

CONFERENCE

&

WORKSHOPS

SCHEDULE

2020

**P**ro**A**ctive  
Africa

**Your Development, Our Priority**

## CUSTOMIZED SHORT PROGRAMMES

### PUBLIC ADMINISTRATION & GOVERNANCE

Ref	Courses	Duration	Dates	Cost(US\$)
PAG 1	Asset Maintenance & Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 2	Corporate Governance for Fraud Prevention	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 3	Strategic Records Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 4	Effective Stakeholder Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 5	Quality Assurance in Public Services	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 6	Information Technologies in the Development of the Public Sector	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 7	Good Governance and Policy Analysis Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 7	Legal Regulation of the State Property	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 8	Accountability in Public Administration	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 9	International Mediation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 10	Evaluation of Public Administration	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 11	Project Management Applied to Public Administration	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 12	Methods and Techniques of Investigation in Public Administration	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 13	Management of Contracts with Suppliers in the Public Administration	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 14	International Conciliation Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 15	Internal Control System in Public Administration	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 16	King IV Workshop Corporate Governance	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 17	Global Business	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 18	Institutional Development	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 20	Innovating New Products and Services	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 21	Challenges in Public Administration - Transformation for the Future	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 22	Policy Analysis	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 23	Professional Development Training	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 25	Health Administration	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 26	E-Government Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 27	Technology Development & Impact Assessment	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 28	Public Administration and Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 29	Leadership in Public Service & Disaster Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PAG 30	Public Library Administration, Certificate	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 31	Good Governance in Post-Conflict Societies	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 32	Governance in the Public Sector	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PAG 33	Committees and Chairpersons	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	2,900.00
PAG 34	Leadership Skills Development for Parliamentary	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PAG 35	Preventing Fraud & Corruption	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PAG 36	Planning & Administration of Good Governance	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00

**INFORMATION TECHNOLOGIES / IT SECURITY MANAGEMENT/ PROCESSES & METHODOLOGIES**

Ref	Courses	Duration	Dates	Cost(US\$)
ITS 1	Advanced HTML Programming	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,300.00
ITS 2	Adobe Photoshop CS - Intermediate	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
ITS 3	Adobe Photoshop CS3 - Advanced	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	2,900.00
ITS 4	Adobe Photoshop CS3 - Expert	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 5	Adobe Photoshop CS3 - Intermediate	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
ITS 6	Advanced Computer Skills for Personal Assistants	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
ITS 7	IT Security Infrastructure and Data Recovery	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,400.00
ITS 8	Computer Basics - Advanced	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 9	Computer Basics - Expert	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
ITS 10	Cybersecurity Auditing in an Unsecure World	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,400.00
ITS 11	Core Essentials - MS Access	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 12	Core Essentials - MS Excel	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 13	Core Essentials - MS Outlook	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	2,900.00
ITS 14	Core Essentials - MS PowerPoint	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
ITS 15	Core Essentials - MS Project	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 16	Core Essentials - MS Publisher	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 17	Core Essentials - MS Word	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
ITS 18	Ethical Hacking & Digital Forensic Security	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,400.00
ITS 19	ICT Policy Formation and Development Strategy	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 20	IT Auditing	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,400.00
ITS 21	Advanced IT Risk Security Management & Cybercrime Prevention	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,400.00
ITS 22	Data Analysis & Reporting using SPSS	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
ITS 23	Database Management Techniques	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 24	Desk-top Publishing	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 25	Digital Crime Investigation	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,500.00
ITS 26	Data Analysis & Reporting using SPSS	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,400.00
ITS 27	Endpoint Security and Network access security	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 28	Cryptology in security	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 29	Introduction to System and Network Security	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 30	Law of Data Security and Investigation	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
ITS 31	Management Information System and Data Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
ITS 32	Microsoft Excel Advanced	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
ITS 33	Microsoft Word Intermediate	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
ITS 34	Network Security Administration and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
ITS 35	Network Security Administration and Management	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,300.00
ITS 36	Certified Information Security System Professional	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	6,500.00

**PROJECT & CONTRACT MANAGEMENT**

Ref	Courses	Duration	Dates	Cost(US\$)
PCM 1	Advanced Project Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 2	Advanced Project Monitoring and Evaluation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PCM 3	Advanced Project Analysis and Evaluation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PCM 4	Advanced project finances Analysis	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PCM 5	Advanced Project Monitoring and Evaluation for Development Projects	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 6	Effective Planning & Scheduling	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PCM 7	Gender Sensitive Project Planning and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PCM 8	Managing Multiple Projects	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PCM 9	Methods and Tools for Project Monitoring and Evaluation	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 11	Monitoring and Evaluation of Community and Development Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PCM 12	Negotiation Skills on Energy Projects and Supervision of International Contracts	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PCM 13	Participatory Project Planning and Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 14	Private Public Partnerships for Development Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PCM 15	Project Design Planning and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PCM 16	Project Finance Analysis	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 17	Project Planning, Monitoring and Evaluation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PCM 18	Project Management for PAs, Secretaries and Administrators	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PCM 19	Project Management Fundamentals	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
PCM 20	Project Management Skills for Non-Project Managers	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
PCM 21	Project planning and Management for NGOs	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
PCM 22	Results Based Monitoring and Evaluation of Development Projects	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
PCM 23	Sustainable Development Projects in Rural Communities	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00

**OFFICE MANAGEMENT & SECRETARIAL**

Ref	Courses	Duration	Dates	Cost(US\$)
OMS 1	Advanced Executive Office Administration and Secretarial Skills	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
OMS 2	Advanced Writing Skills	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
OMS 3	Archival Management and Documentation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
OMS 4	Basic Executive Office Administration and Secretarial Skills	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,200.00
OMS 5	Communication and Report Writing Skills	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
OMS 6	Computerized Management of Institutional Records	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
OMS 7	Customer Care and Public Relations	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
OMS 8	Developing Communication Tools	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
OMS 9	Effective Office Management and Administration	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
OMS 10	Effective Presentation skills	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
OMS 11	Event Planning and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
OMS 12	Executive Administration Skills for PAs & Secretaries	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
OMS 13	Executive Secretarial and Administrators Course	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00

<b>OMS 14</b>	Intermediate Executive Office Administration & Secretarial Skills	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>OMS 15</b>	Library Management and Documentation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>OMS 16</b>	Management Advancement Programme for Secretaries	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>OMS 17</b>	Management Skills for Ministers Secretaries	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>OMS 18</b>	Managing Information Registry	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>OMS 19</b>	Management and Administration for NGOs	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>OMS 20</b>	Professional Minute Taking and Report Writing Skills	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>OMS 21</b>	Professional Secretarial and administrative Skills	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>OMS 22</b>	Protocol Procedures and Diplomatic etiquette	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>OMS 23</b>	Public Relations for secretaries	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	2,900.00
<b>OMS 24</b>	Reception, Switchboard and Telephone Techniques	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>OMS 25</b>	Report Writing Skills	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>OMS 26</b>	Advanced Management Development Programme for PAs Executive Secretary	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>OMS 27</b>	Speech Writing Skills	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>OMS 28</b>	Travel and Protocol Procedures	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>OMS 29</b>	Management Development Programme for PAs & Executive Secretary	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00

#### MICROFINANCE, BANKING & ENTERPRISE DEVELOPMENT

<b>Ref</b>	<b>Courses</b>	<b>Duration</b>	<b>Dates</b>	<b>Cost(US\$)</b>
<b>MBE 1</b>	Accounting Principles for Microfinance Institutions	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 2</b>	Advanced Credit Management and Debt Recovery	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 3</b>	Bank Reconciliation Course	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBE 4</b>	Banking Practice and Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 5</b>	Basic Entrepreneurial and Business Management Skills	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 6</b>	Business Planning in Microfinance	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 7</b>	Business, Credit Appraisal and Entrepreneurship development	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBE 8</b>	Credit Management and Debt Recovery	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 9</b>	Delinquency Management and Interest Rate Setting	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 10</b>	Development Strategies for SMEs	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 11</b>	Financial Analysis for Microfinance Institutions	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBE 12</b>	Financial Sector Analysis and Economic Policy Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 13</b>	Foreign Exchange Reserve Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 14</b>	Improving Operating Efficiencies in MFIs	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 15</b>	Income Generating Training	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBE 16</b>	International Payments and Settlements Systems	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 17</b>	Lending Methodologies and Product Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 18</b>	Management Information System for Microfinance Institutions	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00
<b>MBE 19</b>	MFI Performance Monitoring and Reporting	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBE 20</b>	Microfinance and Institutional Policy Development	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 21</b>	Micro-finance Management and Governance	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00

<b>MBE 22</b>	Microfinance Policy, Regulation and Supervision	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 23</b>	Microfinance Risk Management and Internal Audit	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,300.00
<b>MBE 24</b>	Microfinance Training of Trainers	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 25</b>	Operational Risk Management for Microfinance Institutions	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 26</b>	Principles for Successful Microfinance	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBE 27</b>	Rural Enterprise Development and Management	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00
<b>MBE 28</b>	Skills for Microfinance Managers	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBE 29</b>	SME Coaching and Mentoring Training	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBE 30</b>	Sustainable Enterprise Development and Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00

### MARKETING & BUSINESS MANAGEMENT

Ref	Courses	Duration	Dates	Cost(US\$)
<b>MBM 1</b>	Basic Internet Marketing	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,200.00
<b>MBM 2</b>	Building Relationships for Success in Sales	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBM 3</b>	Business Ethics for the Office	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBM 4</b>	Business Etiquette - Gaining That Extra Edge	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBM 5</b>	Business Leadership - Becoming Management Material	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBM 6</b>	Business Succession Planning - Developing and Maintaining a Succession Plan	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBM 7</b>	Marketing and Sales	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MBM 8</b>	Marketing for Small Businesses	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MBM 9</b>	Marketing with Social Media	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MBM 10</b>	Strategic Marketing Communications and Business Development	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MBM 11</b>	Strategic Tourism Marketing	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

### PROCUREMENT, LOGISTICS, SUPPLY CHAIN MANAGEMENT & PURCHASING

Ref	Courses	Duration	Dates	Cost(US\$)
<b>PLS 1</b>	Advanced Logistics and Supply Chain Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,300.00
<b>PLS 2</b>	Contract Drafting, Negotiation Skills and Procurement Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>PLS 3</b>	E- Procurement	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,300.00
<b>PLS 4</b>	Effective Purchasing, Tendering & Supplier Selection	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>PLS 5</b>	Environmental Procurement	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>PLS 6</b>	Evaluating, Rating and Selecting Suppliers	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,300.00
<b>PLS 7</b>	Fleet and Transport Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>PLS 8</b>	Logistics and Facility Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>PLS 9</b>	Managing Logistics in the Supply Chain	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>PLS 10</b>	Managing the Contract & Supplier Relationships	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>PLS 11</b>	Materials and Supply Chain Management	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,300.00
<b>PLS 12</b>	Procurement Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>PLS 13</b>	Procurement Management for World Bank Funded Projects	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>PLS 14</b>	Purchasing & Supply Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>PLS 15</b>	Purchasing and Cost Saving Techniques	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00

<b>PLS 16</b>	Stores and Inventory Control Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>PLS 17</b>	Strategic Logistics: Planning and Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>PLS 18</b>	Understanding the Corporate Environment	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>PLS 19</b>	Warehouse and Retails Logistics	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>PLS 20</b>	Warehouse Operations and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

### AGRICULTURE, LAND & FOOD SECURITY

<b>Ref</b>	<b>Courses</b>	<b>Duration</b>	<b>Dates</b>	<b>Cost(US\$)</b>
<b>ALF 1</b>	Agricultural Extension, Innovations and Training	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 2</b>	Agricultural Policy Formulation and Analysis	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 3</b>	Agricultural Projects Monitoring and Evaluation	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 4</b>	Agriculture Development and Food Security	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 5</b>	Agriculture Marketing & International Trade	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 6</b>	Agriculture Production & Trade	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,000.00
<b>ALF 7</b>	Commodity-Based Export Diversification and Competitiveness Strategies	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 8</b>	Community Food Security and Agriculture Development	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 9</b>	Community Sustainable Livelihood And Food Security Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 10</b>	Concepts and Tools for Agriculture Value Chain	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 11</b>	Data Collection & Analysis in Agriculture Sector	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 12</b>	Environmental Impact Assessment of Agriculture Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 13</b>	Environmental Monitoring in the Agriculture Sector	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 14</b>	Farm Planning and Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 15</b>	Field Crop Production for Sustainability	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 16</b>	Financing Agriculture Projects for Sustainability	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 17</b>	Financing of Agriculture Projects	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,200.00
<b>ALF 18</b>	Food Insecurity and Vulnerability Information and Mapping Systems	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 19</b>	Food Security and Land Rights	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 20</b>	Gender Analysis & Sustainability in Agriculture Sector	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 21</b>	Global Agricultural Value Chains: Sustainable Growth for Sustainable Development	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,000.00
<b>ALF 22</b>	Governance in Global Value Chains	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 23</b>	High Value Agricultural Products for Smallholder Markets	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 24</b>	Horticulture for Food Security	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 25</b>	Impact of Climate Change on Agriculture Sector	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 26</b>	Impact of HIV & AIDS on Sustainability in Agriculture Sector	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ALF 27</b>	Implementing and Sustaining Food Security in Africa	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 28</b>	Investment Analysis of Agriculture Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 29</b>	Land Policy Development and Poverty Reduction Policy Management	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,000.00
<b>ALF 30</b>	Land Policy Formulation, Implementation and Monitoring	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 31</b>	Land Reform and Food Security	2 Weeks	10 – 21 Feb 2020/20 Apr – o1 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00

<b>ALF 32</b>	Land Resource Conservation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 33</b>	Management of Irrigation Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 34</b>	Managing Agriculture Projects for Food Security	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 35</b>	Managing Donor Funded Projects in Agriculture Sector	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,250.00
<b>ALF 36</b>	Mapping Agricultural Value Chain	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 37</b>	Monitoring and Evaluating Value Chain Pilot Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ALF 38</b>	Monitoring and Evaluation of Agricultural Development Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	2,900.00
<b>ALF 39</b>	Partnerships for Agribusiness Development, Agricultural Trade, and Market Access	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 40</b>	Safe & Effective Use of Crop Protection Products	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,000.00
<b>ALF 41</b>	Structure and dynamics of value chains	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ALF 42</b>	Tools for decision making and action in the agricultural sector	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ALF 43</b>	Women's Property Rights and Land Tenure Security	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

### ENVIRONMENTAL MANAGEMENT, HEALTH & SAFETY

Ref	Courses	Duration	Dates	Cost(US\$)
<b>EMH 1</b>	Climate Change Adaptation in development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 2</b>	Climate Change and Policy Design	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMH 3</b>	Community Health Project Planning and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMH 4</b>	Community Health Promotion for Trainers	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMH 5</b>	Community Management for Sustainable Water Supply and Sanitation	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 6</b>	Community Water and Sanitation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMH 7</b>	Community Water Resource Management & Sustainable Development	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMH 8</b>	Dietary Management and Treatments of HIV/AIDS	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,300.00
<b>EMH 9</b>	Emergency Water Supply and Environmental Sanitation	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 10</b>	Environment Impact Assessment Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMH 12</b>	Environmental Impact Assessment for Sustainable Development	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMH 13</b>	Environmental Planning for Sustainable Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 14</b>	Household Economic Strengthening	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMH 15</b>	Health Centre Administration and Management	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	2,200.00
<b>EMH 16</b>	Health Policy Formulation and Planning	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMH 17</b>	Management of HIV/AIDS at the workplace	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMH 18</b>	Managing Occupational Health and Safety	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 19</b>	Nutrition and HIV/AIDS Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,100.00
<b>EMH 20</b>	Programming for Vulnerable Children and Families	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMH 21</b>	Safety in the Workplace	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMH 22</b>	Sexual Reproductive Health Rights	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020/	3,200.00



**HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT (HRD)**

Ref	Courses	Duration	Dates	Cost(US\$)
HRD 1	Advanced Trainers Skills Development for Trainers	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 2	Building Self Esteem and Assertiveness Skills	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 3	Coaching and Mentoring	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 4	Conquering the Fear of Speaking in Public	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 5	Crisis Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 6	Facilitation and Consultation Skills	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00
HRD 7	Gender Analysis and Mainstreaming	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 8	Good Governance and Leadership	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 9	Hiring for Success - Behavioral Interviewing Techniques	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 10	HR and the law	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 11	HR for non-HR professionals	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 12	HR policy development and implementation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 13	Human Resource Management and Development	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 14	Integrating Organizational & Individual Performance Management Systems	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 15	Introductory to HR Management & Performance Evaluation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 16	Knowledge Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 17	Labour Relations in the Public Sector	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 18	Leadership Development Programme for Women	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 19	Leadership Innovation and Change Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 20	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,200.00
HRD 21	Management Advancement Programme	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 22	Managing the Training Function	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 23	Mastering the Interview	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 24	Measuring HR Effectiveness	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 25	Media Communication and Advocacy	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,000.00
HRD 26	Mediation, Grievance Handling and Conflict Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 28	Performance appraisal Techniques for PAs	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 29	Performance Based Human Resources Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 30	Performance Evaluation and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 32	Post-Conflict Reconstruction and Stabilization	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 33	Results Based Performance Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 34	Social Media and Corporate Relations	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 35	Social Media and Digital Journalism	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 36	Staff Performance, Appraisal and Evaluation Technique	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 37	Strategic Human Resource Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 38	Strategic Management Skills for Senior Executives	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 39	Strategic Performance Management and Organizational Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 40	Strategic Planning	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00

HRD 41	Strategic Thinking Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 42	Talent Management and Succession Planning	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 43	Target Setting and Performance Measurement for Public and Private Sector Institutions	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
HRD 44	Team Building	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
HRD 45	Training Needs Analysis and staff Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 46	Training of Trainers (TOT)	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
HRD 47	Understanding the role and Operations of the Ombudsman	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00
HRD 48	Workforce Metrics: Introduction to Measurement in HR and Benchmarking	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
HRD 49	Youth Leadership Development and Empowerment	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

## FINANCE & FINANCIAL MANAGEMENT

Ref	Courses	Duration	Dates	Cost(US\$)
FFM 1	Advanced Business Financial Analysis	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,000.00
FFM 2	Asset and Liability Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 3	Accounting Skills for the New Supervisor	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 4	Activity Based Budgeting	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 5	Advanced Accounting and Auditing for Public Sector Organizations	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 6	Advanced Business Financial Analysis	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 7	Asset and Liability Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 8	Auditing of Computerized Accounting Systems	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 9	Auditing of State Owned Enterprises	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 10	Budgetary Control In Project Control Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 11	Budgeting and Budgetary Control	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 12	Budgeting and Forecasting	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 13	Computer Applications in Accounting Auditing and Financial Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 14	Computerized Public Sector Financial Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 15	Costing, Cost Modeling and Pricing in Telecommunications	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 16	Evaluating Financial Performance	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 17	Finance and Budgeting for Non Finance Managers	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 18	Financial Analysis	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 19	Financial management and auditing of donor-funded projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 20	Financial Management and Budgetary control	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 21	Macroeconomics Modelling and Forecasting	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 22	Financial Management for NGOs	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 23	Financial Modelling & Valuation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 24	Financial Performance Evaluation for Public Sector Institutions	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
FFM 25	Financial Planning & Forecasting	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
FFM 26	Financial Risk Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
FFM 27	Fixed Asset Management and Project Accounting	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
FFM 28	Forensic Auditing and Investigation	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00

<b>FFM 29</b>	Implementing Auditing Procedures	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>FFM 30</b>	Internal Audit	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>FFM 31</b>	International Financial Reporting Standards (IFRS)	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>FFM 32</b>	Corporate Risk Management Strategies and IFRS Updates	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,300.00
<b>FFM 33</b>	Managing the Internal Audit Function	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>FFM 34</b>	Modern Accounting Techniques for Accountants and Auditors	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>FFM 35</b>	Performance Based Budgeting	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,300.00
<b>FFM 36</b>	Public Sector Financial Management and Control	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>FFM 37</b>	Risk Management for the Insurance Sector	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>FFM 38</b>	Strategic Financial Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>FFM 39</b>	Treasury and Compliance Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>FFM 40</b>	Value for Money (VFM) Auditing for Projects	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>FFM 41</b>	IPPF and the Risk based Internal Auditing RBIA Process	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,700.00
<b>FFM 42</b>	Revenue Collection Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00

### ECONOMIC MANAGEMENT AND DEVELOPMENT POLICY

Ref	Courses	Duration	Dates	Cost(US\$)
<b>EMD 1</b>	Budgeting for Efficient Economic Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 2</b>	Economic planning and budgeting	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 3</b>	Local Authorities Resources Mobilization and Management	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,300.00
<b>EMD 4</b>	Macro-econometric Modelling and Forecasting	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 5</b>	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 6</b>	Macroeconomic policy formulation, analysis and management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 7</b>	Macroeconomics for Public Sector Managers	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 8</b>	Management of Decentralized Development	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 9</b>	Management of Rural Development Programmes	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 10</b>	Market Analysis and Economic Policy Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 11</b>	Monetary and Fiscal Policies Management for Legislators	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 12</b>	Participatory Management of Rural Development Programmes	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 13</b>	Pension Funds Options and Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 14</b>	Planning and Management of Social Services and Infrastructure	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 15</b>	Policy Analysis for Parliamentarians and Policy Makers	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 16</b>	Policy design, Analysis and Empowerment	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 17</b>	Policy Formulation Implementation and Evaluation	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 18</b>	Policy implementation and Stakeholder Involvement	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 19</b>	Poverty Reduction Strategies Monitoring and Evaluation Systems	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	2,900.00
<b>EMD 20</b>	Public Budgeting and Fiscal Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 21</b>	Public Debt Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 22</b>	Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00

<b>EMD 23</b>	Public Sector Management Strategies and Policies	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 24</b>	Quantitative techniques for macroeconomic analysis and management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 25</b>	Research Methodology and Analysis for Government Officers	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 26</b>	Research Methods, Survey Methodology and Data Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 27</b>	Resource Mobilization for Rural Development	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 28</b>	Restructuring and Privatization of Public Enterprises	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 29</b>	Risk Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 30</b>	Sectoral policy design, analysis and management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 31</b>	Social Policy Development and Empowerment	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 32</b>	Socio Economic Rights	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 33</b>	SPSS for Researchers and Policy Analysts	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,300.00
<b>EMD 34</b>	Statistical Analysis for Planners, Budget Officers and Economists		10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	
<b>EMD 35</b>	Statistical Methods and Computer Applications for Policy Analysts	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 36</b>	Statistical Methods for Poverty Profiling and Analysis	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 37</b>	Survey Methodology and Statistics for Enumerators	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 38</b>	Sustainable Mining Laws and Policy Implementation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 39</b>	Sustainable Tourism Development and Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>EMD 40</b>	Tax Analysis and Revenue Forecasting	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>EMD 41</b>	Tax Management and Income Generation Strategies	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>EMD 42</b>	Telecommunication Markets and Data Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>EMD 43</b>	Trade Negotiation skills	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

## ENERGY & SUSTAINABLE DEVELOPMENT

<b>Ref</b>	<b>Courses</b>	<b>Duration</b>	<b>Dates</b>	<b>Cost(US\$)</b>
<b>ESD 1</b>	Advanced Energy Economics	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 2</b>	Analysis & Planning of Investment Projects in the Energy Sector	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 3</b>	Energy and Climate Change	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ESD 4</b>	Energy Auditing	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 5</b>	Energy Planning & Sustainable Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 6</b>	Energy Project Planning & Evaluation	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 7</b>	Environmental Impact Assessment of Energy Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ESD 8</b>	Environmental Monitoring in the Energy Sector	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 9</b>	Financial Management of Energy Projects	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 10</b>	Financing of Energy Projects	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 11</b>	Fundamentals of Energy Infrastructure Project Finance	1 Week	03 – 07 Aug 2020 / 21 – 25 Sept 2020/ 19 – 23 Oct 2020/ 02 – 06 Nov 2020/ 07 – 11 Dec 2020	2,200.00
<b>ESD 12</b>	Fundamentals of Wind Energy	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 13</b>	General Energy Planning	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 14</b>	Implementing Rural Electrification Programme	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 15</b>	Investment Analysis & Energy Project Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

<b>ESD 16</b>	Liquid Fuels Supply and Demand in Emerging Markets	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 17</b>	Logistics & Supply Chain Management in the Energy Sector	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 18</b>	Mainstreaming Gender in Sustainable Energy Planning & Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 19</b>	Management of Donor Finance in Energy Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ESD 20</b>	Management of Energy Installations Systems	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 21</b>	Micro Hydropower Technology Development	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 22</b>	Planning and Management of Energy Resources	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 23</b>	Planning, Monitoring & Evaluation of Energy Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ESD 24</b>	Renewable Energy & Sustainability	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>ESD 25</b>	Rural energy Planning and Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>ESD 26</b>	Strategic Procurement Management in the Energy Sector	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>ESD 27</b>	Sustainable Energy Planning	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>ESD 28</b>	Sustainable Gas Supply & Demand	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00

### AUDIT MANAGEMENT PROGRAMMES

Ref	Courses	Duration	Dates	Cost(US\$)
<b>AMP 1</b>	Audits of Health & Safety in the workplace	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>AMP 2</b>	Audit of Information Systems	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>AMP 3</b>	Auditing Systems Information	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>AMP 4</b>	Audit and Financial Control in Public Sector	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>AMP 5</b>	Balance Sheet Audit	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>AMP 6</b>	Environmental Audits	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>AMP 7</b>	Financial and Accounting Audit	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>AMP 8</b>	Human Resources Audit	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>AMP 9</b>	Logistics Audit	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>AMP 10</b>	Tax Audit	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>AMP 11</b>	Treasury Audit	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>AMP 12</b>	Training Audit	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>AMP 13</b>	Remote Audit	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>AMP 14</b>	Risk Audit	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>AMP 15</b>	Project Audit	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>AMP 16</b>	Quality Audit	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00

### LEGAL MANAGEMENT PROGRAMMES

Ref	Courses	Duration	Dates	Cost(US\$)
<b>LMP 1</b>	Labor law and of Social Security	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 2</b>	Good International Practices in Taxation of Mining and Hydrocarbons (Oil and Gas)	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 3</b>	Citizenship - Rights, Duties and Responsibilities of Persons with Deficiency	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>LMP 4</b>	International Trade Contracts	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 5</b>	Franchising Agreements	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 6</b>	Contracts Management	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00

<b>LMP 7</b>	Employment Contracts in Public Service	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>LMP 8</b>	Contracts for the Transport of Goods	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 9</b>	Banking Law - Banking Contracts	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>LMP 10</b>	Banking Law - Bank Guarantee	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 11</b>	Commercial Law	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 12</b>	Contractual Law for non-specialists	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>LMP 13</b>	Law of Public Administration	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,300.00
<b>LMP 14</b>	Law of Communication, Regulatory and Competition	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 15</b>	Public Procurement Law	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 16</b>	Regulation and Competition Law	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>LMP 17</b>	Consumer Rights	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,200.00
<b>LMP 18</b>	Labor Law for Non-Jurists	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 19</b>	Oil and Gas Law	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,300.00
<b>LMP 20</b>	Tax and Tax Law - Special Litigation and auditing	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>LMP 21</b>	Management of Purchasing Contracts	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>LMP 22</b>	Contract Management in Construction	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>LMP 23</b>	Environmental Legislation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>LMP 24</b>	Negotiation and Development of International Contracts	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>LMP 25</b>	Legal Adjustment of Real Estate	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,300.00
<b>LMP 26</b>	Telecommunications Regulation	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>LMP 27</b>	Content and Audiovisual Regulation	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,200.00
<b>LMP 28</b>	Legal System of Labor Accidents	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00

#### MANAGEMENT /OUTSOURCING PROGRAMMES

<b>Ref</b>	<b>Courses</b>	<b>Duration</b>	<b>Dates</b>	<b>Cost(US\$)</b>
<b>MOP 1</b>	Balanced Scorecard	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MOP 2</b>	Business Management Program	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MOP 3</b>	Construction of Business Plan	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MOP 4</b>	Strategy and Business Planning	1 Week	17 – 21 Feb 2020/ 23 – 27 Mar 2020/ 20 – 24 Apr 2020/ 25 – 29 May 2020 / 27 – 31 Jul 2020	2,200.00
<b>MOP 5</b>	Excel for Managers	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MOP 6</b>	Fundamentals of Hotel Management	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MOP 7</b>	Asset Management, Commissary and Security	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,000.00
<b>MOP 8</b>	Project Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MOP 9</b>	Hospitality Management and Administration	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MOP 10</b>	Basic Principles of Management	2 Weeks	16 – 27 Mar 2020/18 – 29 May 2020/20 – 31 Jul 2020/05 – 16 Oct 2020/30 Nov – 11 Dec 2020	3,200.00
<b>MOP 11</b>	Corporate Budget and Strategic Planning	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00
<b>MOP 12</b>	Negotiation and Management of Information Technology Contracts	2 Weeks	10 – 21 Feb 2020/20 Apr – 01 Ma 2020/ 15 – 26 Jun 2020/24 Aug – 04 Sept 2020/02 – 13 Nov 2020	3,200.00
<b>MOP 13</b>	Managing Outsourced Projects	2 Weeks	02 – 13 Mar 2020/04 – 15 May 2020/06 – 17 Jul 2020/14 – 25 Sept 2020/16 – 27 Nov 2020	3,200.00
<b>MOP 14</b>	Contract Management	2 Weeks	20 – 31 Jan 2020/ 06 – 17 Apr 2020/ 01 – 12 Jun 2020/03 – 14 Aug 2020/19 – 30 Oct 2020	3,200.00