

AFRICA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT



2 020-21 TRAINING PROGRAMMES

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SECTOR	PROGRAMMES	DATES		DAYS	VENUE
		JAN	FEB		
ICT	CyberSAFE-Securing Assets for Administrative Professionals	6-10		5	Kigali
PLM	Procuring, Contract Drafting and Contract Management	20-24		5	Accra
HRM	Compensation, Benefit & Reward Management	13-17		5	Arusha
GMC	Protocol and Public Relations Management	27-31		5	Dar-es-salaam
GMC	Management of Public Relations & Customer Care	20-24		5	Kampala
ICT	E-Governance and E-Service Delivery in Public Service	27-31		5	Kampala
PLM	Contract Preparation, Administration and Management	13-17		5	Kigali
		FEB	MAR		
GMC	Fundamentals of Effective Risk and Security Management	3-7		5	Kampala
ICT	Managing e-Records in Organizations	17-21		5	Dubai
PLM	Leadership and Strategy in Procurement and Projects Management	3-7		5	Freetown
ICT	Developing Integrated e-Records Management Policy	10-14		5	Kampala
GMC	Ergonomic Workplace and Organization Design	17-21		5	Kigali
HRM	Principles of Occupational Health Safety & First Aid	3-7		5	Kampala
ICT	Document Management and Control	10-14		5	Kampala
		MAR	APR		
GMC	Protocol and Public Relations Management	23-27		5	Juba
FMB	Fundamentals of Pension Management and Operations	9-13		5	Kampala
PLM	Projects Procurement and Management	2-6		5	Dubai
GMC	Office Management Skills for Executive & Admin Assistants	9-13		5	Arusha
PLM	Projects Supervision, Coordination and Implementation	23-27		5	Kampala
GMC	Health Services Management and Administration	9-13		5	Kampala
ICT	Information Systems Management for Executive Assistants	23-27		5	Maseru
HRM	Advanced Electronic Records Management	2-6		5	Dubai
FMB	Risk Based Approach to Auditing in the Public Sector	30	3	5	Mombasa
GMC	Corporate Investigation & Security Management	2-6		5	Kampala
PLM	Procurement & Supply Chain in Private & Public Sector.	16-20		5	Jinja
		APRIL	MAY		
ICT	MIS for Administrative Professionals & Executive Assistants	6-10		5	Dubai
ICT	Managing e-Records in Organization	20-24		5	Addis Ababa
ICT	Website Updates & Maintenance for PR Professionals	27	1	5	Addis Ababa
PLM	Public Procurement Audit and Control	20-24		5	Lilongwe

PLM	Skills Enhancement for Fleet Officers/Drivers	6-10		5	Kampala
ICT	Electronic Records Management & Information Security	13-17		5	Kampala
FMB	Activity-Based Budgeting in The Public Sector	27	1	5	Kampala
GMC	Management of Public Relations & Customer Care	13-17		5	Mombasa
HRM	Pre-Retirement and Pension Planning	20-24		5	Kigali
LDP	Transformative Leadership for Implementing Public Sector Reforms in Africa	6-10		5	Mombasa
ICT	CyberSAFE-Securing Assets for Administrative Professionals	20-24		5	Kampala
		MAY	JUNE		
ICT	Advanced e-Records Management & Documentation	11-15		5	Mombasa
PME	Advanced Project Financial Modeling Techniques	25-29		5	Addis Ababa
GMC	Effective Interpersonal Skills for Corporate Drivers	4-8		5	Kampala
HRM	Principles of Occupational Health Safety & First Aid	4-8		5	Kampala
GMC	Ergonomic Workplace and Organization Design	25-29		5	Maseru
HRM	Financial Planning for Retirement	18-22		5	Kampala
HRM	Risk Assessment and Stress Testing for Pension Plans	18-22		5	Lusaka
FMB	Fundamentals of Pension Management and Operations	25-29		5	Lusaka
PLM	Road Traffic and Safety Management	18-22		5	Kampala
		JUNE	JULY		
LDP	Leadership & Team Development for Managerial Success	8-12		5	Dar es salaam
ICT	Advanced Document Management and Control	29	3	5	Kampala
GMC	Managing Quality Customer Care Service for Frontline Staff	15-19		5	Kampala
ICT	Office Systems & MIS Applications for Corporate Drivers	22-26		5	Kigali
PLM	Procurement Investigation, Audit & Compliance	1-5		5	Gaborone
GMC	Organizational Development and Innovation.	29	3	5	Freetown
ICT	E-Governance & Challenges of Public Service Delivery	8-12		5	Accra
GMC	Management Development Programme for Administrative Officers	1-5		5	Mombasa
		JULY	AUG		
PLM	Procurement, Negotiation and Contract Management	27-31		5	Dubai
ICT	Public Sector Records Management & Information Systems	6-10		5	Kigali
ICT	Corporate Web-Design, Maintenance & Development for PR	13-17		5	Kampala
LDP	Leadership Program for Administrative & Executive Officers	6-10		5	Lusaka
GMC	Management Development Programme For Administrative Officers	20-24		5	Dar es Salaam
LDP	Leadership Development Skills for Public Sector Elected Officials	13-17		5	Kampala
PME	Project Formulation and Feasibility Studies Analysis	27-31		5	Maseru

HRM	Pre-Retirement and Pension Planning	20-24			Kampala
		AUG	SEPT		
ICT	Electronic Records Management and Documentation	3-7		5	Dubai
GMC	Effective Communication and Report Writing Skills	24-28		5	Kampala
LDP	Transformative Leadership for Public Sector Reforms	31	4	5	Dar el salaam
ICT	Advanced e-Records Management and Information Security	10-14		5	Kigali
PLM	Management of Procurement for Donor Funded Projects	17-21		5	Freetown
ICT	Cybercrime and Forensic Investigation	3-7		5	Nairobi
LDP	Leadership, Good Governance and Financial Management In The Public Sector	10-14		5	Kampala
		SEPT	OCT		
FMB	Capital Budgeting & Financial Management in Public Sector	28	2	5	Gaborone
ICT	Advanced Electronic Records Management & Documentation	14-18		5	Accra
LDP	Leadership & Management Skills for New Supervisors	7-11		5	Mombasa
PLM	Public Procurement Processes and Management	28	2	5	Freetown
ICT	E-Governance and Challenges Of E-Service Delivery in The Public Service	21-25		5	Kampala
GMC	Management of Public Relations and Customer Care	7-11		5	Kigali
PME	Public Policy Analysis, Formulation and Management	21-25			Nairobi
HRM	Gender Equality and Diversity in Management	14-18		5	Kampala
		OCT	NOV		
FMB	Finance & Accounting for Office Administrators & Secretaries	26-30		5	Kampala
GMC	Customer care and communication skills for frontline staff	5-9		5	Kigali
GMC	Health Services Management and Administration	19-23		5	Kampala
PLM	Project Procurement and Management	12-16		5	Maseru
GMC	Managing Attitudes and Team Building	26-30		5	Nairobi
ICT	Developing Integrated Electronic Records Management Policy	12-16		5	Lilongwe
		NOV	DEC		
GMC	Managing Quality Customer Care Service for Frontline Staff	23-27		5	Kampala
LDP	Leadership and Management Skills for the 21st Century	9-13		5	Lilongwe
PME	Public /Private sector Partnership in Infrastructural Projects	30	4	5	Kampala
ICT	Developing Integrated Electronic Records Management Policy	23-27		5	Mombasa
PLM	Fleet Operations Maintenance and Management	16-20		5	Dar-el-Salaam
LDP	Leadership, Good Governance and Financial Management In The Public Sector	2-6		5	Kigali

HRM	Risk Assessment and Stress Testing for Pension Plans	30	4	5	Freetown
PLM	Procurement Framework for Project Staff	2-6		5	Arusha
		DEC	JAN		
LDP	Executive Program for Not for Profit Leaders	7-11		5	Dubai
GMC	Protocol Procedures and Diplomatic etiquette	14-18		5	Kampala
GMC	Management Development Program For Administrative Officers	7-11		5	Kigali
HRM	Gender Equality and Diversity in Management	14-18		5	Nairobi

January –June 2021

SECTOR	PROGRAMMES	DATES		DAYS	VENUE
		JAN	FEB		
ICT	CyberSAFE-Securing Assets for Administrative Professionals	4-8		5	Kigali
PLM	Procuring, Contract Drafting and Contract Management	25-29		5	Accra
HRM	Compensation, Benefit & Reward Management	11-15		5	Kampala
GMC	Protocol and Public Relations Management	4-8		5	Dar-el-salaam
GMC	Management of Public Relations and Customer Care	18-22			Dubai
ICT	E-Governance and E-Service Delivery in The Public Service	25-29			Kampala
		FEB	MAR		
ICT	Managing e-Records in Organizations	22-26	1	5	Dubai
GMC	Management Skills for Executive & Personal Assistants	1-5		5	Kampala
HRM	Principles of Occupational Health Safety & First Aid	8-12		5	Pretoria
ICT	Document Management and Control	15-19		5	Dubai
GMC	Effective Report Writing and Minute Taking			5	Freetown
		MAR	APR		
ICT	Advanced e-Records Management & Documentation	22-26		5	Kampala
GMC	Effective Interpersonal Skills for Corporate Drivers	29	2	5	Kampala
HRM	Pension Management and Operations	15-19		5	Kigali
HRM	Financial Planning for Retirement	1-5		5	Kampala
HRM	Risk Assessment and Stress Testing for Pension Plans	8-12		5	Dar-El-Salaam
GMC	An Exemplary Regulator: A Programme For Regulatory Agencies	22-26		5	Lusaka
		APR	MAY		
ICT	MIS for Administrative Professionals & Executive Assistants	5-9		5	Kampala

PLM	Public Procurement Audit and Control	19-23		5	Dubai
PLM	Skills Enhancement for Fleet Officers/Drivers	12-16		5	Dubai
ICT	Electronic Records Management and Information Security	26-30		5	Lilongwe
FMB	Activity-Based Budgeting in The Public Sector	12-16		5	Pretoria
GMC	Management of Public Relations and Customer Care	19-23		5	Mombasa
HRM	Pre-Retirement and Pension Planning	5-9		5	Kigali
		MAY	JUNE		
LDP	Leadership & Team Development for Managerial Success	24-28		5	Dar el salaam
ICT	Advanced Document Management and Control	3-7		5	Kampala
GMC	Managing Quality Customer Care Service for Frontline Staff	31	4	5	Kampala
ICT	Office Systems and MIS Applications for Corporate Drivers	10-14		5	Maseru
PLM	Procurement Investigation, Audit and Compliance in the Public Sector	10-14		5	Maseru
GMC	Management Development Programme For Administrative Officers	17-21		5	Mombasa
		JUNE	JULY		
GMC	Office Management Skills for Executive & Admin Assistants	14-18		5	Pretoria
ICT	Information Systems Management for Executive Assistants	21-25		5	Pretoria
GMC	Protocol and Public Relations Management	28	2	5	Kampala
FMB	Risk Management and Control in E-Banking	7-11		5	Gaborone
HRM	Practical HR Analytics for Professionals and	21-25		5	Kampala
FMB	Risk Based Approach to Auditing in the Public Sector	28	2	5	Kigali
PLM	Road Traffic and Safety Management	7-11		5	Kampala

