
- FAO – Ethiopia, Sudan, South Sudan (SIFSIA)
- Parliament – Ghana, Kenya, Zimbabwe, Eswatini
- Ministry of Agriculture – South Sudan, Liberia, Sierra Leone, Namibia
- Central Bank of Sudan
- Central Bank of Kenya
- Reserve Bank of Malawi
- African Union
- ECOWAS – Nigeria
- Securities Commission - Nigeria
- Agriculture Management Training Institute (ARMTI) – Nigeria
- Ministry of Finance and Development – Liberia
- Rokel Commercial Bank – Sierra Leone
- Bank of South Sudan
- EGENCO – Malawi
- ESCOM – Malawi
- TEVETA Malawi
- AMISOM
- Judiciary – Zambia, Tanzania
- Reserve Bank of Zimbabwe
- Parliament – Ghana, Zimbabwe, Kenya
- EFCC Nigeria
- NBET – Nigeria
- Southern Africa Power Pool
- POTRAZ – Zimbabwe
- FUNAE – Mozambique
- Zambia Revenue Authority
- Small and Medium Enterprise Development Institute - Malawi
- Sierra Leone Teaching Service Commission
- Eastern African Power Pool (EAPP)
- Ministry of Irrigation & Water Resources Management – Sri Lanka
- Tanzania Forest Services – Sao Hill Forest Plantation
- GIZ – Uganda, Ethiopia, Somalia
- Ministry of Agriculture Irrigation and Livestock (MAIL) – Afghanistan
- Botswana Communication and Regulatory Authority
- Ministry of Minerals, Energy and Water Resources, Botswana
- Kyambogo University - Uganda

# Computing and Information Technology Management (CITM) : Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| CITM 1 | Adobe Acrobat 7 | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| CITM 2 | Adobe Acrobat 8 Pro | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| CITM 3 | Adobe Photoshop CS - Foundation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| CITM 4 | Adobe Photoshop CS - Intermediate | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| CITM 5 | Adobe Photoshop CS3 - Advanced | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| CITM 6 | Adobe Photoshop CS3 - Expert | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3450 |
| CITM 7 | Adobe Photoshop CS3 - Foundation | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| CITM 8 | Adobe Photoshop CS3 - Intermediate | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| CITM 9 | Advanced Computer Skills for Personal Assistants | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3250 |
| CITM 10 | Advanced HTML Programming | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| CITM 11 | Computer Basics - Advanced | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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| CITM 12 | Computer Basics - Expert | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| CITM 13 | Computer Basics - Foundation | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| CITM 14 | Computer Basics - Intermediate | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| CITM 15 | Core Essentials - MS Access | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |

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| CITM 16 | Core Essentials - MS Excel | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| CITM 17 | Core Essentials - MS Outlook | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| CITM 18 | Core Essentials - MS PowerPoint | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| CITM 19 | Core Essentials - MS Project | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| CITM 20 | Core Essentials - MS Publisher | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| CITM 21 | Core Essentials - MS Word | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| CITM 22 | Database  Management Techniques | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3450 |
| CITM 23 | Desk-top Publishing | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3350 |
| CITM 24 | Digital Crime Investigation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| CITM 25 | Disaster Recovery Planning | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3450 |

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| CITM 26 | Endpoint Security and Network access security | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| CITM 27 | Fryptology in security | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3450 |
| CITM 28 | Fundamentals of HTML Programming | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |

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| CITM 31 | Introduction to Operating Systems | 1 week | 25-29 Jan, 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 13-17 Dec | 2550 |
| CITM 32 | Introduction to System and Network Security | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| CITM 34 | Law of Data Security and Investigation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| CITM 35 | Management Information System and Data Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3550 |
| CITM 37 | Microsoft Excel Advanced | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| CITM 38 | Microsoft Excel Intermediate | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| CITM 39 | Microsoft Excel Introduction | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| CITM 40 | Microsoft Internet Explorer | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| CITM 42 | Microsoft SharePoint Designer | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| CITM 43 | Microsoft Windows | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| CITM 48 | Microsoft Word Advanced | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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| CITM 49 | Microsoft Word Intermediate | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| CITM 50 | Microsoft Word Introduction | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| CITM 51 | Network Security Administration and Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3500 |
| CITM 52 | Online Publishing | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3450 |
| CITM 53 | PC Configuration and Troubleshooting | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| CITM 54 | Social Engineering Deception and Defences | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| CITM 55 | Windows 2008 Server Administration and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3450 |
| CITM 56 | Network Security Administration and Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3500 |

# Energy and Sustainable Development (EASD): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| EASD 1 | Advanced Energy Economics | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| EASD 2 | Analysis & Planning of Investment Projects in the Energy Sector | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3250 |
| EASD 5 | Energy and Climate Change | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| EASD 6 | Energy Auditing | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| EASD 9 | Energy Planning & Sustainable Development | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| EASD 10 | Energy Project Planning & Evaluation | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| EASD 11 | Environmental Impact Assessment of Energy Projects | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| EASD 12 | Environmental Monitoring in the Energy Sector | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| EASD 14 | Financial Management of Energy Projects | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| EASD 15 | Financing of Energy Projects | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EASD 16 | Fundamentals of Energy Infrastructure Project Finance | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| EASD 17 | Fundamentals of Wind Energy | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |

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| EASD 19 | General Energy Planning | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EASD 21 | Implementing Rural Electrification Programme | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EASD 24 | Investment Analysis & Energy Project Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| EASD 26 | Liquid Fuels Supply and Demand in Emerging Markets | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
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| EASD 27 | Logistics & Supply Chain Management in the Energy Sector | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EASD 28 | Mainstreaming Gender in Sustainable Energy Planning and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| EASD 29 | Management of Donor Finance in Energy Projects | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EASD 30 | Management of Energy Installations Systems | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| EASD 31 | Micro Hydropower Technology Development | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3250 |
| EASD 33 | Planning and Management of Energy Resources | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| EASD 35 | Planning, Monitoring & Evaluation of Energy Projects | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| EASD 37 | Renewable Energy & Sustainability | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EASD 41 | Rural energy Planning and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| EASD 43 | Strategic Procurement Management in the Energy Sector | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |

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| EASD 44 | Sustainable Energy Planning | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| EASD 45 | Sustainable Gas Supply & Demand | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |

# Economic Management and Development Policy (EMDP): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| EMDP 1 | Budgeting for Efficient Economic Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| EMDP 3 | Economic planning and budgeting | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| EMDP 5 | Local Authorities Resources Mobilization and Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| EMDP 6 | Macro-econometric Modelling and Forecasting | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3650 |
| EMDP 7 | Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 8 | Macroeconomic policy formulation, analysis and management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| EMDP 9 | Macroeconomics for Public Sector Managers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EMDP 10 | Management of Decentralized Development | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| EMDP 11 | Management of Rural Development Programmes | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EMDP 12 | Market Analysis and Economic Policy Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 13 | Monetary and Fiscal Policies Management for Legislators | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |

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| EMDP 14 | Participatory management of rural development programmes | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| EMDP 15 | Pension Funds Options and Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| EMDP 16 | Planning and Management of Social Services and Infrastructure | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| EMDP 17 | Policy Analysis for Parliamentarians and Policy Makers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| EMDP 18 | Policy design, Analysis and Empowerment | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| EMDP 19 | Policy Formulation Implementation and Evaluation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| EMDP 20 | Policy implementation and Stakeholder Involvement | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| EMDP 21 | Poverty Reduction Strategies Monitoring and Evaluation Systems | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 22 | Public Budgeting and Fiscal Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| EMDP 23 | Public Debt Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| EMDP 24 | Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2650 |
| EMDP 25 | Public Sector Management Strategies and Policies | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| EMDP 26 | Quantitative techniques for macroeconomic analysis and management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| EMDP 27 | Research Methodology and Analysis for Government Officers | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |

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| EMDP 28 | Research Methods, Survey Methodology and Data Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 29 | Resource Mobilization for Rural Development | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| EMDP 30 | Restructuring and Privatization of Public Enterprises | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| EMDP 31 | Risk Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| EMDP 32 | Sectoral policy design, analysis and management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3250 |
| EMDP 33 | Social Policy Development and Empowerment | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 34 | Socio Economic rights | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| EMDP 35 | SPSS for Researchers and Policy Analysts | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| EMDP 36 | STATA Training | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| EMDP 37 | Statistical Analysis for Planners, Budget Officers and Economists | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3250 |
| EMDP 38 | Statistical Methods and Computer Applications for Policy Analysts | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| EMDP 39 | Statistical Methods for Poverty Profiling and Analysis | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3450 |
| EMDP 40 | Survey Methodology and Statistics for Enumerators | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| EMDP 41 | Sustainable Mining Laws and Policy Implementation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |

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| EMDP 42 | Sustainable Tourism Development and Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| EMDP 43 | Tax Analysis and Revenue Forecasting | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3250 |
| EMDP 44 | Tax Management and Income Generation Strategies | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| EMDP 45 | Telecommunication Markets and Data Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3650 |
| EMDP 46 | Trade Negotiation skills | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |

# Finance and Financial Management (FAFM): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| FAFM 1 | Accounting Skills for the New Supervisor | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| FAFM 2 | Activity Based Budgeting | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| FAFM 3 | Advanced Accounting and Auditing for Public Sector Organizations | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 4 | Advanced Business Financial Analysis | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |
| FAFM 5 | Asset and Liability Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| FAFM 6 | Auditing of Computerized Accounting Systems | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| FAFM 7 | Auditing of State Owned Enterprises | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| FAFM 8 | Budgetary control in project control management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3450 |
| FAFM 9 | Budgeting and Budgetary Control | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| FAFM 10 | Budgeting and Forecasting | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 11 | Computer Applications in Accounting Auditing and Financial Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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|---|---|---|---|---|
| FAFM 12 | Computerized Public Sector Financial Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 13 | Costing, Cost Modeling and Pricing in Telecommunications | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3650 |
| FAFM 14 | Evaluating Financial Performance | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| FAFM 15 | Finance and Budgeting for Non Finance Managers | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| FAFM 16 | Financial Analysis | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3350 |
| FAFM 17 | Financial management and auditing of donor- funded projects | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 18 | Financial Management and Budgetary control | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| FAFM 19 | Financial Management for Managers | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 20 | Financial Management for NGOs | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| FAFM 21 | Financial Modelling & Valuation | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3350 |
| FAFM 22 | Financial Performance Evaluation for Public Sector Institutions | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| FAFM 23 | Financial Planning & Forecasting | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3350 |
| FAFM 24 | Financial Risk Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 25 | Fixed Asset Management and Project Accounting | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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| FAFM 26 | Forensic Auditing and Investigation | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| FAFM 27 | Implementing Auditing Procedures | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3350 |
| FAFM 28 | Internal Audit | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| FAFM 29 | International Financial Reporting Standards (IFRS) | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3450 |
| FAFM 30 | Managing Cash flow | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| FAFM 31 | Managing the Internal Audit Function | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 32 | Modern Accounting Techniques for Accountants and Auditors | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| FAFM 33 | Performance Based Budgeting | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 35 | Public Sector Financial Management and control | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| FAFM 36 | Revenue Collection Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| FAFM 37 | Risk Management for the Insurance Sector | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| FAFM 38 | Strategic Financial Management | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| FAFM 39 | Treasury and Compliance Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| FAFM 40 | Value for Money (VFM) Auditing for Projects | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3350 |

# Human Resources and Organisational Development (HROD): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| HROD 1 | Advanced Trainers Skills Development for Senior Trainers | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| HROD 2 | Building Self Esteem and Assertiveness Skills | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 3 | Coaching and Mentoring | 1 week | 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 25-29 Oct, 22-26 Nov | 2550 |
| HROD 4 | Conducting Effective Performance Reviews | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| HROD 5 | Conquering the Fear of Speaking in Public | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 6 | Crisis Management | 1 week | 15-19 Mar, 26-30 Apr, 24-28 May, 21-25 Jun, 23-27 Aug, 22-26 Nov | 2550 |
| HROD 7 | Employee Engagement | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 8 | Facilitation and Consultation Skills | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| HROD 9 | Gender Analysis and mainstreaming | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HROD 10 | Good Governance and Leadership | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 11 | Hiring for Success - Behavioral Interviewing Techniques | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |

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| HROD 12 | HR and the law | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 13 | HR for non-HR professionals | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HROD 14 | HR policy development and implementation | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HROD 15 | HR strategy fundamentals | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HROD 16 | Human Resource Management and Development | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HROD 17 | Integrating Organizational & Individual Performance Management Systems | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 18 | Introductory human resources Management and performance evaluation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| HROD 19 | Knowledge Management | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 20 | Knowledge Management Training | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| HROD 21 | Labour Relations in the Public Sector | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HROD 22 | Leadership Development Programme for Women | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HROD 23 | Leadership Innovation and Change Management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HROD 24 | Leadership Skills for Supervisors - Communication, Coaching, and Conflict | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 25 | Leading & Communicating Change | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| HROD 26 | Management Advancement Programme | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 27 | Managing the Office Function | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| HROD 28 | Managing the Training Function | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| HROD 29 | Mastering the Interview | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 30 | Measuring HR Effectiveness | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| HROD 31 | Media Communication and Advocacy | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 32 | Mediation, Grievance Handling and Conflict Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| HROD 33 | Organisational Development | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| HROD 34 | Performance appraisal Techniques for PAs | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HROD 35 | Performance Based Human Resources Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HROD 36 | Performance Evaluation and Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3350 |
| HROD 37 | Personnel Auditing and Training Needs Analysis | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| HROD 38 | Post-Conflict Reconstruction and Stabilisation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 39 | Practical Supervisory and Leadership Skills | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |

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| HROD 40 | Public Service Human Resource Planning and Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 41 | Results Based Performance Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HROD 42 | Security and Risk Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| HROD 43 | Setting performance measures | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HROD 44 | Social Media and Corporate Relations | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| HROD 45 | Social Media and Digital Journalism | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 46 | Specialized Competency Training of Instructors / Trainers | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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| HROD 47 | Staff Performance, Appraisal and Evaluation Technique | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 48 | Strategic Human Resource Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| HROD 49 | Strategic Management for Prisons Support Programmes in Peace Operations | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| HROD 50 | Strategic Management Skills for Senior Executives | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| HROD 51 | Strategic Performance Management and Organisational Development | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3250 |
| HROD 52 | Strategic Planning | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 53 | Strategic Relationship Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| HROD 54 | Strategic Thinking Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HROD 55 | Strengthening Alliances and Network Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| HROD 56 | Talent Management and Succession Planning | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| HROD 57 | Target Setting and Performance Measurement for Public and Private Sector Institutions | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| HROD 58 | Team Building | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 59 | Training Needs Analysis and staff Development | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 60 | Training of Trainers (TOT) | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HROD 61 | Understanding the role and Operations of the Ombudsman | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HROD 62 | Work Place Peer Counselling | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HROD 63 | Workforce Metrics: Introduction to Measurement in HR and Benchmarking | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| HROD 64 | Workforce planning | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HROD 65 | Youth Leadership Development and empowerment | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |

## Health, Safety and Environmental Management (HSEM): Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| HSEM 1 | Climate Change Adaptation in development | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HSEM 2 | Climate Change and Policy Design | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HSEM 3 | Community Health Project Planning and Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 4 | Community Health Promotion for Trainers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HSEM 5 | Community Management for Sustainable Water Supply and Sanitation | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 6 | Community Water and Sanitation | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HSEM 7 | Community water resource Management and Sustainable development | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HSEM 8 | Dietary Management and Treatments of HIV/AIDS | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HSEM 9 | Emergency Water Supply and Environmental Sanitation | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HSEM 10 | Environment Impact Assessment Management | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 11 | Environmental Impact Assessment and Land Reclamation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| HSEM 12 | Environmental Impact Assessment for Sustainable Development | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HSEM 13 | Environmental Planning for Sustainable Development | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HSEM 14 | Household Economic Strengthening | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HSEM 15 | Health Centre Administration and Management | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| HSEM 16 | Health policy formulation and planning | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HSEM 17 | Health and Wellness Programme | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 18 | Integrated Urban Water Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| HSEM 19 | Integrated water Resources Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 20 | Management of HIV/AIDS at the workplace | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HSEM 21 | Managing Occupational health and safety | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HSEM 22 | Natural resources development and environment protection | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| HSEM 23 | Nutrition and HIV/AIDS Management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| HSEM 24 | Programming for Vulnerable Children and Families | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| HSEM 25 | Safety in the Workplace | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| HSEM 26 | Sexual reproductive health rights | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| HSEM 27 | Sustainable Rural Water Supply and Sanitation | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| HSEM 28 | Trade Waste and Industrial Wastewater Treatment | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| HSEM 29 | Waste Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |

# Land, Agriculture and Food Security (LAFS): Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| LAFS 1 | Agricultural Extension, Innovations and Training | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 2 | Agricultural Policy Formulation and Analysis | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 3 | Agricultural Policy in Africa | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 5 | Agricultural Projects Monitoring and Evaluation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| LAFS 6 | Agriculture Development and Food Security | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 7 | Agriculture Marketing & International Trade | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| LAFS 8 | Agriculture Production & Trade | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| LAFS 9 | Agriculture Project Planning & Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| LAFS 10 | Analysis & Planning of Investment Projects in the Agriculture Sector | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 13 | Commodity-Based Export Diversification and Competitiveness Strategies | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LAFS 14 | Community Food Security and Agriculture Development | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| LAFS 15 | Community Sustainable Livelihood And Food Security Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

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| LAFS 17 | Concepts and Tools for Agriculture Value Chain | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| LAFS 18 | Data Collection & Analysis in Agriculture Sector | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |

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| LAFS 19 | Developing Value Chain Pilot Project Plans | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 20 | Development of Indicators for Sustainable Agriculture | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 21 | Ecofarming practices for smallholdings | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| LAFS 22 | Environmental Impact Assessment of Agriculture Projects | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| LAFS 23 | Environmental Monitoring in the Agriculture Sector | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| LAFS 25 | Farm Planning and Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| LAFS 26 | Field Crop Production for Sustainability | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| LAFS 27 | Financing Agriculture Projects for Sustainability | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 29 | Financing of Agriculture Projects | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 30 | Food Insecurity and Vulnerability Information and Mapping Systems | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3350 |
| LAFS 31 | Food Security and Land Rights | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| LAFS 32 | Gender Analysis & Sustainability in Agriculture Sector | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |

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| LAFS 35 | Global Agricultural Value Chains: Sustainable Growth for Sustainable Development | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| LAFS 38 | Governance in Global Value Chains | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| LAFS 39 | High Value Agricultural Products for Smallholder Markets | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 40 | Horticulture for Food Security | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 41 | Impact of Climate Change on Agriculture Sector | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |

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| LAFS 42 | Impact of HIV & AIDS on Sustainability in Agriculture Sector | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| LAFS 43 | Implementing and Sustaining Food Security in Africa | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| LAFS 48 | Investment Analysis of Agriculture Projects | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| LAFS 49 | Irrigation Technologies & Methods for Small Scale Farmers | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| LAFS 50 | Land Policy Development and Poverty Reduction Policy Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 51 | Land Policy Formulation, Implementation and Monitoring | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 52 | Land Reform and Food Security | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 53 | Land Resource Conservation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| LAFS 54 | Land Tenure and Policy Issues In Land Use Planning | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| LAFS 55 | Land Tenure, Property Rights, and Natural Resource Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3250 |
| LAFS 56 | Management of Irrigation Projects | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3450 |
| LAFS 57 | Managing Agriculture Projects for Food Security | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LAFS 58 | Managing Donor Funded Projects in Agriculture Sector | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 59 | Mapping Agricultural Value Chain | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 60 | Monitoring and Evaluating Value Chain Pilot Projects | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| LAFS 61 | Monitoring and Evaluation of Agricultural Development Projects | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 62 | Participatory Extension in Rural Communities | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3250 |

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| LAFS 63 | Partnerships for Agribusiness Development, Agricultural Trade, and Market Access | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LAFS 64 | Pesticides Management for Sustainable Agriculture | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 67 | Private Sector Participation in improving industry performance | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LAFS 68 | Procurement for Agriculture Projects | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

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| LAFS 69 | Promoting Inclusive Agricultural Value Chains | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| LAFS 70 | Safe & Effective Use of Crop Protection Products | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LAFS 71 | Safe Warehousing of Crop Production | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| LAFS 73 | Strategic Procurement in the Agriculture Sector | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3250 |
| LAFS 74 | Strategies for increasing value chain competitiveness | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| LAFS 75 | Strengthening Value Chains to Promote Economic Growth | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3350 |
| LAFS 76 | Structure and dynamics of value chains | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| LAFS 77 | The economics of soil productivity | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3350 |
| LAFS 78 | Tools for decision making and action in the agricultural sector | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3250 |
| LAFS 79 | Training of Trainers on Land Rights and Land Policy in Africa | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3250 |
| LAFS 80 | Understanding the value chain and integrating information into strategy | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| LAFS 82 | Value chain analysis and development | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LAFS 84 | Value Chain Concepts and Applications | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LAFS 85 | Value chain framework, economic growth and poverty reduction | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

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| LAFS 88 | Women's Property Rights and Land Tenure Security | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
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## Logistics, Purchasing and Supply Chain Management (LPSM): Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| LPSM 1 | Advanced Logistics and Supply Chain Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| LPSM 2 | Contract Drafting, Negotiation Skills and Procurement Management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| LPSM 3 | E- Procurement | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 4 | Effective Purchasing, Tendering & Supplier Selection | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| LPSM 5 | Environmental Procurement | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 6 | Evaluating, Rating and Selecting Suppliers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LPSM 7 | Fleet and Transport Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| LPSM 8 | Logistics and Facility Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| LPSM 9 | Managing Logistics in the Supply Chain | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| LPSM 10 | Managing the Contract & Supplier Relationships | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 11 | Materials and Supply Chain Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| LPSM 12 | Procurement Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 13 | Procurement Management for World Bank Funded Projects | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| LPSM 14 | Procurement Policy Implementation | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| LPSM 15 | Production Planning & Inventory Control | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LPSM 16 | Purchasing & Supply Management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
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| LPSM 17 | Purchasing and Cost Saving Techniques | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 18 | Specifying Requirements & Planning Supply | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3150 |
| LPSM 19 | Stores and Inventory Control Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| LPSM 20 | Strategic Logistics: Planning and Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| LPSM 21 | Understanding the Corporate Environment | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| LPSM 22 | Warehouse and Retails Logistics | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| LPSM 23 | Warehouse Operations and Management | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |

# Marketing and Business Management (MABM): Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| MABM 2 | Basic Internet Marketing | 1 week | 25-29 Jan, 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 13-17 Dec | 2550 |
| MABM 5 | Building Relationships for Success in Sales | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MABM 6 | Business Ethics for the Office | 1 week | 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 25-29 Oct, 22-26 Nov | 2550 |
| MABM 7 | Business Etiquette - Gaining That Extra Edge | 1 week | 25-29 Jan, 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 13-17 Dec | 2550 |
| MABM 8 | Business Leadership - Becoming Management Material | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MABM 9 | Business Succession Planning - Developing and Maintaining a Succession Plan | 1 week | 15-19 Mar, 24-28 May, 21-25 Jun, 20-24 Sept, 25-29 Oct, 22-26 Nov | 2550 |
| MABM 12 | Marketing and Sales | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| MABM 13 | Marketing for Small Businesses | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| MABM 14 | Marketing with Social Media | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| MABM 15 | Strategic Marketing Communications and Business Development | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| MABM 16 | Strategic Marketing for FDI and Investment Promotion | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| MABM 17 | Strategic Tourism Marketing | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

# Microfinance, Banking and Enterprise Development (MBED): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost (US$) |
|---|---|---|---|---|
| MBED 1 | Accounting Principles for Microfinance Institutions | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| MBED 2 | Advanced Credit Management and Debt Recovery | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| MBED 3 | Bank Reconciliation Course | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| MBED 4 | Banking Practice and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| MBED 5 | Basic Entrepreneurial and Business Management Skills | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| MBED 6 | Business Planning in Microfinance | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| MBED 7 | Business, Credit Appraisal and Entrepreneurship development | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| MBED 8 | Credit Management and Debt Recovery | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| MBED 9 | Delinquency Management and Interest Rate Setting | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| MBED 10 | Development Strategies for SMEs | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MBED 11 | Financial Analysis for Microfinance Institutions | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |

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| MBED 12 | Financial Sector Analysis and Economic Policy Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3450 |
| MBED 13 | Foreign Exchange Reserve Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3550 |
| MBED 14 | Improving Operating Efficiencies in MFIs | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| MBED 15 | Income Generating Training | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| MBED 16 | International Payments and Settlements Systems | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3450 |
| MBED 17 | Lending Methodologies and Product Development | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| MBED 18 | Management Information System for Microfinance Institutions | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3450 |
| MBED 19 | MFI Performance Monitoring and Reporting | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MBED 20 | Microfinance and Institutional Policy Development | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| MBED 21 | Micro-finance Management and Governance | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| MBED 22 | Microfinance Policy, Regulation and Supervision | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| MBED 23 | Microfinance risk management and internal control audit training | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3250 |
| MBED 24 | Microfinance Training of Trainers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MBED 25 | Operational Risk Management for Microfinance Institutions | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| MBED 26 | Principles for successful Microfinance | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MBED 27 | Rural Enterprise Development and Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| MBED 28 | Skills for Microfinance Managers | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| MBED 29 | SME Coaching and Mentoring Training | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| MBED 30 | Strategic Planning for Small Scale Industries | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| MBED 31 | Strategic Marketing for Microfinance Institutions | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| MBED 32 | Sustainable Enterprise Development and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

## Project and Contract Management (PACM): Venue: - Kigali (Rwanda)

| Code | Course | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| PACM 1 | Advanced Project Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3150 |
| PACM 2 | Advanced Project Monitoring and Evaluation | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| PACM 3 | Advanced Project Analysis and Evaluation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| PACM 4 | Advanced project finances Analysis | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 3250 |
| PACM 5 | Advanced Project Monitoring and Evaluation for Development Projects | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| PACM 6 | Effective Planning & Scheduling | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| PACM 7 | Gender Sensitive Project Planning and Management | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| PACM 8 | Managing Multiple Projects | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| PACM 9 | Methods and tools for project monitoring and evaluation | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| PACM 10 | Microsoft Project | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| PACM 11 | Monitoring and evaluation of community development projects | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| PACM 12 | Negotiation Skills on Energy Projects and Supervision of International Contracts | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

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| PACM 13 | Participatory project planning and Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| PACM 14 | Private Public Partnerships for Development Projects | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| PACM 15 | Project Design Planning and Management | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| PACM 16 | Project Design, Proposal Writing and Fund Raising | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
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| PACM 17 | Project Finance Analysis | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| PACM 18 | Project Planning, Monitoring and Evaluation | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| PACM 19 | Project Cycle Management | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| PACM 20 | Project Management for PAs, Secretaries and Administrators | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| PACM 21 | Project Management Fundamentals | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| PACM 22 | Project Management Skills for Non-Project Managers | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| PACM 23 | Project planning and management for NGOs | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| PACM 24 | Results Based Monitoring and Evaluation of development projects | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| PACM 25 | Strategic financial management of NGO Projects | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| PACM 26 | Sustainable Development Projects in Rural Communities | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |

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| PACM 27 | Project Portfolio Management | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |

## Secretarial and Office Administration (SAOM): Venue: - Kigali (Rwanda)

| Code | Courses | Duration | Dates | Cost(US$) |
|---|---|---|---|---|
| SAOM 1 | Advanced Executive Office Administration and Secretarial Skills | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3250 |
| SAOM 2 | Advanced Writing Skills | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| SAOM 3 | Archival Management and Documentation | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| SAOM 4 | Basic Executive Office Administration and Secretarial Skills | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| SAOM 5 | Communication and Report Writing Skills | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| SAOM 6 | Computerized Management of Institutional Records | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| SAOM 7 | Customer Care and Public Relations | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| SAOM 8 | Developing Communication Tools | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
| SAOM 9 | Effective Office Management and Administration | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 3150 |
| SAOM 10 | Effective Presentation skills | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| SAOM 11 | Event Planning and Management | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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| SAOM 12 | Executive Administration Skills for PAs and Secretaries | 2 weeks | 15-26 Feb, 08-19 Mar, 19-30 Jul, 13-24 Sept, 18-29 Oct, 15-26 Nov | 3150 |
| SAOM 13 | Executive Secretarial and Administrators Course | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 3150 |
| SAOM 14 | Intermediate Executive Office Administration and Secretarial Skills | 2 week | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |
| SAOM 15 | Library Management and Documentation | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 2850 |
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| SAOM 16 | Management Advancement Programme for Secretaries | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| SAOM 17 | Management Skills for Ministers Secretaries | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| SAOM 18 | Managing Information Registry | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |
| SAOM 19 | NGO management and Administration | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| SAOM 20 | Professional Minute taking and report writing skills | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| SAOM 21 | Professional Secretarial and administrative Skills | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 2850 |
| SAOM 22 | Protocol Procedures and Diplomatic etiquette | 2 weeks | 18-29 Jan, 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 06-17 Dec | 3350 |
| SAOM 23 | Public Relations for secretaries | 2 weeks | 15-26 Feb, 19-30 Apr, 16-27 Aug, 18-29 Oct, 15-26 Nov, 06-17 Dec | 2850 |
| SAOM 24 | Reception, Switchboard and Telephone Techniques | 2 weeks | 08-19 Mar, 17-28 May, 14-25 Jun, 13-24 Sept, 18-29 Oct, 15-26 Nov | 2850 |
| SAOM 25 | Report Writing Skills | 2 weeks | 18-29 Jan, 15-26 Feb, 17-28 May, 14-25 Jun, 16-27 Aug, 06-17 Dec | 2850 |

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|---|---|---|---|---|
| SAOM 26 | Skills for the Administrative Assistant | 1 week | 22-26 Feb, 24-28 May, 21-25 Jun, 20-24 Sept, 22-26 Nov, 13-17 Dec | 2550 |
| SAOM 27 | Speech Writing Skills | 2 weeks | 08-19 Mar, 19-30 Apr, 17-28 May, 14-25 Jun, 16-27 Aug, 15-26 Nov | 2850 |
| SAOM 28 | Travel and Protocol Procedures | 2 weeks | 15-26 Feb, 17-28 May, 14-25 Jun, 13-24 Sept, 17-28 Nov, 06-17 Dec | 3150 |

# Application/ Nomination Form

Organisation _____

Department_____

Email address _____

Postal Address_____

Phone numbers .....

Course Title_____

Attendance Month .....

Preferred Venue _____

| | 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 .....

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Authorised Signature:_____ Position_____ Date: _____