

# 2023

## TRAINING CATALOGUE

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## ABOUT US

Global Edge Training Institute is one of the leading international providers Of training courses, seminars, workshops, programs, conferences, and in-house training. We deliver a wide range of cutting edge training that include Administration & Workplace Etiquette, Public Sector Management & Public Affairs, Health, Safety & Environmental Management, Environment, Land, Agriculture & Food Security, Human Resources & Organizational Development, Project & Construction management, Leadership & Governance, Sales, Marketing & Public Relations, Information Technology Management, Accounting & Financial Management and Quality & productivity. Our talented team of trainers has exceptional credentials complemented by practical, real-world experience. Our clients' changing needs drive the planning and development of each and every training course and seminar. We're continuously tracking the latest business trends and best practices to ensure our content is relevant, practical and useful.

## OUR VISION & MISSION

GETI is also a key player in corporate training & capacity building programs targeting NGOs, both public & private sectors to enhance employee performance at all organizational levels and build personnel fit into the 21st century work environments. In this ever-changing environment it is the ability of the individuals within the organizations to learn and develop their skills that will determine their on-going success.

*NB: The list of courses below is not exhaustive. For customized courses and in- house training, do not hesitate to contact our offices. In order to enhance the training experience, participants get an option to register for a training package including electronic gadgets such as laptop, iPad or smartphone.*

## Register and grab an iPad, Laptop or Tablet



## TRAINING VENUES

As an International Training provider, Global Edge Training Institute provides training worldwide. The following are our popular training venues:

**Namibia** - Windhoek & Swakopmund, **South Africa** - Johannesburg, Pretoria & Capetown, **Zimbabwe** - Harare & Victoria Falls, **Zambia**-Lusaka, Livingstone, **Mozambique** - Maputo, **Swaziland** – Mbabane, **Lesotho** – Maseru, **Ghana** - Accra, **Kenya** - Nairobi, **Tanzania** - Zanzibar, **United Arab Emirates (UAE)** - Dubai

# COURSE FEE STRUCTURE

**Course Fees:** includes, presentation, conference documentation, Teas, lunch and refreshments

DURATION FEES	COURSE FEES (N\$)	FEES INCLUDES
1 Day	2 000	<i>Presentations</i>
2 Days	3 000	<i>Field Visits(Optional)</i>
3 Days	4 000	<i>Tea/coffee, snacks and lunch breaks</i>
4 Days	5 000	<i>IPADS/Tablet/Laptop(Optional)</i>
5 Days	5 500	<i>Promotional Items e.g T-shirts, coffee mugs, memory sticks(Optional)</i>
		<i>Accommodation - bed &amp; breakfast (optional)</i>
2 Weeks	11 800	<i>Excursions to places of interest(optional)</i>
3 Weeks	18 800	<i>Round trip airport transfers(Optional)</i>
4 Weeks	24 800	<i>Conference documentation/ material, Certificate</i>

*NB: Please note that prices can be negotiated based on the number of participants. For in- house training please call our office for a quote*

# ACCREDITATIONS/PARTNERSHIPS



# TRAINING CATEGORIES

Our training portfolio includes 11 subject categories and that covers a wide range of industry courses suitable for professionals at all levels.

# QUALITY ASSURED TRAINING

Global Edge Training Institute is a leading provider of professional development and learning for professionals seeking to enhance their skills, advance in their careers and enrich their understanding of a rapidly changing business world by offering training solutions customized to meet the needs of business.

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# TRAINING PROGRAMS

## ADMINISTRATION & OFFICE ETTIQUETE: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
20 -24 Feb	20-24 Mar	17-21 Apr	15-19 May	19-23 Jun	17-21 Jul	21-25 Aug	18-22 Sep	16-20 Oct	20-24 Nov	04 - 08 Dec	18- 22 Dec

*Choose training venue of your choice for any of the training dates above. The list of courses below is not exhaustive.  
You can request any course not listed below. We can tailor-make courses to suit your preferred dates and venue.*

COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Computer Skills for PA'S	<b>AD001</b>	Customer care & Communication Skills	<b>AD007</b>	Business Ethics & Compliance Essentials	<b>AD013</b>
Advanced Defensive Driving	<b>AD002</b>	Customer Care & Emotional Intelligence	<b>AD008</b>	Cleaning Practices & Procedures	<b>AD014</b>
Advanced Executive & Private Secretarial Skills	<b>AD003</b>	Effective Speech Writing and Speech Making for Leaders	<b>AD009</b>	Cleaning Practices, Procedures & Attitude Management	<b>AD015</b>
Advanced Office Management Skills	<b>AD004</b>	Effective Time & Priority Management	<b>AD010</b>	Communicating Across Cultures	<b>AD016</b>
Advanced Time & Stress Management	<b>AD005</b>	Effective Time Management	<b>AD011</b>	Crisis Management & Communication Skills	<b>AD017</b>
Assertiveness and self Confidence	<b>AD006</b>	Effective Speech Writing and Speech Making for Leaders	<b>AD012</b>	Electronic Records, Document, Archives and Information Management	<b>AD018</b>

## PUBLIC SECTOR MANAGEMENT & PUBLIC AFFAIRS: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
20 -24 Feb	22-31 Mar	24-28 Apr	22-26 May	26-30 Jun	24-28 Jul	14-18 Aug	25-29 Sep	23 -27 Oct	27-30 Nov	11-15 Dec	18- 22 Dec

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You can request any course not listed below. We can tailor-make courses to suit your preferred dates and venue.*

COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Customer Service Excellence in the Public Sector	<b>PM001</b>	Negotiating & Managing PPP Contracts	<b>PM007</b>	Masterclass in Corporate Affairs and Governance	<b>PM013</b>
Effective Disciplinary Hearing and Misconduct in the Public Sector	<b>PM002</b>	Project Appraisal: Identification, Policy Analysis & Selection	<b>PM008</b>	Governance and Leadership in Public Sector Management	<b>PM014</b>
Enhancing Leadership and Policy Implementation in the Public Sector	<b>PM003</b>	Project Policy & Financial Appraisal	<b>PM009</b>	Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance Training	<b>PM015</b>
Improving Public Sector Performance in the 21st Century	<b>PM004</b>	Project Risk Analysis & Appraisal	<b>PM010</b>	Business Ethics and Social Responsibility in the Public Services	<b>PM016</b>
Labor Relations in the Public Sector	<b>PM005</b>	Public Sector Governance and Budgetary Practices	<b>PM011</b>	Government and Organizational Transparency in Information, Communication and Business	<b>PM017</b>
Leadership, Good Governance and Financial Management in the Public Sector	<b>PM006</b>	Public Sector Management, Governance & Fiscal Sustainability Techniques	<b>PM012</b>	Digital Government Transformation Policy Development and Analysis	<b>PM018</b>

## HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Emergency First Aid in Schools	<b>HSE001</b>	Health & Wellness	<b>HSE007</b>	Waste Management Disposal For Local Authorities	<b>HSE013</b>
Employee Wellness Program	<b>HSE002</b>	Health System Strengthening for Public Officials	<b>HSE008</b>	Workplace Health, Safety and Environmental Management	<b>HSE014</b>
Environmental Impact Assessment	<b>HSE003</b>	Managing Public Utilities: Waste Management	<b>HSE009</b>	Safety Audit & Safety Inspection Safety Risk Mgmt	<b>HSE015</b>
Fire Safety & Risk Management	<b>HSE004</b>	Occupational Health & Safety	<b>HSE010</b>	Incident Investigation & Root Cause Analysis Training	<b>HSE016</b>
First Aid and HIV/AIDS Counseling at Workplace	<b>HSE005</b>	Solid Waste Disposal & Management for local Authorities	<b>HSE011</b>	Process Safety Management	<b>HSE017</b>
Hazardous Waste Management	<b>HSE006</b>	Sustainable Rural Water Supply & sanitation	<b>HSE012</b>	Risk Assessment and Method Statement (RAMS)	<b>HSE018</b>

## ENVIRONMENT, LAND, AGRICULTURE & FOOD SECURITY: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Agribusiness and Post-Harvest Management	<b>ELAF001</b>	Agriculture Project Planning & Management	<b>ELAF007</b>	Effective Water Usage and Technology in Dry lands	<b>ELAF013</b>
Agricultural Environmental Management for Sustainable Food Production	<b>ELAF002</b>	Analysis & Planning of Investment Projects in the Agriculture Sector	<b>ELAF008</b>	Environmental Monitoring in the Agriculture Sector	<b>ELAF014</b>
Agricultural Policy Formulation and Analysis	<b>ELAF003</b>	Basics on Underground Environment Control	<b>ELAF009</b>	Environmental Sustainability, Planning and Policy	<b>ELAF015</b>
Agricultural Project Planning and Implementation Management	<b>ELAF004</b>	Community Food Security and Agriculture Development	<b>ELAF010</b>	Agriculture Entrepreneurship, Business Plan and Innovation	<b>ELAF016</b>
Agriculture Development and Food Security	<b>ELAF005</b>	Development of a Sustainable Aquaculture Industry	<b>ELAF011</b>	Sustainable Agriculture and Farm Management	<b>ELAF017</b>
Agriculture Production & Trade	<b>ELAF006</b>	Development of Indicators for Sustainable Agriculture	<b>ELAF012</b>	Food Security and Sustainability	<b>ELAF018</b>

## HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Selection, Interviewing & Recruitment Skills	<b>HR001</b>	HR Policy & Implementation	<b>HR007</b>	Labor Relations in the Public Sector	<b>HR013</b>
Conflict Management	<b>HR002</b>	HR Processes, Culture & Change Management Programme	<b>HR008</b>	Linking Training to Organizational Goals	<b>HR014</b>
Delegation, Motivation & Decision Making in the Public Sector	<b>HR003</b>	HR Skills Training	<b>HR009</b>	Manpower Organisation, Succession Planning & Trend Analysis	<b>HR015</b>
Employee Relations: Motivation, Grievances & Discipline	<b>HR004</b>	Human Resources Development & Personnel Management	<b>HR010</b>	HR KPI and Metrics	<b>HR016</b>
The 10-Day MBA in HR	<b>HR005</b>	Industrial Relations Management	<b>HR011</b>	Knowledge Management	<b>HR017</b>
Strategic Talent Management	<b>HR006</b>	Job Evaluation, Analysis & Understanding Reward Management	<b>HR012</b>	Strategic Succession Planning	<b>HR018</b>

## PROJECT & CONSTRUCTION MANAGEMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Project Management, Report & Proposal Writing	<b>PM001</b>	Effective Planning & Scheduling	<b>PM008</b>	Project Budgeting & Cost Management	<b>PM014</b>
Advanced Project Monitoring & Evaluation	<b>PM002</b>	Effective Project Coordination & Management	<b>PM009</b>	Project Management & Proposal Writing Skills	<b>PM015</b>
AutoCAD Fundamentals	<b>PM003</b>	Managing Tenders, Specifications & Contracts	<b>PM010</b>	Project Performance Measurement & Management	<b>PM016</b>
Building Maintenance & Facilities Management	<b>PM004</b>	Microsoft Project Training	<b>PM011</b>	Project Quality, Risk & Time Management	<b>PM017</b>
Construction & Bills of Quantity	<b>PM005</b>	Negotiating, Drafting and Managing Commercial Contracts	<b>PM012</b>	Property & Building Inspection	<b>PM018</b>
Construction Project management	<b>PM007</b>	Planning, Organizing & Controlling Projects	<b>PM013</b>	Project Assessment and Evaluation	<b>PM019</b>

## LEADERSHIP & GOVERNANCE: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Leadership & Emotional Intelligence	<b>LG001</b>	Leading High performing Teams	<b>LG009</b>	Principles of Good Corporate Governance & Leadership	<b>LG017</b>
Assertiveness Skills for Women in Leadership	<b>LG002</b>	Managing Innovation	<b>LG010</b>	Public Speaking & Presentation Skills	<b>LG018</b>
Delegation, Leadership & Time Management	<b>LG003</b>	Maximizing Leadership Effectiveness	<b>LG011</b>	Strategic Management Skills for Senior Executives	<b>LG019</b>
Effective Supervisory Skills & Workload Management	<b>LG004</b>	Negotiation & Conflict Management in Organizations	<b>LG012</b>	Strategic Planning & Goal Setting: Goals, Targets & Deliverables	<b>LG020</b>
Event Coordination, Protocol and Travel management	<b>LG005</b>	Operational Excellence: Managing Performance	<b>LG013</b>	Strategic Thinking & Business Planning	<b>LG021</b>
Leadership & change management for senior executives	<b>LG006</b>	Organizational Image & Brand Risk Management	<b>LG014</b>	Corporate Governance, Business Ethics and Social Responsibility in the Public Services	<b>LG022</b>
Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance	<b>LG007</b>	Performance Management System in Government and Accountability of Public Officers	<b>LG015</b>	Masterclass in Corporate Affairs and Governance	<b>LG023</b>
Government and Organizational Transparency in Information, Communication & Business	<b>LG008</b>	Masterclass in Public Policy and Administration	<b>LG016</b>	Policy Development and Analysis in Public Sector	<b>LG024</b>

## SALES, MARKETING & PUBLIC RELATIONS: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
20 -24 Feb	22-31 Mar	24-28 Apr	22-26 May	26-30 Jun	24-28 Jul	14-18 Aug	25-29 Sep	23 -27 Oct	27-30 Nov	11-15 Dec	18- 22 Dec

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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Achieving Marketing Excellence in Service Organizations	<b>MK001</b>	Closing Difficult sales deals	<b>MK010</b>	Market Leadership & Marketing Strategies	<b>MK019</b>
Advanced Relationship Management	<b>MK002</b>	Communication Skills in Marketing	<b>MK011</b>	Marketing Fundamentals in the Age of Social Media	<b>MK020</b>
Advanced Social Media Marketing	<b>MK003</b>	Customer service & Satisfaction	<b>MK012</b>	Key Account Management Training	<b>MK021</b>
Brand Management	<b>MK004</b>	Effective Sales & Marketing	<b>MK013</b>	Distribution Channel Marketing Management	<b>MK022</b>
Business Negotiation Skills	<b>MK005</b>	Essential Selling Skills	<b>MK014</b>	Market Research and Intelligence Training	<b>MK023</b>
Client Management Strategies for Retention & Growth	<b>MK006</b>	Management of Key Accounts	<b>MK015</b>	Business Development Management	<b>MK024</b>
Public Affairs and Media Relations	<b>MK007</b>	Public Relations Strategy & Tactics	<b>MK016</b>	Crisis Management in Public Relations	<b>MK025</b>
Event and Conference Management	<b>MK008</b>	International Protocol and Diplomacy	<b>MK017</b>	Crisis Management in Public Relations	<b>MK026</b>
Protocol and Etiquette Training	<b>MK009</b>	Public Relations (PR) Campaign: Plan, Strategies and Evaluation	<b>MK018</b>	Public Relations (PR) & Communication Course	<b>MK027</b>

## PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Logistics & Material Management	LS001	Effective Supply Chain Management in the Public Sector	LS009	Purchasing & Contract Negotiation Strategies	LS017
Advanced Logistics & Supply Chain Management	LS002	Fleet Operations, Maintenance & Management Skills	LS010	Strategic Sourcing, The Optimum Approach to Buying	LS018
Competitor Analysis Techniques	LS003	International Procurement for Donor Funded Projects	LS011	Supply Chain Risk Management	LS019
Customer & Supplier Management Techniques	LS004	Managing Business Processes	LS012	Supply Market Analysis	LS020
Effective Fleet and Transport Management	LS005	Managing Tenders, Specifications & Contracts	LS013	Value Chain Development & Analysis	LS021
Effective Purchasing, Tendering Supplier Selection	LS006	Measuring & Monitoring Suppliers Performance	LS014	Supplier Relationship Management	LS022
Import Export Procedures and Documentation Training	LS007	Vendor Qualification, Performance and Contract Management	LS015	Third Party Logistics (3PL), Warehouse, Transportation and Supply Chain Management	LS023
International Freight Management	LS008	Masterclass in Demand Management	LS016	Port Management and Operations Course	LS024

## ENTERPRENEURIAL & BUSINESS MANAGEMENT SKILLS: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Bank Reconciliation Skills	EB001	Effective Marketing Strategies for SME's	EB010	Macroeconomic Forecasting & Projections	EB017
Banking Practice & Management	EB002	Effective Policy & Procedures Writing	EB011	Marketing planning for competitive advantage	EB018
Business Plan Compilation	EB004	Effective Time and Priority Management	EB012	Multiple Projects Management	EB019
Competitive Strategy in the business world	EB006	Entrepreneurship & Business Networking for Exceptional Success	EB013	Operational Risk Management for SME'S	EB020
Contract Management & Negotiation Skills	EB007	Financial Skills for SMEs	EB014	Strategic Planning for SME'S	EB021
Creative Thinking and Innovation	EB008	Income Generation Skills	EB015	Unleashing the Impact of your Social Enterprise	EB022
Innovation – From Creativity to Entrepreneurship	EB009	Innovation Management & Entrepreneurship	EB016	Entrepreneurship Essentials	EB023

## INFORMATION TECHNOLOGY MANAGEMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
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COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Adobe Acrobat 8 Professional Training	<b>IT001</b>	Advanced Spreadsheet Skills for Managers	<b>IT007</b>	Information Security Management	<b>IT013</b>
Advanced Adobe Photoshop CS3	<b>IT002</b>	Concise Dashboard Reporting In Excel	<b>IT008</b>	Introduction to Systems & Network Security	<b>IT014</b>
Advanced Computer Skills for PA's	<b>IT003</b>	Corporate Governance in IT	<b>IT009</b>	IT Disaster Recovery Planning	<b>IT015</b>
Advanced Microsoft Excel	<b>IT004</b>	Database Management Techniques	<b>IT010</b>	SPSS Statistical Analysis	<b>IT016</b>
Advanced Microsoft Outlook	<b>IT005</b>	Disaster Recovery & Business Continuity	<b>IT011</b>	Website Management and Graphic Design	<b>IT017</b>
Advanced Microsoft PowerPoint	<b>IT006</b>	Effective TIME Management Using Microsoft Outlook	<b>IT012</b>	Data Capture, Collection & Analysis	<b>IT018</b>

## ACCOUNTING & FINANCIAL MANAGEMENT: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	13-17 Mar	10 -14 Apr	08-12 May	12-16 Jun	10-14 Jul	01-04 Aug	11-15 Sep	09-13 Oct	13-17 Nov	04 - 08 Dec	11-15 Dec
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## QUALITY & PRODUCTIVITY: Training sessions

TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12
13 -17 Feb	06-10 Mar	03-07 Apr	02-05 May	05-09 Jun	03-07 Jul	07-11 Aug	04-08 Sep	02-06 Oct	06-10 Nov	27-30 Nov	11-15 Dec
20 -24 Feb	20-24 Mar	17-21 Apr	15-19 May	19-23 Jun	17-21 Jul	21-25 Aug	18-22 Sep	16-20 Oct	20-24 Nov	04 - 08 Dec	18- 22 Dec

COURSE TITLE	CODE	COURSE TITLE	CODE	COURSE TITLE	CODE
Advanced Data analysis Techniques	<b>FM001</b>	Economic Policy Formulation, Analysis & Management	<b>FM010</b>	Forensic Auditing & Investigation	<b>FM019</b>
Advanced Financial Statement Analysis	<b>FM002</b>	Effective Payroll Management	<b>FM011</b>	Internal Auditing	<b>FM020</b>
Asset Management & Procurement Procedures	<b>FM003</b>	Financial Analysis, Modeling & Forecasting	<b>FM012</b>	International Financial Reporting Standards (IFRS)	<b>FM021</b>
Auditing of Computerized Accounting Systems	<b>FM004</b>	Financial Management for NGO's	<b>FM013</b>	Budgeting and Forecasting Process, Tools and Techniques	<b>FM022</b>
Bookkeeping & Accounting	<b>FM005</b>	Financial Management for Non Finance Professionals	<b>FM014</b>	Effective Revenue Collection Strategies	<b>FM023</b>
Cash flow & Working Capital Management	<b>FM006</b>	Financial Planning & Budgeting using Microsoft Excel	<b>FM015</b>	Corporate Financial Planning and Analysis	<b>FM024</b>
Advanced Financial Statement Analysis	<b>FM007</b>	Fundamentals of Bookkeeping & Accounting	<b>FM016</b>	Financial Accounting & Taxation	<b>FM025</b>
Pastel Accounting	<b>FM008</b>	ACCPACC Training Programme	<b>FM017</b>	Accounts Payables Training	<b>FM026</b>
Fixed Asset Accounting & Management	<b>FM009</b>	Performance Based Budgeting for State and Local Government	<b>FM018</b>	Public Sector Accounting	<b>FM027</b>

Choose training venue of your choice for any of the training dates above. The list of courses below is not exhaustive.  
 You can request any course not listed below. We can tailor-make courses to suit your preferred dates and venue.

<b>COURSE TITLE</b>	<b>CODE</b>	<b>COURSE TITLE</b>	<b>CODE</b>	<b>COURSE TITLE</b>	<b>CODE</b>
Benchmarking: Comparing Your Performance with the Best	<b>QP001</b>	Improving Operational Performance & Productivity	<b>QP007</b>	Strategic Planning Using the Balanced Scorecard: Turning Strategy into Reality	<b>QP013</b>
Business Improvement & Quality Techniques	<b>QP002</b>	Information & Documentation Compliance	<b>QP008</b>	Enterprise Risk Management	<b>QP014</b>
Business Process Analysis & Modelling	<b>QP003</b>	Mastering Workflow: Collect, Process, Organize, Review & Perform	<b>QP009</b>	Continuous Improvement in TQM	<b>QP015</b>
Business System Analysis: Discovering, Analyzing, Modelling & Specifying User Requirements	<b>QP004</b>	Measuring & Managing Customer Satisfaction	<b>QP010</b>	Basic Food Hygiene Training	<b>QP016</b>
Essentials of Balanced Scorecard	<b>QP005</b>	Quality Assurance & Control	<b>QP011</b>	Food Safety Handlers Training	<b>QP017</b>
Essentials of Quality Assurance	<b>QP006</b>	Quality Assurance in Practice	<b>QP012</b>	Lean Manufacturing course	<b>QP018</b>