



# TRAINING CALENDAR 2023

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## FINANCIAL MANAGEMENT AND BANKING (FMB)

| CODE  | COURSE  | DATE  | VENUE                                       |
|-------|---|---|---|
| FMB1  | Fundamentals of Pension Management and Operations                               | 3-7 April   5-9 June   7-11 August   4-8 December                   | Kampala   Dubai   Kigali   Arusha           |
| FMB10 | Integrating Budgeting, Forecasting and Business Planning                        | 6-10 February   2-6 January   27 Feb-3 March   14-18 August         | Nairobi   Freetown     Kampala              |
| FMB11 | Project Appraisal and Analysis  | 13-17 March   13-17 February   29 May-2 June   22-26 May            | Dubai   Dar-El-Salaam   Pretoria   Gaborone |
| FMB12 | Developing, Improving & Monitoring the Internal Audit Function.                 | 16-20 January   20-24 February   3-7 July   10-14 April             | Kampala   Maseru   Dubai   Accra            |
| FMB13 | Certificate in Practical Finance and Accounting                                 | 2-6 October   7-11 August   17-21 April   11-15 September           | Kigali   Mombasa   Arusha   Freetown        |
| FMB14 | Internal Auditing in the 21st Century   | 23-27 January   15-19 May   28 August-1 September   14-18 August    | Kampala   Pretoria   Dubai   Lusaka         |
| FMB15 | Advanced Government Accounting  | 4-8 September   16-20 October   6-10 November   10-14 April         | Nairobi   Kigali   Kampala   Arusha         |
| FMB17 | Financial Planning and Management for SMEs                                      | 25-29 September   18-22 September   9-13 October                    | Dubai   Kampala   Juba   Nairobi            |
| FMB18 | Store Keeping and Inventory Management  | 20-24 February   6-10 March   24-28 April   22-26 May               | Dar-El-Salaam   Kigali   Kampala   Dubai    |
| FMB19 | Forensic Accounting in the Public Sector  | 27 November-1 December   23-27 October   20-24 March   10-14 April  | Mombasa   Kigali   Arusha   Kampala         |
| FMB2  | Risk Based Approach to Auditing in the Public Sector                            | 11-15 December   10-14 July   28 August-1 September   14-18 August  | Kigali   Mombasa   Arusha   Freetown        |
| FMB20 | Public sector investment analysis   | 30 October-3 November   13-17 November   26-30 June   22-26 May     | Dubai   Kampala   Kigali   Nairobi          |
| FMB21 | Enterprise risk management  | 19-23 June   25-29 September   15-19 May   31 July-4 August         | Kampala   Accra   Freetown   Arusha         |
| FMB3  | Activity-Based Budgeting in The Public Sector                                   | 8-12 May   17-21 July   7-11 August   2-6 October                   | Lilongwe   Maseru   Dubai   Dar-El-Salaam   |
| FMB6  | Accounting, Decision Making & Financial Communication                           | 27 February-3 March   27-31 March   17-21 April   14-18 April       | Kampala   Gaborone   Lilongwe   Maseru      |
| FMB7  | The Essentials of Budgeting and Cost Control                                    | 19-23 June   25-29 September   15-19 May   10-14 April              | Accra   Pretoria   Maseru   Lusaka          |
| FMB8  | Project Finance and Financial Analysis Techniques for Infrastructural Projects. | 27 November-1 December   2-6 October   7-11 August   14-18 August   | Dubai   Kigali   Nairobi   Kampala          |
| FMB9  | The Complete Course on Budgeting  | 30 October-3 November   11-15 December   13-17 November   22-26 May | Dubai   Kampala   Kigali   Nairobi          |

## GENERAL MANAGEMENT AND COMMUNICATION.

| CODE  | COURSE  | DATE  | VENUE  |
|-------|---|---|--|
| GMC1  | Protocol and Public Relations Management                              | 30 October-3 November<br>  11-15 December   13-17<br>November   26-30 June      | Dubai   Kampala   Kigali  <br>Nairobi          |
| GMC10 | Management of Public Relations and<br>Customer Care                   | 27 November-1 December  <br>2-6 October   7-11 August  <br>17-21 April          | Dubai   Kigali   Nairobi  <br>Kampala          |
| GMC11 | Customer care and communication skills for<br>frontline staff         | 19-23 June   25-29 September<br>  15-19 May   31 July-4 August                  | Kampala   Accra  <br>Freetown   Arusha         |
| GMC12 | Quality Customer Care Service for Frontline<br>Staff                  | 8-12 May   17-21 July   7-11<br>August   2-6 October                            | Lilongwe   Maseru  <br>Dubai   Dar-El-Salaam   |
| GMC13 | Management Development Program  | 27 February-3 March   27-31<br>March   17-21 April   11-15<br>December          | Kampala   Gaborone  <br>Lilongwe   Maseru      |
| GMC14 | Exemplary Regulator: A Programme for<br>Regulatory Agencies           | 30 October-3 November<br>  11-15 December   13-17<br>November   20-24 March     | Dubai   Kampala   Kigali  <br>Nairobi          |
| GMC15 | Health Services Management and<br>Administration                      | 11-15 December   28 August-1<br>September   10-14 July   29<br>May-2 June       | Kigali   Mombasa  <br>Arusha   Freetown        |
| GMC16 | Managing Attitudes and Team Building                                  | 27 November-1 December<br>  18-22 December   23-27<br>October   4-8 December    | Mombasa   Kigali  <br>Arusha   Kampala         |
| GMC17 | Protocol Procedures and Diplomatic<br>etiquette                       | 20-24 February   6-10 March  <br>24-28 April   1-5 May                          | Dar-El-Salaam   Kigali  <br>Kampala   Dubai    |
| GMC18 | Management Development Program for<br>Administrative Officers         | 25-29 September   18-22<br>September   9-13 October   20-<br>24 November        | Dubai   Kampala   Juba  <br>Nairobi            |
| GMC19 | Fundamentals of Effective Risk and Security<br>Management             | 23-27 January   30 January-3<br>February   15-19 May   28<br>August-1 September | Kampala   Pretoria  <br>Dubai   Lusaka         |
| GMC2  | Management of Public Relations & Customer<br>Care                     | 27 November-1 December  <br>2-6 October   7-11 August  <br>17-21 April          | Kigali   Mombasa  <br>Arusha   Freetown        |
| GMC20 | Strategic Management Development                                      | 3-7 April   5-9 June   7-11<br>August   4-8 December                            | Kampala   Dubai   Kigali  <br>Arusha           |
| GMC21 | Front Office Management   | 6-10 February   2-6 January  <br>27 Feb-3 March   8-12 May                      | Nairobi   Freetown  <br>Lusaka   Kampala       |
| GMC3  | Office Management Skills for Executive &<br>Administrative Assistants | 13-17 March   13-17 February  <br>29 May-2 June   9-13 January                  | Dubai   Dar-El-Salaam  <br>Pretoria   Gaborone |
| GMC4  | Effective Report Writing and Minute Taking                            | 16-20 January   20-24<br>February   3-7 July   12-16<br>June                    | Kampala   Maseru  <br>Dubai   Accra            |
| GMC5  | Effective Communication and Report Writing<br>Skills                  | 19-23 June   25-29 September<br>  15-19 May   31 July-4 August                  | Accra   Pretoria   Maseru<br>  Lusaka          |
| GMC7  | Office Management Skills for Executive<br>Assistants                  | 4-8 September   16-20 October<br>  6-10 November   21-25<br>August              | Nairobi   Kigali   Kampala<br>  Arusha         |
| GMC8  | Corporate Investigation and Security<br>Management                    | 30 October-3 November<br>  11-15 December   13-17<br>November   26-30 June      | Dubai   Kampala   Kigali  <br>Nairobi          |



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| GMC9  | Effective Interpersonal Skills for Corporate Drivers | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala   |
| GMC21 | Life Skills Education-Certificate                    | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala   |
| GMC22 | Entrepreneurship Development - Certificate           | 3-7 April   5-9 June   7-11 August   4-8 December                      | Kampala   Dubai   Kigali   Arusha     |
| GMC23 | Art of Public Speaking-Certificate                   | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                | Nairobi   Freetown   Lusaka   Kampala |

## HUMAN RESOURCE MANAGEMENT

| CODE  | COURSE   | DATE  | VENUE                                       |
|-------|--|---|---|
| HRM1  | Principles of Occupational Health Safety & First Aid                   | 29 May-2 June   30 October-3 November   11-15 December   13-17 November   | Kampala   Pretoria   Dubai   Lusaka         |
| HRM10 | Office operations for support staff                                    | 30 October-3 November   11-15 December   13-17 November   26-30 June      | Dubai   Kampala   Kigali   Nairobi          |
| HRM11 | Behavioral management and emotional intelligence                       | 27 November-1 December   2-6 October   7-11 August   17-21 April          | Dubai   Kigali   Nairobi   Kampala          |
| HRM12 | Measuring Performance, Improving Productivity and Employee Engagement. | 19-23 June   25-29 September   15-19 May   31 July-4 August               | Kampala   Accra   Freetown   Arusha         |
| HRM13 | Knowledge Management For The Oil and Gas Industry                      | 8-12 May   17-21 July   7-11 August   2-6 October                         | Lilongwe   Maseru   Dubai   Dar-El-Salaam   |
| HRM14 | Integrating Performance and Progress                                   | 27 February-3 March   27-31 March   17-21 April   11-15 December          | Kampala   Gaborone   Lilongwe   Maseru      |
| HRM15 | Best Practices and HR Skills In Career Development                     | 30 October-3 November   11-15 December   13-17 November   20-14 March     | Dubai   Kampala   Kigali   Nairobi          |
| HRM16 | HR Skills for HR Administrators  | 11-15 December   28 August-1 September   10-14 July   29 May-2 June       | Kigali   Mombasa   Arusha   Freetown        |
| HRM17 | Designing human resource policies and productivity improvement         | 27 November-1 December   18-22 December   23-27 October   4-8 December    | Mombasa   Kigali   Arusha   Kampala         |
| HRM18 | Leadership effectiveness and high performance organisation's           | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai    |
| HRM19 | Advanced Human Resource Management and Development                     | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi            |
| HRM2  | Practical HR Analytics for Professionals and Managers                  | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka         |
| HRM20 | Improving interpersonal relations at work                              | 27 November-1 December   2-6 October   7-11 August   17-21 April          | Kigali   Mombasa   Arusha   Freetown        |
| HRM21 | Enhancing leadership and institutional effectiveness                   | 3-7 April   5-9 June   7-11 August   4-8 December                         | Kampala   Dubai   Kigali   Arusha           |
| HRM22 | Management Development Programmes For Executive Assistants             | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                   | Nairobi   Freetown   Lusaka   Kampala       |
| HRM23 | Strategic recruitment and selection                                    | 13-17 March   13-17 February   29 May-2 June   9-13 January               | Dubai   Dar-El-Salaam   Pretoria   Gaborone |

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|-------|--|--|---|
| HRM24 | Effective supervisory management                     | 16-20 January   20-24 February   3-7 July   12-16 June   10-14 April   | Kampala   Maseru   Dubai   Accra          |
| HRM3  | Pre-Retirement and Pension Planning                  | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Accra   Pretoria   Maseru   Lusaka        |
| HRM4  | Pension Management and Operations                    | 4-8 September   16-20 October   6-10 November   21-25 August           | Nairobi   Kigali   Kampala   Arusha       |
| HRM5  | Financial Planning for Retirement                    | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| HRM6  | Risks Management for Pension Schemes                 | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| HRM7  | Gender Equality and Diversity in Management          | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Kampala   Accra   Freetown   Arusha       |
| HRM9  | Compensation, Benefit & Reward Management            | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| HRM1  | Comprehensive Healthcare and Management at Workplace | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Dubai   Kigali   Nairobi   Kampala        |
| HRM25 | Leadership for health systems strengthening          | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| HRM26 | Healthcare Services Management                       | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| HRM27 | Food Safety Management                               | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| HRM28 | Advanced Occupational Health and Safety              | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Kigali   Mombasa   Arusha   Freetown      |

## INFORMATION COMMUNICATION TECHNOLOGY AND SECURITY

| CODE   | COURSE   | DATE  | VENUE                                     |
|--------|--|---|---|
| ICTS1  | Corporate Web-Design, Maintenance & Development for PR | 30 October-3 November   11-15 December   13-17 November   26-30 June  | Dubai   Kampala   Kigali   Nairobi        |
| ICTS10 | IT Project management                                  | 27 November-1 December   2-6 October   7-11 August   17-21 April      | Dubai   Kigali   Nairobi   Kampala        |
| ICTS11 | IT Leadership Seminar                                  | 19-23 June   25-29 September   15-19 May   31 July-4 August           | Kampala   Accra   Freetown   Arusha       |
| ICTS12 | IT Strategy and Architecture Principles and Practices  | 8-12 May   17-21 July   7-11 August   2-6 October                     | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| ICTS13 | Data management, manipulation and analysis using excel | 27 February-3 March   27-31 March   17-21 April   11-15 December      | Kampala   Gaborone   Lilongwe   Maseru    |
| ICTS14 | Website Updates & Maintenance for PR Professionals     | 30 October-3 November   11-15 December   13-17 November   20-24 March | Dubai   Kampala   Kigali   Nairobi        |
| ICTS15 | Managing e-Records in Organizations                    | 11-15 December   28 August-1 September   10-14 July   29 May-2 June   | Kigali   Mombasa   Arusha   Freetown      |

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|--------|---|---|---|
| ICTS16 | Electronic Records Management and Information Security        | 27 November-1 December   18-22 December   23-27 October   4-8 December    | Mombasa   Kigali   Arusha   Kampala         |
| ICTS17 | Public Sector Records Management & Systems                    | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai    |
| ICTS18 | Information Systems for Executive Assistants                  | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi            |
| ICTS19 | Information Systems Management for Executive Assistants       | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka         |
| ICTS2  | Cyber SAFE-Securing Assets for Administrative Officers        | 27 November-1 December   2-6 October   7-11 August   20-24 March          | Kigali   Mombasa   Arusha   Freetown        |
| ICTS20 | Certified Information Systems Security Professional (CISSP)   | 3-7 April   5-9 June   7-11 August   4-8 December                         | Kampala   Dubai   Kigali   Arusha           |
| ICTS21 | Cisco Certified Network Associate (CCNA)                      | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                   | Nairobi   Freetown   Lusaka   Kampala       |
| ICTS22 | E-Procurement in the Public Sector                            | 13-17 March   13-17 February   29 May-2 June   9-13 January               | Dubai   Dar-El-Salaam   Pretoria   Gaborone |
| ICTS23 | Electronic Records Management and Documentation               | 16-20 January   20-24 February   3-7 July   12-16 June                    | Kampala   Maseru   Dubai   Accra            |
| ICTS24 | Cybercrime and Forensic Investigation                         | 19-23 June   25-29 September   15-19 May   31 July-4 August               | Accra   Pretoria   Maseru   Lusaka          |
| ICTS25 | Developing Integrated e-Records Management Policy             | 4-8 September   16-20 October   6-10 November   21-25 August              | Nairobi   Kigali   Kampala   Arusha         |
| ICTS26 | Advanced e-Records Management & Documentation                 | 30 October-3 November   11-15 December   13-17 November   26-30 June      | Dubai   Kampala   Kigali   Nairobi          |
| ICTS27 | Advanced Document Management and Control                      | 27 November-1 December   18-22 December   23-27 October   4-8 December    | Mombasa   Kigali   Arusha   Kampala         |
| ICTS28 | Advanced e-Records and Security Management                    | 3-7 April   5-9 June   7-11 August   4-8 December                         | Kampala   Dubai   Kigali   Arusha           |
| ICTS29 | Advanced Documents & Records Management Compliance            | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                   | Nairobi   Freetown   Lusaka   Kampala       |
| ICTS3  | Office Systems & MIS Applications for Corporate Drivers       | 13-17 March   13-17 February   29 May-2 June   9-13 January               | Dubai   Dar-El-Salaam   Pretoria   Gaborone |
| ICTS30 | E-Governance and E-Service Delivery in Public Service         | 16-20 January   20-24 February   3-7 July   12-16 June   10-14 April      | Kampala   Maseru   Dubai   Accra            |
| ICTS31 | Document Management and Control                               | 27 November-1 December   2-6 October   7-11 August   17-21 April          | Kigali   Mombasa   Arusha   Freetown        |
| ICTS32 | MIS for Administrative & Executive Assistants                 | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka         |
| ICTS33 | MIS for Administrative Professionals & Executive Assistants   | 4-8 September   16-20 October   6-10 November   21-25 August              | Nairobi   Kigali   Kampala   Arusha         |
| ICTS34 | Cyber Safety-Securing Assets for Administrative Professionals | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi            |
| ICTS35 | Certified Information Systems Auditor (CISA)                  | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai    |
| ICTS36 | Information Technology Infrastructure Library Training (ITIL) | 27 November-1 December   18-22 December   23-27 October   4-8 December    | Mombasa   Kigali   Arusha   Kampala         |



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| ICTS4  | E-Governance & Challenges of Public Service Delivery | 11-15 December   28 August-1 September   10-14 July   29 May-2 June  | Kigali   Mombasa   Arusha   Freetown      |
| ICTS5  | Web Development Using Contents Management Systems.   | 30 October-3 November   11-15 December   13-17 November   26-30 June | Dubai   Kampala   Kigali   Nairobi        |
| ICTS6  | Managerial aspects for IT Professionals              | 19-23 June   25-29 September   15-19 May   31 July-4 August          | Kampala   Accra   Freetown   Arusha       |
| ICTS7  | Information Systems Auditing                         | 8-12 May   17-21 July   7-11 August   2-6 October                    | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| ICTS8  | Microsoft office management for executive assistants | 27 February-3 March   27-31 March   17-21 April   11-15 December     | Kampala   Gaborone   Lilongwe   Maseru    |
| ICTS9  | Formulating ICT security policy                      | 19-23 June   25-29 September   15-19 May   31 July-4 August          | Accra   Pretoria   Maseru   Lusaka        |
| ICTS37 | Certificate in Computer Applications                 | 16-20 January   20-24 February   3-7 July   12-16 June               | Kampala   Maseru   Dubai   Accra          |
| ICTS38 | Certificate in Graphics and Desktop Publishing       | 19-23 June   25-29 September   15-19 May   31 July-4 August          | Accra   Pretoria   Maseru   Lusaka        |
| ICTS39 | Certificate in Web Designing and Development         | 4-8 September   16-20 October   6-10 November   21-25 August         | Nairobi   Kigali   Kampala   Arusha       |
| ICTS40 | Certificate in Computerized Accounting Packages      | 30 October-3 November   11-15 December   13-17 November   26-30 June | Dubai   Kampala   Kigali   Nairobi        |

## LEADERSHIP DEVELOPMENT PROGRAMMES

| CODE  | COURSE   | DATE  | VENUE                                       |
|-------|--|---|---|
| LDP1  | Leadership & Team Development for Managerial Success                         | 3-7 April   5-9 June   7-11 August   4-8 December                         | Kampala   Dubai   Kigali   Arusha           |
| LDP10 | Strategies for Leading Successful Change Initiatives.                        | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                   | Nairobi   Freetown   Lusaka   Kampala       |
| LDP11 | Advanced Problem Solving and Decision Making                                 | 13-17 March   13-17 February   29 May-2 June   9-13 January               | Dubai   Dar-El-Salaam   Pretoria   Gaborone |
| LDP12 | Writing Policies and Procedures as an Effective Supervisor                   | 16-20 January   20-24 February   3-7 July   12-16 June                    | Kampala   Maseru   Dubai   Accra            |
| LDP13 | Goal Setting, Planning and Decision Making                                   | 27 November-1 December   2-6 October   7-11 August   17-21 April          | Kigali   Mombasa   Arusha   Freetown        |
| LDP14 | Managing and Leading in a Multi-cultural workplace                           | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka         |
| LDP22 | Strategic Selling and Value Propositions for Business to Business Companies. | 4-8 September   16-20 October   6-10 November   21-25 August              | Nairobi   Kigali   Kampala   Arusha         |
| LDP15 | Leadership and policy implementations  | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi            |
| LDP16 | Global Business Leaderships and International Relations                      | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai    |
| LDP17 | Leadership, Creativity and Peak Performance.                                 | 27 November-1 December   18-22 December   23-27 October   4-8 December    | Mombasa   Kigali   Arusha   Kampala         |

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| LDP18 | Women in Leadership.   | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| LDP19 | Strategy, Risks, Negotiation and Leadership.                               | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| LDP2  | Transformative Leadership for Implementing Public Sector Reforms in Africa | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Kampala   Accra   Freetown   Arusha       |
| LDP21 | Strategy Excellence: From Strategic Vision to Tactical Execution.          | 8-12 May   17-21 July   7-11 August   2-6 October                      | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| LDP3  | Leadership Program for Administrative & Executive Officers                 | 27 February-3 March   27-31 March   17-21 April   11-15 December       | Kampala   Gaborone   Lilongwe   Maseru    |
| LDP4  | Leadership and Financial Management in the Public Sector                   | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Accra   Pretoria   Maseru   Lusaka        |
| LDP5  | Transformative Leadership for Public Sector Reforms                        | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Dubai   Kigali   Nairobi   Kampala        |
| LDP6  | Leadership, Good Governance and Financial Management in the Public Sector  | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| LDP7  | Leadership & Management Skills for New Supervisors                         | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| LDP8  | Innovation and Productivity in Workplace                                   | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| LDP9  | Safety Leadership in The Oil and Gas Industry                              | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Kigali   Mombasa   Arusha   Freetown      |

## PROCUREMENT AND LOGISTICS MANAGEMENT

| CODE  | COURSE   | DATE  | VENUE                                       |
|-------|--|---|---|
| PLM1  | Procurement Investigation, Audit & Compliance                      | 3-7 April   5-9 June   7-11 August   4-8 December                         | Kampala   Dubai   Kigali   Arusha           |
| PLM1  | Procurement Investigation, Audit and Compliance                    | 6-10 February   2-6 January   27 Feb-3 March   8-12 May                   | Nairobi   Freetown   Lusaka   Kampala       |
| PLM10 | Skills Enhancement for Fleet Officers   Drivers                    | 13-17 March   13-17 February   29 May-2 June   9-13 January               | Dubai   Dar-El-Salaam   Pretoria   Gaborone |
| PLM11 | Fleet Operations Maintenance and Management                        | 16-20 January   20-24 February   3-7 July   12-16 June                    | Kampala   Maseru   Dubai   Accra            |
| PLM12 | Procuring, Contract Drafting and Contract Management               | 27 November-1 December   2-6 October   7-11 August   17-21 April          | Kigali   Mombasa   Arusha   Freetown        |
| PLM13 | Public Procurement Audit and Control                               | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka         |
| PLM14 | Procurement, Payments and Contract Management in the Public Sector | 4-8 September   16-20 October   6-10 November   21-25 August              | Nairobi   Kigali   Kampala   Arusha         |
| PLM15 | Supply Chain Best Practices  | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi            |
| PLM16 | Warehouse safety policies and procedures                           | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai    |



|       |   |  |   |
|-------|---|--|---|
| PLM17 | Understanding the supply chain  | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| PLM18 | Sales and operation planning  | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| PLM19 | Procurement management of equipment and works for world bank aided projects | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| PLM20 | Strategic Purchasing and Supply Management                                  | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Kampala   Accra   Freetown   Arusha       |
| PLM21 | The complete course on contracts and purchasing management                  | 8-12 May   17-21 July   7-11 August   2-6 October                      | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| PLM23 | Procurement, Payments and Contract Management in the Public Sector          | 27 February-3 March   27-31 March   17-21 April   11-15 December       | Kampala   Gaborone   Lilongwe   Maseru    |
| PLM24 | Procurement, Negotiation and Contract Management                            | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Accra   Pretoria   Maseru   Lusaka        |
| PLM25 | The Complete Course On E-Procurement  | 27 November-1 December   2-6 October   7-11 August   17-21 April       | Dubai   Kigali   Nairobi   Kampala        |
| PLM26 | Procurement Framework for Project Staff                                     | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| PLM3  | Procurement & Supply Chain in Private & Public Sector.                      | 25-29 September   18-22 September   9-13 October   20-24 November      | Dubai   Kampala   Juba   Nairobi          |
| PLM4  | Road Traffic and Safety Management  | 20-24 February   6-10 March   24-28 April   1-5 May                    | Dar-El-Salaam   Kigali   Kampala   Dubai  |
| PLM5  | Public Procurement Process and Management                                   | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| PLM6  | Management of Procurement for Donor Funded Projects                         | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| PLM8  | Project Procurement and Management  | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| PLM9  | Developing The Skills Of a Supply Chain Leader                              | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Kampala   Accra   Freetown   Arusha       |

## PROJECT MANAGEMENT AND EVALUATION

| CODE  | COURSE   | DATE  | VENUE                                    |
|-------|--|---|--|
| PME1  | Advanced Project Financial Modeling Techniques | 23-27 January   30 January-3 February   15-19 May   28 August-1 September | Kampala   Pretoria   Dubai   Lusaka      |
| PME10 | Building task leadership skills                | 4-8 September   16-20 October   6-10 November   21-25 August              | Nairobi   Kigali   Kampala   Arusha      |
| PME11 | IT Project management                          | 25-29 September   18-22 September   9-13 October   20-24 November         | Dubai   Kampala   Juba   Nairobi         |
| PME12 | The complete course on project management      | 20-24 February   6-10 March   24-28 April   1-5 May                       | Dar-El-Salaam   Kigali   Kampala   Dubai |

|      |   |  |   |
|------|---|--|---|
| PME2 | Project Management Professional Training (PMP)                  | 27 November-1 December   18-22 December   23-27 October   4-8 December | Mombasa   Kigali   Arusha   Kampala       |
| PME4 | Public Policy Analysis, Formulation and Management              | 11-15 December   28 August-1 September   10-14 July   29 May-2 June    | Kigali   Mombasa   Arusha   Freetown      |
| PME5 | Public   Private sector Partnership in Infrastructural Projects | 30 October-3 November   11-15 December   13-17 November   26-30 June   | Dubai   Kampala   Kigali   Nairobi        |
| PME6 | Project Formulation and Feasibility Studies Analysis            | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Kampala   Accra   Freetown   Arusha       |
| PME7 | Project Scheduling and Cost Planning Skills                     | 8-12 May   17-21 July   7-11 August   2-6 October                      | Lilongwe   Maseru   Dubai   Dar-El-Salaam |
| PME8 | Risk Assessment and Risk Management For Oil & Gas Projects      | 27 February-3 March   27-31 March   17-21 April   11-15 December       | Kampala   aborone   Lilongwe   Maseru     |
| PME9 | Construction Site Management And Supervision                    | 19-23 June   25-29 September   15-19 May   31 July-4 August            | Accra   Pretoria   Maseru   Lusaka        |

## TUITION FEES

One week - US\$ 2000, Two weeks - US\$ 2975, Three weeks - US\$ 3550 and Four weeks - US\$ 4350, to cover tuition fees and training materials only.

### DISCOUNTS


- Group Discount:** Save up to 10% on selected courses when you apply as a group of at least 5 members.
- In-House Training:** Make significant savings of over 40% by inviting us to facilitate a course at your premises. The prices are negotiable based on the group, country and venue.

### HOW TO APPLY


|                                |   |
|--------------------------------|---|
| 1. Select a course             | Select a course offered in Dubai, Kigali, Nairobi, Kampala, Mombasa, Arusha, Entebbe, Jinja and many more places,   |
| 2. Register                    | Register online at <a href="http://www.afritam.org">www.afritam.org</a> (registration form) or email <a href="mailto:training@afritam.org">training@afritam.org</a>                               |
| 3. Feedback                    | Our customer service team will send you the necessary administrative and financial documents as well as additional information  |
| 4. Administration process      | customer service team will assist you with the reservations at the hotels where you have negotiable preferential rates  |
| 5. Registration Fee            | We do not charge our clients for registration, it's absolutely free   |
| 6. Enjoy unrivaled hospitality | Our logistics team will meet you at the airport whatever the date and time of your arrival and take you to your hotel.  |
| 7. Learn, Apply and Share      | With skilled trainers who use advanced tools and active and practical teaching materials, you will also benefit from experience of participants from all over the world in the professional field |
| 8. Discover                    | Our various destinations during excursions organized by our logistics team on the weekend   |

Easy to use



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