

Secretarial / Executive / Administrative Assistants' Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	COURSE OUTLINE
S01301	Advanced office Management and Administration for Administrators and Executive Assistants	2 Weeks	13th - 24th Jan / 31st March - 11th April	Nairobi / Pretoria	Ask for a Course Outline
			7th - 18th July / 6th - 17th Oct	Mbabane / Nairobi	
S01302	Document and Archive Management: Effective Strategies for Information Preservation	2 Weeks	27th Jan - 7th Feb / 21st April - 2nd May	Cape Town / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Pretoria / Mombasa	
S01303	The Changing Roles of an Executive Assistant/Secretary; Nurturing the Best Professionalism in You	2 Weeks	17th - 28th Feb / 28th April - 9th May	Nairobi / Cape Town	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Mbabane / Kigali	
S01304	Project Management for Executive Assistants	2 Weeks	3rd - 14th Feb / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 27th Oct Oct - 7th Nov	Durban / Kigali	
S01305	Effective Minutes-Taking, Presentation and Communication Programme	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 10th - 21st Nov	Mombasa / Cape Town	
S01306	Technical Report Writing	2 Weeks	3rd - 14th Feb / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			8th - 19th Sept / 1st - 12th Dec	Kigali / Durban	
S01307	Professional Etiquette, Office Protocol and Customer Care	2 Weeks	3rd - 14th March / 12th - 23rd May	Mombasa / Mbabane	Ask for a Course Outline
			21st July - 1st Aug / 10th - 21st Nov	Cape Town / Nairobi	
S01308	Skills Enhancement Programme for Executive Secretaries and Administrative/ Personal Assistants	2 Weeks	10th - 21st Feb / 5th - 16th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 3rd - 14th Nov	Kigali / Durban	
S01309	Executive Administration Programme; Advanced Skills for a 21st Century Secretary / PA	2 Weeks	3rd - 14th Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 13th - 24th Oct	East London / Dar es Salaam	
S01310	Finance and Accounting for Office Administrators and Secretaries	2 weeks	13th - 24th Jan / 22nd April - 3rd May	Pretoria / Nairobi	Ask for a Course Outline
			14th - 25th July / 3rd - 14th Nov	Cape Town / Kigali	
S01311	Strategic Skills for Administrative Personnel and Executive Assistants/Secretaries	2 Weeks	17th - 28th Feb March / 19th - 30th May	Nairobi / Cape Town	Ask for a Course Outline
			25th Aug - 5th Sept / 27th Oct - 7th Nov	Durban / Mombasa	
S01312	Advanced Events Planning and Management	2 Weeks	3rd - 14th March / 12th - 23rd May	Mombasa / Cape Town	Ask for a Course Outline
			21st July - 1st Aug / 10th - 21st Nov	Nairobi / Mbabane	
S01313	Effective Report Writing, Presentation and Communication Skills	2 Weeks	27th Jan - 7th Feb / 22nd April - 10th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 13th - 24th Oct	Mombasa / Kigali	
S01314	E-Records Management (Advanced)	2 Weeks	10th - 21st March / 19th - 30th May	Dar el Salaam / Cape Town	Ask for a Course Outline
			25th Sept - 5th Sept / 27th Oct - 7th Nov	Nairobi / East London (SA)	
S01315	Information Technology and Office Systems for Secretaries and Administrative Assistants	2 Weeks	3rd - 14th March / 2nd - 13th June	Pretoria / Dar el Salaam	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Cape Town / Nairobi	
S01316	Effective Communication Skills for Executive Assistants/ Administrators	2 Weeks	10th - 21st Feb / 22nd April - 3rd May	Pretoria / Nairobi	Ask for a Course Outline
			7th - 18th July / 6th - 17th Oct	East London (SA) / Kigali	
S01317	Effective Front-Office Management and Administration Programme	2 Weeks	13th - 24th Jan / 7th - 18th April	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Kigali / Durban	

S01319	Advanced Business Writing Skills	2 Weeks	13th - 24th Jan / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 17th - 28th Nov	East London (SA) / Mombasa	
S01320	Advanced Minutes-Taking and Report Writing Skills	2 Weeks	20th - 31st Jan / 5th - 16th May	Cape Town / Nairobi	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Pretoria / Kigali	
S01321	Advanced Supervisory Skills for Senior Executive/Administrative Assistants	2 Weeks	27th Jan - 7th Feb / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			14th - 25th July / 22nd Sept - 3rd Oct	Mombasa / Cape Town	
S01323	Interpersonal Skills: Developing Effective Relationships	2 Weeks	3rd - 14th March / 26th May - 6th June	Mombasa / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 27th Oct - 7th Nov	Cape Town / Kigali	
S01324	MS Office for Executive Assistants (Advanced)	2 Weeks	10th - 21st Feb / 28th April - 9th May	Nairobi / Cape Town	Ask for a Course Outline
			14th - 25th July / 20th Oct - 31st Nov	Mbabane / Dar es Salaam	
S01325	Advanced Management Skills for Administrative Professionals	2 Weeks	17th - 28th Feb / 19th - 30th May	Dar el Salaam / Cape Town	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Pretoria / Nairobi	
S01326	Advanced Management Skills for Administrative Professionals in the Utility Regulation Sector	1 Week	24th - 28th Feb / 28th April - 2nd May	Pretoria / Nairobi	Ask for a Course Outline
			25th - 29th Aug / 27th - 31st Oct	Nairobi / Pretoria	
S01327	Document Control and Records Management Systems Masterclass	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Pretoria / East London	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Pretoria / Kigali	
S01328	The Digital Secretary and Administrative Professional	2 Weeks	17th - 28th Feb / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Pretoria / Kampala	
S01329	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals	2 Weeks	24th Feb - 7th March / 5th - 16th May	Mbabane / Kampala	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Nairobi / Dar el Salaam	
S01330	Communication Skills for Utility Regulatory Professionals	2 Weeks	10th - 21st March / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Pretoria / Kampala	
S01331	Cybersecurity Awareness Masterclass for Executive / Administrative Assistants	2 Weeks	3rd - 14th Feb / 5th - 16th May	Mbabane / Kampala	Ask for a Course Outline
			11h - 22nd Aug / 3rd - 14th Nov	Nairobi / Dar el Salaam	
S01332	AI for Executive / Administrative Assistants	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Pretoria / Kampala	
S01333	Cloud Computing And Online Collaboration Tools For Executive / Administrative Assistants	2 Weeks	17th - 28th Feb / 5th - 16th May	Mbabane / Kampala	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Nairobi / Dar el Salaam	