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+27 12 304 0244/+27 71 416 5129

Contents

Computing & Information Technology Management (CT-CITM)

Courses	Course Code	Duration
Adobe Acrobat 7	CT-CITM1	2 Weeks
Adobe Acrobat 8 Pro	CT-CITM2	2 Weeks
Adobe Photo shop CS-Foundation	CT-CITM3	2 Weeks
Adobe Photo shop CS-Intermediate	CT-CITM4	2 Weeks
Adobe Photos hop CS3-Advanced	CT-CITM5	2 Weeks
Adobe Photo shop CS3-Expert	CT-CITM6	2 Weeks
Adobe Photo shop CS3-Foundation	CT-CITM7	2 Weeks
Adobe Photo shop CS3-Intermediate	CT-CITM 8	2 Weeks
Advanced Computer Skills for Personal Assistants	CT-CITM 9	2 Weeks
Advanced HTML Programming	CT-CITM 10	2 Weeks
Computer Basics-Advanced	CT-CITM 11	2 Weeks
Computer Basics-Expert	CT-CITM 12	2 Weeks
Computer Basics-Foundation	CT-CITM 13	2 Weeks
Computer Basics-Intermediate	CT-CITM 14	2 Weeks
Core Essentials-MSAccess	CT-CITM 15	2 Weeks
Core Essentials-MSExcel	CT-CITM 16	2 Weeks
Core Essentials-MSOutlook	CT-CITM 17	2 Weeks

Course	Code	Duration
Core Essentials-MSPowerPoint	CT-CITM 18	2 Weeks
Core Essentials-MSProject	CT-CITM 19	2 Weeks
Core Essentials-MSPublisher	CT-CITM 20	2 Weeks
Core Essentials-MSWord	CT-CITM 21	2 Weeks
Database Management Techniques	CT-CITM 22	2 Weeks
Desk-top Publishing	CT-CITM 23	2 Weeks
Digital Crime Investigation	CT-CITM 24	2 Weeks
Disaster Recovery Planning	CT-CITM 25	2 Weeks
End point Security and Network accesssecurity	CT-CITM 26	2 Weeks
Fryptology in security	CT-CITM 27	2 Weeks
Fundamentals of HTML Programming	CT-CITM 28	2 Weeks
Introduction to Operating Systems	CT-CITM 29	2 Weeks
Introduction to System and Network Security	CT-CITM 30	2 Weeks
Law of Data Security and Investigation	CT-CITM 31	2 Weeks
Management Information System and Data Management	CT-CITM 32	2 Weeks
Microsoft Excel Advanced	CT-CITM 33	2 Weeks
Microsoft Excel Intermediate	CT-CITM 34	2 Weeks
Microsoft Excel Introduction	CT-CITM 35	2 Weeks
Microsoft Internet Explorer	CT-CITM 36	2 Weeks
Microsoft Share Point Designer	CT-CITM 37	2 Weeks
Microsoft Windows	CT-CITM 38	2 Weeks

Microsoft Word Advanced	CT-CITM 39	2 Weeks
Microsoft Word Intermediate	CT-CITM 40	2 Weeks
Microsoft Word Introduction	CT-CITM 41	2 Weeks
Network Security Administration and Management	CT-CITM 42	2 Weeks
Online Publishing	CT-CITM 43	2 Weeks
PC Configuration and Trouble shooting	CT-CITM 44	2 Weeks
Social Engineering Deception and Defences	CT-CITM 45	2 Weeks
Windows 2008 Server Administration and Management	CT-CITM 46	2 Weeks
Network Security Administration and Management	CT-CITM 47	2 Weeks

Energy and Sustainable Development (CT-EASD)

Courses	Course Code	Duration
Advanced Energy Economics	CT-EASD 1	2 Weeks
Analysis & Planning of Investment Projectsinthe Energy Sector	CT- EASD 2	2 Weeks
Energy and Climate Change	CT- EASD 3	2 Weeks
Energy Auditing	CT- EASD 4	2 Weeks
Energy Planning & Sustainable Development	CT- EASD 5	2 Weeks
Energy Project Planning & Evaluation	CT- EASD 6	2 Weeks
Environmental Impact Assessment of Energy Projects	CT- EASD 7	2 Weeks
Environmental Monitoring in the Energy Sector	CT- EASD 8	2 Weeks
Financial Management of Energy Projects	CT- EASD 9	2 Weeks
Financing of Energy Projects	CT- EASD 10	2 Weeks
Fundamentals of Energy Infrastructure Project Finance	CT- EASD 11	2 Weeks
Fundamentals of Wind Energy	CT- EASD 12	2 Weeks
General Energy Planning	CT- EASD 13	2 Weeks
Implementing Rural Electrification Program	CT- EASD 14	2 Weeks
Investment Analysis & Energy Project Management	CT- EASD 15	2 Weeks
Liquid Fuels Supply and Demand in Emerging Markets	CT- EASD 16	2 Weeks

Logistics & Supply Chain Management in the Energy Sector	CT- EASD 17	2 Weeks
Main streaming Gender in Sustainable Energy Planning and Management	CT- EASD 18	2 Weeks
Management of Donor Finance in Energy Projects	CT- EASD 19	2 Weeks
Management of Energy Installations Systems	CT- EASD 20	2 Weeks
Micro Hydropower Technology Development	CT- EASD 21	2 Weeks
Planning and Management of Energy Resources	CT- EASD 22	2 Weeks
Planning,Monitoring & Evaluation of Energy Projects	CT- EASD 23	2 Weeks
Renewable Energy & Sustainability	CT- EASD 24	2 Weeks
Rural energy Planning and Management	CT- EASD 25	2 Weeks
Strategic Procurement Management in the Energy Sector	CT- EASD 26	2 Weeks
Sustainable Energy Planning	CT- EASD 27	2 Weeks
Sustainable Gas Supply & Demand	CT- EASD 28	2 Weeks

Economic Management and Development Policy

(CT-EMDP)

Courses	Course Code	Duration
Budgeting for Efficient Economic Management	CT-EMDP1	2 Weeks
Economic planning and budgeting	CT-EMDP2	2 Weeks
Local Authorities Resources Mobilization and Management	CT-EMDP3	2 Weeks
Macro-econometric Modelling and Forecasting	CT-EMDP4	2 Weeks
Macroeconomic Policy Analysis and Management: Concepts,Toolsand Techniques	CT-EMDP5	2 Weeks
Macroeconomic policy formulation,analysis and management	CT-EMDP6	2 Weeks
Macro economics for Public Sector Managers	CT-EMDP7	2 Weeks
Management of Decentralized Development	CT-EMDP8	2 Weeks
Management of Rural Development Programs	CT-EMDP9	2 Weeks
Market Analysis and Economic Policy Management	CT-EMDP10	2 Weeks
Monetary and Fiscal Policies Management for Legislators	CT-EMDP11	2 Weeks
Participatory management of rural development programmes	CT-EMDP12	2 Weeks
Pension Funds Options and Management	CT-EMDP13	2 Weeks
Planning and Management of Social Services and Infrastructure	CT-EMDP14	2 Weeks
Policy Analysis for Parliamentarians and Policy Makers	CT-EMDP15	2 Weeks
Policy design,Analysis and Empowerment	CT-EMDP16	2 Weeks
Policy Formulation Implementation and Evaluation	CT-EMDP17	2 Weeks
Policy implementation and Stakeholder Involvement	CT-EMDP18	2 Weeks

Poverty Reduction Strategies Monitoring and Evaluation Systems	CT-EMDP19	2 Weeks
Public Budgeting and Fiscal Management	CT-EMDP19	2 Weeks
Public Debt Management	CT-EMDP20	2 Weeks
Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	CT-EMDP21	2 Weeks
Public Sector Management Strategies and Policies	CT-EMDP22	2 Weeks
Quantitative techniques for macro economic analysis And management	CT-EMDP23	2 Weeks
Research Methodology and Analysis for Government Officers	CT-EMDP24	2 Weeks
Research Methods,Survey Methodology and Data Management	CT-EMDP25	2 Weeks
Resource Mobilization for Rural Development	CT-EMDP26	2 Weeks
Restructuring and Privatization of Public Enterprises	CT-EMDP27	2 Weeks
Risk Management	CT-EMDP28	2 Weeks
Sectoral policy design,analysis and management	CT-EMDP29	2 Weeks
Social Policy Development and Empowerment	CT-EMDP30	2 Weeks
Socio Economic rights	CT-EMDP31	2 Weeks
SPSS for Researchers and Policy Analysts	CT-EMDP32	2 Weeks
STATA Training	CT-EMDP33	2 Weeks
Statistical Analysis for Planners,Budget Officers and Economists	CT-EMDP34	2 Weeks
Statistical Methods and Computer Applications for Policy Analysts	CT-EMDP35	2 Weeks
Statistical Methods for Poverty Profiling and Analysis	CT-EMDP36	2 Weeks
Survey Methodology and Statistics for Enumerators	CT-EMDP37	2 Weeks
Sustainable Mining Laws and Policy Implementation	CT-EMDP38	2 Weeks

SustainableTourism Development and Management	CT-EMDP39	2 Weeks
Tax Analysis and Revenue Forecasting	CT-EMDP40	2 Weeks
Tax Management and Income Generation Strategies	CT-EMDP41	2 Weeks
Telecommunication Markets and Data Management	CT-EMDP42	2 Weeks
Trade Negotiation skills	CT-EMDP43	2 Weeks

Finance and Financial Management (CT-FAFM)

Courses	Course Code	Duration
Accounting Skills for the New Supervisor	CT- FAFM 1	2 Weeks
Activity Based Budgeting	CT- FAFM 2	2 Weeks
Advanced Accounting and Auditing for Public Sector Organizations	CT- FAFM 3	2 Weeks
Advanced Business Financial Analysis	CT- FAFM 4	2 Weeks
Asset and Liability Management	CT- FAFM 5	2 Weeks
Auditing of Computerized Accounting Systems	CT- FAFM 6	2 Weeks
Auditing of State Owned Enterprises	CT- FAFM 7	2 Weeks
Budgetary control in project control management	CT- FAFM 8	2 Weeks
Budgeting and Budgetary Control	CT- FAFM 9	2 Weeks
Budgeting and Forecasting	CT- FAFM 10	2 Weeks
Collateral Management	CT- FAFM 11	2 Weeks
Computer Applications in Accounting Auditing and Financial Management	CT- FAFM 12	2 Weeks
Computerized Public Sector Financial Management	CT- FAFM 13	2 Weeks
Costing,Cost Modelling and Pricingin Telecommunications	CT- FAFM 14	2 Weeks
Evaluating Financial Performance	CT- FAFM 15	2 Weeks
Finance and Budgeting for Non –Finance Managers	CT- FAFM 16	2 Weeks
Financial Analysis	CT- FAFM 17	2 Weeks
Financial management and auditing of donor-funded projects	CT- FAFM 18	2 Weeks
Financial Management and Budgetary control	CT- FAFM 19	2 Weeks

Course	Code	Duration
Financial Management for Managers	CT- FAFM 20	2 Weeks
Financial Management for NGOs	CT- FAFM 21	2 Weeks
Financial Modelling & Valuation	CT- FAFM 22	2 Weeks
Financial Performance Evaluation for Public Sector Institutions	CT- FAFM 23	2 Weeks
Financial Planning & Forecasting	CT- FAFM 24	2 Weeks
Financial Risk Management	CT- FAFM 25	2 Weeks
Fixed Asset Management and Project Accounting	CT- FAFM 26	2 Weeks
Forensic Auditing and Investigation	CT- FAFM 27	2 Weeks
Implementing Auditing Procedures	CT- FAFM 28	2 Weeks
Internal Audit	CT- FAFM 29	2 Weeks
International Financial Reporting Standards (IFRS)	CT- FAFM 30	2 Weeks
ManagingCash flow	CT- FAFM 31	2 Weeks
Managing the Internal Audit Function	CT- FAFM 32	2 Weeks
Modern Accounting Techniques for Accountants and Auditors	CT- FAFM 33	2 Weeks
Performance Based Budgeting	CT- FAFM 34	2 Weeks
Public Sector Financial Management and control	CT- FAFM 35	2 Weeks
Revenue Collection Management	CT- FAFM 36	2 Weeks
Risk Management for the Insurance Sector	CT- FAFM 37	2 Weeks
Strategic Financial Management	CT- FAFM 39	2 Weeks
Treasury and Compliance Management	CT- FAFM 40	2 Weeks
Value for Money (VFM) Auditing for Projects	CT- FAFM 41	2 Weeks

Human Resources and Organisational Development (CT-HROD)

Courses	Course Code	Duration
Advanced Trainers Skills Development for SeniorTrainers	CT-HROD1	2 Weeks
Building Self Esteem and Assertiveness Skills	CT-HROD2	2 Weeks
Coaching and Mentoring	CT-HROD3	2 Weeks
Conducting Effective Performance Reviews	CT-HROD4	2 Weeks
Conquering the Fear of Speaking in Public	CT-HROD5	2 Weeks
CrisisManagement	CT-HROD6	2 Weeks
Employee Engagement	CT-HROD7	2 Weeks
Facilitation and Consultation Skills	CT-HROD8	2 Weeks
Gender Analysis and mainstreaming	CT-HROD9	2 Weeks
Good Governance and Leadership	CT-HROD10	2 Weeks
Hiring for Success-Behavioural Interviewing Techniques	CT-HROD11	2 Weeks
HR and the law	CT-HROD12	2 Weeks
HR for non-HR professionals	CT-HROD13	2 Weeks
HR policy development and implementation	CT-HROD14	2 Weeks
HR strategy fundamentals	CT-HROD15	2 Weeks
Human Resource Management And Development	CT-HROD16	2 Weeks
Integrating Organizational & Individual Performance Management Systems	CT-HROD17	2 Weeks
Introductory human resources Management and Performance evaluation	CT-HROD18	2 Weeks
Knowledge Management	CT-HROD19	2 Weeks
Knowledge Management Training	CT-HROD20	2 Weeks
Labour Relationsinthe Public Sector	CT-HROD21	2 Weeks
Leadership Development Programme for Women	CT-HROD22	2 Weeks
Leadership Innovation and Change Management	CT-HROD23	2 Weeks

Course	Code	Duration
Leadership Skills for Supervisors-Communication, Coaching,and Conflict	CT-HROD24	2 Weeks
Leading & Communicating Change	CT-HROD25	2 Weeks
Management Advancement Program	CT-HROD26	2 Weeks
Managing the Office Function	CT-HROD27	2 Weeks
Managing theTraining Function	CT-HROD28	2 Weeks
Mastering the Interview	CT-HROD29	2 Weeks
Measuring HR Effectiveness	CT-HROD30	2 Weeks
Media Communication and Advocacy	CT-HROD31	2 Weeks
Mediation,Grievance Handling and Conflict Management	CT-HROD32	2 Weeks
Organisational Development	CT-HROD33	2 Weeks
Performance appraisal Techniques for PAs	CT-HROD34	2 Weeks
Performance Based Human Resources Management	CT-HROD35	2 Weeks
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Practical Supervisory and Leadership Skills	CT-HROD39	2 Weeks
Public Service Human Resource Planning and Management	CT-HROD40	2 Weeks
Results Based Performance Management	CT-HROD41	2 Weeks
Securityand Risk Management	CT-HROD42	2 Weeks
Setting performance measures	CT-HROD43	2 Weeks
Social Mediaand Corporate Relations	CT-HROD44	2 Weeks
Social Mediaand Digital Journalism	CT-HROD45	2 Weeks
Specialized Competency Training of Instructors/Trainers	CT-HROD46	2 Weeks
Staff Performance, Appraisal and Evaluation Technique	CT-HROD47	2 Weeks
Strategic Human Resource Management	CT-HROD48	2 Weeks
Strategic Management for Prisons Support Programs In Peace Operations	CT-HROD49	2 Weeks
Strategic Management Skills for Senior Executives	CT-HROD50	2 Weeks

Course	Code	Duration
Strategic Performance Management and Organisational Development	CT-HROD51	2 Weeks
Strategic Planning	CT-HROD52	2 Weeks
Strategic Relationship Management	CT-HROD53	2 Weeks
Strategic Thinking Management	CT-HROD54	2 Weeks
Strengthening Alliances and Network Management	CT-HROD55	2 Weeks
Talent Management and Succession Planning	CT-HROD56	2 Weeks
Target Setting and Performance Measurement for Public And Private Sector Institutions	CT-HROD57	2 Weeks
TeamBuilding	CT-HROD58	2 Weeks
Training Needs Analysis and staff Development	CT-HROD59	2 Weeks
Training of Trainers (TOT)	CT-HROD60	2 Weeks
Understanding the role and Operations of the Ombudsman	CT-HROD61	2 Weeks
Work Place Peer Counselling	CT-HROD62	2 Weeks
Workforce Metrics: Introduction to Measurement in HR and Benchmarking	CT-HROD63	2 Weeks
Workforce planning	CT-HROD64	2 Weeks
Youth Leadership Development and empowerment	CT-HROD65	2 Weeks

Health, Safety and Environmental Management (CT-HSEM

Courses	Course Code	Duration
Climate Change Adaptation in development	CT- HSEM1	2 Weeks
Climate Changeand Policy Design	CT- HSEM2	2 Weeks
Community Health Project Planning and Management	CT- HSEM3	2 Weeks
Community Health Promotion for Trainers	CT- HSEM4	2 Weeks
Community Management for Sustainable Water Supply and Sanitation	CT-HSEM5	2 Weeks
Community Water and Sanitation	CT-HSEM6	2 Weeks
Community water resource Management and Sustainable development	CT- HSEM7	2 Weeks
Dietary Management and Treatments of HIV/AIDS	CT- HSEM8	2 Weeks
Emergency WaterSupply and Environmental Sanitation	CT- HSEM9	2 Weeks
Environment Impact Assessment Management	CT-HSEM10	2 Weeks
Environmental Impact Assessment and Land Reclamation	CT- HSEM11	2 Weeks
Environmental Impact Assessment for Sustainable Development	CT- HSEM12	2 Weeks
Environmental Planning for Sustainable Development	CT- HSEM13	2 Weeks
Household Economic Strengthening	CT- HSEM14	2 Weeks
Health Centre Administration and Management	CT- HSEM15	2 Weeks
Health policy formulation and planning	CT- HSEM16	2 Weeks
Health and Wellness Programme	CT- HSEM17	2 Weeks
Integrated Urban Water Management	CT- HSEM18	2 Weeks
Integrated water Resources Management	CT- HSEM19	2 Weeks
Management of HIV/AIDS at the workplace	CT- HSEM20	2 Weeks
Managing Occupational health and safety	CT- HSEM21	2 Weeks
Natural resources development and environment protection	CT- HSEM22	2 Weeks
Nutritionand HIV/AIDS Management	CT- HSEM23	2 Weeks
Programming for Vulnerable Childrenand Families	CT- HSEM24	2 Weeks
Safety in the Workplace	CT- HSEM25	2 Weeks
Sexual reproductive health rights	CT- HSEM26	2 Weeks
Sustainable Rural Water Supply and Sanitation	CT- HSEM27	2 Weeks
Trade Waste and Industrial Waste waterTreatment	CT- HSEM28	2 Weeks
Waste Management	CT- HSEM29	2 Weeks

Land,Agriculture and Food Security (CT-LAFS)

Courses	CourseCode	Duration
Agricultural Extension, Innovations and Training	CT- LAFS 1	2 Weeks
Agricultural Policy Formulation and Analysis	CT- LAFS 2	2 Weeks
Agricultural Policy in Africa	CT- LAFS 3	2 Weeks
Agricultural Projects Monitoring and Evaluation	CT- LAFS 4	2 Weeks
Agriculture Development and Food Security	CT- LAFS 5	2 Weeks
Agriculture Marketing & International Trade	CT- LAFS 6	2 Weeks
Agriculture Production & Trade	CT- LAFS 7	2 Weeks
Agriculture Project Planning & Management	CT- LAFS 8	2 Weeks
Analysis & Planning of Investment Projects in the Agriculture Sector	CT- LAFS 9	2 Weeks
Commodity-Based Export Diversification and Competitiveness Strategies	CT- LAFS10	2 Weeks
Community FoodSecurity and Agriculture Development	CT- LAFS 11	2 Weeks
Community Sustainable Livelihood And Food Security Management	CT- LAFS 12	2 Weeks
Concepts and Tools for Agriculture Value Chain	CT- LAFS 13	2 Weeks
Data Collection & Analysisin Agriculture Sector	CT- LAFS 14	2 Weeks
Developing Value Chain Pilot Project Plans	CT- LAFS 15	2 Weeks
Development of Indicators for Sustainable Agriculture	CT- LAFS 16	2 Weeks
Ecofarming practices for small holdings	CT- LAFS 17	2 Weeks
Environmental Impact Assessment of Agriculture Projects	CT- LAFS 18	2 Weeks
Environmental Monitoring in the Agriculture Sector	CT- LAFS 19	2 Weeks
Farm Planning and Management	CT- LAFS 20	2 Weeks
Field Crop Production for Sustainability	CT- LAFS 21	2 Weeks
Financing Agriculture Projects for Sustainability	CT- LAFS 22	2 Weeks
Financing of Agriculture Projects	CT- LAFS 23	2 Weeks
Food Insecurity and Vulnerability Information and Mapping Systems	CT- LAFS 24	2 Weeks
Food Security and Land Rights	CT- LAFS 25	2 Weeks
Gender Analysis & Sustainability in Agriculture Sector	CT- LAFS 26	2 Weeks
Global Agricultural Value Chains: Sustainable Growth for Sustainable Development	CT- LAFS 27	2 Weeks
Governance in Global Value Chains	CT- LAFS 28	2 Weeks
High Value Agricultural Products for Small holder Markets	CT- LAFS29	2 Weeks
Horticulture for Food Security	CT- LAFS 30	2 Weeks
Impact of Climate Change on Agriculture Sector	CT- LAFS 31	2 Weeks
Impact of HIV & AIDS on Sustainability in Agriculture Sector	CT- LAFS 32	2 Weeks
Implementing and Sustaining Food Security in Africa	CT- LAFS 33	2 Weeks
Investment Analysis of Agriculture Projects	CT- LAFS 34	2 Weeks

Course	Code	Duration
Irrigation Technologies & Methods for Small Scale Farmers	CT- LAFS 35	2 Weeks
Land Policy Development and Poverty Reduction Policy Management	CT- LAFS 36	2 Weeks
Land Policy Formulation, Implementation and Monitoring	CT- LAFS 37	2 Weeks
Land Reform and Food Security	CT- LAFS 38	2 Weeks
Land Resource Conservation	CT- LAFS 39	2 Weeks
Land Tenure and Policy Issues In Land Use Planning	CT- LAFS 40	2 Weeks
Land Tenure, Property Rights, and Natural Resource Management	CT- LAFS 41	2 Weeks
Management of Irrigation Projects	CT- LAFS 42	2 Weeks
Managing Agriculture Projects for Food Security	CT- LAFS 43	2 Weeks
Managing Donor Funded Projects in Agriculture Sector	CT- LAFS 44	2 Weeks
Mapping Agricultural Value Chain	CT- LAFS 45	2 Weeks
Monitoring and Evaluating Value Chain Pilot Projects	CT- LAFS 46	2 Weeks
Monitoring and Evaluation of Agricultural Development Projects	CT- LAFS 47	2 Weeks
Participatory Extension in Rural Communities	CT- LAFS 48	2 Weeks
Partnerships for Agribusiness Development, Agricultural Trade, and Market Access	CT- LAFS 49	2 Weeks
Pesticides Management for Sustainable Agriculture	CT- LAFS 50	2 Weeks
Private Sector Participation in improving industry performance	CT- LAFS 51	2 Weeks
Procurement for Agriculture Projects	CT- LAFS 52	2 Weeks
Promoting Inclusive Agricultural Value Chains	CT- LAFS 53	2 Weeks
Safe & Effective Use of Crop Protection Products	CT- LAFS 54	2 Weeks
Safe Warehousing of Crop Production	CT- LAFS 55	2 Weeks
Strategic Procurement in theA griculture Sector	CT- LAFS 56	2 Weeks
Strategies for increasing value chain competitiveness	CT- LAFS 57	2 Weeks
Strengthening Value Chains to Promote Economic Growth	CT- LAFS 58	2 Weeks
Structure and dynamics of value chains	CT- LAFS 59	2 Weeks
The economics of soil productivity	CT- LAFS 60	2 Weeks
Tools for decision making and action in the agricultural sector	CT- LAFS 61	2 Weeks
Training of Trainers on Land Rights and Land Policy in Africa	CT- LAFS 62	2 Weeks
Understanding the value chain and integrating Information into strategy	CT- LAFS 63	2 Weeks
Value chain analysis and development	CT- LAFS 64	2 Weeks
Value Chain Concepts and Applications	CT- LAFS 65	2 Weeks
Value chain framework, economic growth and Poverty reduction	CT- LAFS 66	2 Weeks
Women's Property Rights and Land Tenure Security	CT- LAFS 67	2 Weeks

Logistics, Purchasing and Supply Chain Management

(CT-LPSM)

Courses	Course Code	Duration
Advanced Logistics and Supply Chain Management	CT-LPSM 1	2 Weeks
Contract Drafting ,Negotiation Skills and Procurement Management	CT-LPSM 2	2 Weeks
E- Procurement	CT-LPSM 3	2 Weeks
Effective Purchasing,Tendering & Supplier Selection	CT-LPSM 4	2 Weeks
Environmental Procurement	CT-LPSM 5	2 Weeks
Evaluating,Rating and Selecting Suppliers	CT-LPSM 6	2 Weeks
Fleet and Transport Management	CT-LPSM 7	2 Weeks
Logistics and Facility Management	CT-LPSM 8	2 Weeks
Managing Logistics in the Supply Chain	CT-LPSM 9	2 Weeks
Managing the Contract & Supplier Relationships	CT-LPSM 10	2 Weeks
Materials and Supply Chain Management	CT-LPSM 12	2 Weeks
Procurement Management	CT-LPSM 13	2 Weeks
Procurement Management for World Bank Funded Projects	CT-LPSM 14	2 Weeks
Procurement Policy Implementation	CT-LPSM 15	2 Weeks
Production Planning & Inventory Control	CT-LPSM 16	2 Weeks
Purchasing & Supply Management	CT-LPSM17	2 Weeks
Purchasing and Cost Saving Techniques	CT-LPSM 16	2 Weeks
Specifying Requirements & Planning Supply	CT-LPSM 19	2 Weeks
Stores and Inventory Control Management	CT-LPSM 20	2 Weeks
Strategic Logistics: Planning and Management	CT-LPSM 21	2 Weeks
Understanding the Corporate Environment	CT-LPSM 22	2 Weeks
Warehouse and Retails Logistics	CT-LPSM 23	2 Weeks
Warehouse Operations and Management	CT-LPSM 24	2 Weeks

Marketing and Business Management (CT-MABM)

Courses	Course Code	Duration
Basic Internet Marketing	CT-MABM 1	2 Weeks
Building Relationships for Success in Sales	CT-MABM 2	2 Weeks
Business Ethics for the Office	CT-MABM 3	2 Weeks
Business Etiquette- Gaining That Extra Edge	CT-MABM 4	2 Weeks
Business Leadership- Becoming Management Material	CT-MABM 5	2 Weeks
Business Succession Planning- Developing and Maintaining a Succession Plan	CT-MABM 6	2 Weeks
Marketing and Sales	CT-MABM 7	2 Weeks
Marketing for Small Businesses	CT-MABM 8	2 Weeks
Marketing with Social Media	CT-MABM 9	2 Weeks
Strategic Marketing Communications and Business Development	CT-MABM 10	2 Weeks
Strategic Marketing for FDI and Investment Promotion	CT-MABM 11	2 Weeks
Strategic Tourism Marketing	CT-MABM 12	2 Weeks

Microfinance, Banking and Enterprise Development (CT-MBED):

Courses	Course Code	Duration
Accounting Principles For Microfinance Institutions	CT-MBED 1	2 Weeks
Advanced Credit Management and DebtRecovery	CT-MBED 2	2 Weeks
Bank Reconciliation Course	CT-MBED 3	2 Weeks
Banking Practice and Management	CT-MBED 4	2 Weeks
Basic Entrepreneurial and BusinessManagement Skills	CT-MBED 5	2 Weeks
Business Planningin Microfinance	CT-MBED 6	2 Weeks
Business, Credit Appraisal and Entrepreneurship Development	CT-MBED 7	2 Weeks
Credit Management and Debt Recovery	CT-MBED 8	2 Weeks
Delinquency Management and Interest Rate Setting	CT-MBED 9	2 Weeks
Development Strategies for SMEs	CT-MBED 10	2 Weeks
Financial Analysis for Microfinance Institutions	CT-MBED 11	2 Weeks
Financial Sector Analysis and Economic Policy Management	CT-MBED 12	2 Weeks
Foreign Exchange Reserve Management	CT-MBED 13	2 Weeks
Improving Operating Efficiencies in MFIs	CT-MBED 14	2 Weeks
Income Generating raining	CT-MBED 15	2 Weeks
International Payments and Settlements Systems	CT-MBED 16	2 Weeks
Lending Methodologies and Product Development	CT-MBED 17	2 Weeks
Management Information System for Microfinance Institutions	CT-MBED 18	2 Weeks
MFI Performance Monitoring and Reporting	CT-MBED 19	2 Weeks
Microfinance and Institutional Policy Development	CT-MBED 20	2 Weeks
Micro-finance Management and Governance	CT-MBED 21	2 Weeks
Microfinance Policy,Regulation and Supervision	CT-MBED 22	2 Weeks

Microfinance risk management and internalcontrol Audit training	CT-MBED 23	2 Weeks
Microfinance Training of Trainers	CT-MBED 24	2 Weeks
Operational Risk Management for Microfinance Institutions	CT-MBED 25	2 Weeks
Rural Enterprise Development and Management	CT-MBED 26	2 Weeks
Skills for Microfinance Managers	CT-MBED 27	2 Weeks
SME Coaching and Mentoring Training	CT-MBED 28	2 Weeks
Strategic Planning for Small Scale Industries	CT-MBED 29	2 Weeks
Strategic Marketing for Microfinance Institutions	CT-MBED 30	2 Weeks
Sustainable Enterprise Developmentand Management	CT-MBED 31	2 Weeks

Project and Contract Management (CT-PACM)

Courses	Course Code	Duration
Advanced Project Management	CT-PACM 1	2 Weeks
Advanced Project Monitoring and Evaluation	CT-PACM 2	2 Weeks
Advanced Project Analysis and Evaluation	CT-PACM 3	2 Weeks
Advanced project finances Analysis	CT-PACM 4	2 Weeks
Advanced Project Monitoring and Evaluation for Development Projects	CT-PACM 5	2 Weeks
Effective Planning & Scheduling	CT-PACM 6	2 Weeks
Gender-Sensitive Project Planning and Management	CT-PACM 7	2 Weeks
Managing Multiple Projects	CT-PACM 8	2 Weeks
Methods and tools for project monitoring and evaluation	CT-PACM 9	2 Weeks
Microsoft Project	CT-PACM 10	2 Weeks
Monitoring and evaluation of community and Development projects	CT-PACM 11	2 Weeks
Negotiation Skills on Energy Projects and Supervision o f International Contracts	CT-PACM 12	2 Weeks
Participatory project planning and Management	CT-PACM 13	2 Weeks
Private Public Partnerships for Development Projects	CT-PACM 14	2 Weeks
Project Design Planning and Management	CT-PACM 15	2 Weeks
Project Design, Proposal Writing and Fund Raising	CT-PACM 16	2 Weeks
Project Finance Analysis	CT-PACM 17	2 Weeks
Project Planning ,Monitoring and Evaluation	CT-PACM 18	2 Weeks
Project Cycle Management	CT-PACM 19	2 Weeks
Project Management for PAs,Secretaries and Administrators	CT-PACM 20	2 Weeks
Project Management Fundamentals	CT-PACM 21	2 Weeks
Project Management Skills for Non-Project Managers	CT-PACM 22	2 Weeks
Project planning and management for NGOs	CT-PACM 23	2 Weeks
Results Based Monitoring and Evaluation of Development projects	CT-PACM 24	2 Weeks
Strategic financial management of NGO Projects	CT-PACM 25	2 Weeks
Sustainable Development Projects in Rural Communities	CT-PACM 26	2 Weeks
Project Portfolio Management	CT-PACM 27	2 Weeks

Secretarial and Office Administration (CT- SAOM)

Courses	Course Code	Duration
Advanced Executive Office Administration and Secretarial Skills	CT- SAOM 1	2 Weeks
Advanced Writing Skills	CT- SAOM 2	2 Weeks
Archival Management and Documentation	CT- SAOM 3	2 Weeks
Basic Executive Office Administration and Secretarial Skills	CT- SAOM 4	2 Weeks
Communication and Report Writing Skills	CT- SAOM 5	2 Weeks
Computerized Management of Institutional Records	CT- SAOM 6	2 Weeks
Customer Careand Public Relations	CT- SAOM 7	2 Weeks
Developing Communication Tools	CT- SAOM 8	2 Weeks
Effective Office Management and Administration	CT- SAOM 9	2 Weeks
Effective Presentation skills	CT- SAOM 10	2 Weeks
Event Planning and Management	CT- SAOM 11	2 Weeks
Executive Administration Skills for PA's and Secretaries	CT- SAOM 12	2 Weeks
Executive Secretarial and Administrators Course	CT- SAOM 13	2 Weeks
Intermediate Executive Office Administration and Secretarial Skills	CT- SAOM 14	2 Weeks
Library Management and Documentation	CT- SAOM 15	2 Weeks
Management Advancement Program for Secretaries	CT- SAOM 16	2 Weeks
Management Skills or Ministers Secretaries	CT- SAOM 17	2 Weeks
Managing Information Registry	CT- SAOM 18	2 Weeks
NGO management and Administration	CT- SAOM 19	2 Weeks
Professional Minute taking and reportwriting skills	CT- SAOM 20	2 Weeks
Professional Secretarial and administrative Skills	CT- SAOM 21	2 Weeks
Protocol Procedures and Diplomat icetiquette	CT- SAOM 22	2 Weeks
Public Relations for secretaries	CT- SAOM 23	2 Weeks
Reception, SwitchboardandTelephone Techniques	CT- SAOM 24	2 Weeks
Report Writing Skills	CT- SAOM 25	2 Weeks
Skills for the Administrative Assistant	CT- SAOM 26	2 Weeks
Speech Writing Skills	CT- SAOM 27	2 Weeks
Travel and Protocol Procedures	CT- SAOM 28	2 Weeks