

Leadership / Strategic Management Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01101	Executive Leadership Management	1 Week	13th - 17th Jan / 7th - 11th April	Pretoria / Nairobi	Ask for a Course Outline
			30th June - 4th July / 20th - 24th Oct	Durban / Mombasa	
S01102	Creative Strategic Planning and Leadership	1 Week	27th - 31st Jan / 5th - 9th May	Cape Town / Nairobi	Ask for a Course Outline
			28th July - 1st Aug / 27th - 31st Oct	Pretoria / Dar el Salaam	
S01103	Strategic Organisational Change and Development Management	2 Weeks	13th - 24th Jan / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 13th - 24th Oct	Mombasa / Mbabane	
S01104	Leadership, Communication and Interpersonal Skills	2 Weeks	20th - 31st Jan / 7th - 17th April	Pretoria / Nairobi	Ask for a Course Outline
			14th - 25th July / 3rd - 14th Nov	Mbabane / Kampala	
S01105	Corporate Governance; Building an Effective Board	2 Weeks	3rd - 14th Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Kampala / Cape Town	
S01106	Developing a Strategy for Value Creation	1 Week	20th - 24th Jan / 7th - 11th April	Pretoria / Nairobi	Ask for a Course Outline
			30th June - 4th July / 10th - 14th Nov	East London / Mombasa	
S01107	Effective Leadership, Good Governance and Financial Discipline in the Public Sector	2 Weeks	10th - 21st Feb / 5th - 16th May	Nairobi / Cape Town	Ask for a Course Outline
			11th - 22nd Aug / 24th Nov - 5th Dec	Kampala / Pretoria	
S01108	A Balanced Score Card System in Public Sector Institutions; Implementation and Management	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Mombasa / East London (SA)	
S01109	Strategy Execution; The Practical Approach	1 Week	3rd - 7th Feb / 19th - 23rd May	Pretoria / Mombasa	Ask for a Course Outline
			11th - 15th Aug / 3rd - 7th Nov	Mbabane / Nairobi	
S01110	The Leadership Transition	2 Weeks	17th - 28th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Mbabane / Dar el Salaam	
S01111	Strategic Planning and Performance of Evaluation for Operations	2 Weeks	20th - 31st Jan / 24th March - 4th April	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	East London / Cape Town	
S01112	Advanced Leadership in Human Capability Development	2 Weeks	24th Feb- 7th March / 12th- 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 3rd - 14th Nov	Dar el Salaam / Kampala	
S01113	Effective Public Sector Performance (Advanced)	1 Week	20th - 24th Jan / 22nd - 25th April	Pretoria / Nairobi	Ask for a Course Outline
			21st - 25th July / 27th - 31st Oct	Durban / Dar es Salaam	
S01114	Leadership Skills Development Programme	1 Week	3rd - 7th Feb / 26th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 15th Aug / 24th - 28th Nov	Mombasa / Cape Town	
S01116	Business Strategy and Planning for Middle and Senior Executives	2 Weeks	27th Jan - 7th Feb / 5th - 16th May	Mombasa / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Kigali / Pretoria	
S01117	Private-Public Partnerships Masterclass	2 Weeks	17th - 28th Feb / 14th - 25th May	Nairobi / Cape Town	Ask for a Course Outline
			4th - 15th Aug / 17th - 28th Nov	Pretoria / Mombasa	
S01119	Strategic Crisis Management: Planning for Unexpected Challenges	2 Weeks	10th - 21st Feb / 19th - 30th May	Pretoria / Kampala	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Mbabane / Nairobi	

S01121	Utility Regulation and Strategy	2 Weeks	3rd - 14th Feb / 22nd April - 3rd May	Pretoria / Nairobi	Ask for a Course Outline
			1st - 5th Sept / 10th - 14th Nov	Cape Town / Pretoria	
S01122	Strategy, Planning and Management	2 Weeks	17th - 28th Feb / 19th - 30th May	Pretoria / Kampala	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Mbabane / Nairobi	
S01123	Using Balanced Scorecard (BSC) as a Performance Management System (PMS)	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			1st - 12th Sept / 3rd - 14th Nov	Cape Town / Pretoria	
S01124	Mastering Talent Acquisition for Managers	1 Week	10th - 14th Feb / 19th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 15th Aug / 24th - 28th Nov	Mombasa / Mbabane	
S01125	Leading with Emotional Intelligence: The Psychology of Leadership	2 Weeks	24th Feb - 7th March / 5th - 16th May	Mombasa / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 3rd - 14th Nov	Mbabane / Nairobi	
S01126	Executive Coaching	1 Week	3rd - 7th March / 2nd - 6th June	Nairobi / Cape Town	Ask for a Course Outline
			18th - 22nd Aug / 24th - 28th Nov	Pretoria / Kampala	
S01129	Advanced Influence and Negotiation	1 Week	3rd - 7th Feb / 5th - 9th May	Cape Town / Pretoria	Ask for a Course Outline
			25th - 29th Aug / 10th - 14th Nov	Mbabane / Nairobi	
S01131	Leadership, Team Development and Mentorship for Managerial Success	2 Weeks	24th Feb - 7th March / 19th - 30th May	Nairobi / Cape Town	Ask for a Course Outline
			25th Aug - 5th Sept / 17th - 28th Nov	Pretoria / Mombasa	
S01132	Ethical Leadership	1 Week	17th - 21st Feb / 19th - 23rd May	Mombasa / East London (SA)	Ask for a Course Outline
			11th - 15th Aug / 1st - 5th Dec	Pretoria / Nairobi	
S01135	Effective Leadership and Communication Management	2 Weeks	27th Jan - 7th Feb / 7th - 18th April	Pretoria / Dar el Salaam	Ask for a Course Outline
			25th Aug - 5th Sept / 17th - 28th Nov	Mombasa / East London	
S01138	Leading Leaders; Achieving Organisational Goals through Others	2 Weeks	24th Feb - 7th March / 12th - 23rd May	Pretoria / Dar el Salaam	Ask for a Course Outline
			25th - Aug - 5th Sept / 10th - 21st Nov	Mombasa / East London	
S01139	Artificial Intelligence for Management; Navigating Change and Driving Growth	2 Weeks	17th - 28th March / 2nd - 13th June	Sandton / East London (SA)	Ask for a Course Outline
			11th - 22nd Aug / 20th - 31st Oct	Mombasa / Pretoria	
S01140	Re-Engineering Organisational Structures, Policies and Procedures	2 Weeks	3rd - 14th March / 26th May - 6th June	Pretoria / Dar el Salaam	Ask for a Course Outline
			26th - 30th Aug / 18th - 22nd Nov	Mombasa / East London	
S01236	Performance Management Systems	1 Week	24th - 28th Feb / 12th - 16th May	Pretoria / Dar el Salaam	Ask for a Course Outline
			18th - 22nd Aug / 8th - 12th Dec	Mombasa / East London	

Human Resources Management/Development Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01201	Advanced Human Resources Management in the Public Sector	2 Weeks	13th - 24th Jan / 7th - 18th April	Pretoria / Mombasa	Ask for a Course Outline
			14th - 25th July / 10th - 21st Nov	East London (SA) / Nairobi	
S01202	Strategic Change Management for HR Professionals	1 Week	10th - 14th Feb / 19th - 23rd May	Mombasa / Cape Town	Ask for a Course Outline
			11th - 15th Aug / 17th - 21st Nov	Nairobi / Pretoria	
S01203	Preparing and Developing Training Specialist and Coordinators	2 Weeks	27th Jan - 7th Feb / 12th - 23rd May	Cape Town / Nairobi	Ask for a Course Outline
			4th - 15th Aug / 17th - 28th Nov	Pretoria / Kampala	
S01204	Modernising Human Resources Management	2 Weeks	27th Jan - 7th Feb / 5th - 16th May	Kampala / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 27th Oct - 7th Nov	Durban / Nairobi	
S01205	Training of Trainers (Advanced)	1 Week	17th - 21st Feb / 12th - 16th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 1st Aug / 10th - 14th Nov	Mombasa / East London (SA)	
S01206	Pension and Retirement Benefits; Planning and Administration	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Nairobi / Cape Town	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Pretoria / Kampala	
S01207	Effective Mentoring and Coaching for Performance Enhancement	2 Weeks	10th - 21st Feb / 12th - 23rd May	Nairobi / Durban	Ask for a Course Outline
			28th July - 8th Aug / 10th - 21st Nov	East London / Nairobi	
S01208	Leading Strategic HR Transformation	2 Weeks	10th - 21st Feb / 19th - 30th May	Cape Town / Mombasa	Ask for a Course Outline
			18th - 29th Aug / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01109	A Balanced Score Card System in Public Sector Institutions; Implementation and Management	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Kampala / East London	
S01210	Managing the Training and Development Function	2 Weeks	3rd - 14th March/ 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 17th - 28th Nov	Cape Town / Mombasa	
S01211	Performance Reviews and Appraisals	1 Week	24th - 28th Feb / 26th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 8th Aug / 24th - 28th Nov	East London / Kigali	
S01212	Training Needs Assessment (TNA) and Evaluation of Training	2 Weeks	27th Jan - 7th Feb / 12th - 23rd May	Mombasa / Durban	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Nairobi / Pretoria	
S01213	Results Oriented Strategic Human Resources Management	1 Week	3rd - 7th March / 2nd - 6th June	Kampala / Durban	Ask for a Course Outline
			11th - 15th Aug / 20th - 24th Oct	Pretoria / Nairobi	
S01214	Mastering the Human Resources Management	2 Weeks	20th - 31st Jan / 22nd April - 3rd May	Mombasa / Cape Town	Ask for a Course Outline
			28th July - 8th Aug / 3rd - 14th Nov	Pretoria / Kigali	
S01215	Talent and Succession Management Masterclass	2 Weeks	3rd - 14th Feb / 12th - 23rd May	Mbabane / Dar el Salaam	Ask for a Course Outline
			11th - 22nd Aug / 27th October - 7th Nov	Pretoria / Nairobi	
S01217	Managing Intellectual Assets	2 Weeks	24th March - 4th April / 2nd - 13th June	Mbabane / Dar el Salaam	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Cape Town / Nairobi	
S01218	Attitudes' Management and Team Building	1 Week	10th - 14th March / 26th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			18th - 22nd Aug / 3rd -7th Nov	East London / Kigali	

S01219	Workplace Safety and Security Awareness in the 21st Century	2 Weeks	10th - 21st Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 24th Nov - 5th Dec	Kampala / Cape Town	
S01220	Career Transition and Succession Management	2 Weeks	10th - 21st Feb / 12th - 23rd May	Mbabane / Mombasa	Ask for a Course Outline
			25th Aug - 5th Sept / 3rd - 14th Nov	Pretoria / Nairobi	
S01221	HR Leadership/Compensation Benefits	2 Weeks	10th - 21st March / 19th - 30th May	Mombasa / Cape Town	Ask for a Course Outline
			28th July - 8th Aug / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01222	Effective Supervisory Management	2 Weeks	3rd - 14th Feb / 26th May - 6th June	Mombasa / Cape Town	Ask for a Course Outline
			1st - 12th Sept / 1st - 12th Dec	Pretoria / Kigali	
S01223	Advanced HR Manager Leadership and Change Management	2 Weeks	10th - 21st Feb / 19 - 30th May	Cape Town / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Mbabane / Kigali	
S01224	Interpersonal Skills in a Workplace Environment	2 Weeks	13th - 24th Jan / 7th - 18th April	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 13th - 24th Oct	Mbabane / Kigali	
S01225	Strategic Human Resources Planning and Implementation	2 Weeks	20th - 31st Jan / 28th April - 9th May	Nairobi / Durban	Ask for a Course Outline
			28th July - 8th Aug / 20th - 31st Oct	Kigali / Cape Town	
S01226	Competency-Based Management	1 Week	17th - 21st Feb / 19th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			1st - 5th Sept / 1st - 5th Dec	Mombasa / East London (SA)	
S01227	Staff Coaching, Counselling and Mentoring (Advanced)	1 Week	27th - 31st Jan / 5th - 9th May	Cape Town / Mombasa	Ask for a Course Outline
			14th - 18th July / 20th - 24th Oct	Durban / Kampala	
S01228	Disciplinary Hearing and Grievance Handling	2 Weeks	10th - 21st March / 19th - 30th May	Mbabane / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 10th - 21st Nov	Pretoria / Kigali	
S01229	Competence Based Recruitment and Selection	2 Weeks	20th - 31st Jan / 7th - 18th April	Kigali / Cape Town	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	East London (SA) / Nairobi	
S01230	Personnel Health and Productivity	2 Weeks	17th - 28th Feb / 19th - 30th May	Kampala / Durban	Ask for a Course Outline
			21st July - 1st Aug / 1st - 12th Dec	Mbabane / Nairobi	
S01231	Workplace Mediation and Conflict Resolution Management	2 Weeks	20th - 31st Jan / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			7th - 18th July / 13th - 24th Oct	Cape Town / Kigali	
S01232	Recruitment and Selection: Methodologies and Techniques	1 Week	13th - 17th Jan / 31st March - 4th April	Pretoria / Nairobi	Ask for a Course Outline
			7th - 11th July / 3rd - 7th Nov	Mbabane / Durban	
S01233	Strategies for Automating Human Resource Systems and their Impact on Organizations	2 Weeks	27th Jan - 7th Feb / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			21st July - 1st Aug / 27th Oct - 7th Nov	Cape Town / Kigali	
S01234	Maximizing Personal Productivity and Positive Thinking	1 Week	27th - 31st Jan / 14th - 18th April	Pretoria - Nairobi	Ask for a Course Outline
			30th June - 4th July / 6th - 10th Oct	Mbabane / Durban	
S01235	Organisational Behaviour; Design, Development and Review	2 Weeks	10th - 21st Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Cape Town / Kigali	
S01236	Performance Management Systems	1 Week	24th - 28th Feb / 12th - 16th May	Pretoria / Kampala	Ask for a Course Outline
			18th - 22nd Aug / 20th - 24th Oct	Nairobi / Durban	
S01237	Transforming HR: Elevating Employee Experience through Productivity and Positive Mindset	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			21st July - 1st Aug / 27th Oct - 7th Nov	Durban / Kigali	

S01238	Human Resources Development and Personnel Management	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Pretoria - Nairobi	Ask for a Course Outline
			18th - 29th Aug / 1st - 12th Dec	Mbabane / Durban	
S01239	Human Resources (HR) Skills for HR Assistants	2 Weeks	3rd - 14th March / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Cape Town / Kigali	
S01240	Human Resources Metrics and Analytics	2 Weeks	24th Feb - 7th March / 19th - 30th May	Pretoria / Kampala	Ask for a Course Outline
			18th - 29th Aug / 1st - 12th Dec	Nairobi / Durban	
S01241	Human Resources Analytics	1 Week	10th - 14th March / 2nd - 6th June	Pretoria / Nairobi	Ask for a Course Outline
			1st - 5th Sept / 17th - 21st Nov	Durban / Kigali	
S01242	Advanced Human Resources Management in the Public Sector	3 Weeks	10th - 28th March / 9th - 27th June	Pretoria / Kampala	Ask for a Course Outline
			25th Aug - 12th Sept / 24th Nov - 12th Dec	Nairobi / Durban	
S01243	Enhancing the Skills of Training Coordinators	1 Week	17th - 21st Feb / 28th April - 2nd May	Pretoria / Nairobi	Ask for a Course Outline
			8th - 12th Sept / 24th - 28th Nov	Durban / Kigali	
S01244	The Manpower Planning Masterclass	2 Weeks	24th Feb - 7th March / 19th - 30th May	Pretoria / Kampala	Ask for a Course Outline
			11th - 22nd Aug / 20th - 31st Oct	Nairobi / Durban	
S01245	Advancing Human Capital Analytics for Operational Excellence	2 Weeks	24th March - 4th April / 16th - 27th June	Pretoria / Nairobi	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Durban / Kigali	
S01246	Measuring and Maximising Training ROI	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Pretoria / Kampala	Ask for a Course Outline
			8th - 19th Sept / 17th - 28th Nov	Nairobi / Durban	
S01247	Advanced Skills for Human Resources Administrators	2 Weeks	27th Jan - 7th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Durban / Kigali	

Secretarial / Executive / Administrative Assistants' Programmes

COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	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	

Project / Contract Management /Monitoring/Evaluation Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01401	Project Management and Financial Resource Mobilisation	2 Weeks	3rd - 14th Feb / 12th - 23rd May	Kigali / East London (SA)	Ask for a Course Outline
			18th - 29th Aug / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01402	Advanced Project Planning and Management	2 Weeks	17th - 28th March / 2nd - 13th June	Dar el Salaam / Durban	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Pretoria / Mombasa	
S01403	Advanced Project Monitoring and Evaluation; The Practical Approach	2 Weeks	10th - 21st Feb / 19th - 30th May	Durban / Mombasa	Ask for a Course Outline
			1st -12th Sept / 17th - 28th Nov	Nairobi / Pretoria	
S01404	Project Management Information Systems	2 Weeks	17th -28th March / 26th May - 6th June	Nairobi / Mbabane	Ask for a Course Outline
			4th - 15th Aug / 10th -21st Nov	Pretoria / Dar el Salaam	
S01405	Participatory Project Planning, Monitoring and Evaluation Programme	2 Weeks	10th - 21st Feb / 5th - 16th May	Pretoria / Nairobi	Ask for a Course Outline
			21st July - 1st Aug / 6th - 17th Oct	Durban / Dar es Salaam	
S01406	Project Proposal Writing and Resource Mobilisation Strategies	2 Weeks	20th - 31st Jan / 24th March - 4th April	Mbabane / Mombasa	Ask for a Course Outline
			7th - 18th Aug / 20th - 31st Oct	Pretoria / Nairobi	
S01407	Effective Analysis for Oil and Gas Projects	2 Weeks	17th - 28th March / 9th - 20th June	Pretoria / Mombasa	Ask for a Course Outline
			11th - 22nd Aug / 24th Nov - 5th Dec	Nairobi / Cape Town	
S01408	Effective Utilisation-Focused Evaluation	2 Weeks	17th - 28th Feb / 22nd April - 3rd May	Pretoria / Dar el Salaam	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Nairobi / East London	
S01409	Project Planning and Implementation	2 Weeks	24th Feb - 7th March /26th May - 6th June	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Mbabane / Nairobi	
S01411	Project Monitoring and Evaluation Information Systems	2 Weeks	3rd - 14th March / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	East London (SA) / Dar es Salaam	
S01412	Effective Management of Donor Funded Projects	2 Weeks	10th - 21st Feb / 9th - 20th June	Nairobi / Cape Town	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Pretoria / Kigali	
S01413	Advanced Contracts and Purchasing Management	2 Weeks	17th - 28th Feb / 5th - 16th May	Dar es Salaam / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 24th Nov - 5th Dec	Nairobi / Mbabane	
S01415	Project Management Masterclass	2 Weeks	3rd - 14th March / 9th - 20th June	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 27th Oct - 7th Nov	Kigali / Cape Town	
S01416	Project Risk Analysis and Management	2 Weeks	27th Feb - 7th March / 12th - 23rd May	Pretoria / Dar es Salaam	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Nairobi / Pretoria	
S01417	Project Planning and Implementation	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Mbabane / Nairobi	
S01418	Effective Planning and Scheduling Methodologies and Skills	2 Weeks	3rd - 14th March / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	East London (SA) / Dar es Salaam	
S01419	Advanced Project and Construction Management	2 Weeks	27th Jan- 7th Feb / 28th April - 9th May	Nairobi / Cape Town	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Pretoria / Kigali	

S01421	Successful Management of Fast Track Projects	2 Weeks	17th - 28th March / 9th - 20th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 24th Nov - 5th Dec	Kigali / Cape Town	
S01422	The Contracts and Project Management	2 Weeks	24th Feb - 7th March / 12th - 23rd May	Pretoria / Dar es Salaam	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Nairobi / Pretoria	
S01423	Drafting Legal Memorandum and Correspondence	1 Week	10th - 14th Feb / 9th - 13th June	Nairobi / Cape Town	Ask for a Course Outline
			1st - 5th Sept / 24th - 28th Nov	Pretoria / Kigali	
S01424	Project Management, Scheduling and Compliance	2 Weeks	17th - 28th Feb / 5th - 15th May	Dar es Salaam / Pretoria	Ask for a Course Outline
			25th - Aug - 5th Sept / 24th Nov - 5th Dec	Nairobi / Mbabane	
S01425	Advanced Commercial Contracts	2 Weeks	3rd - 14th March / 9th - 20th June	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 27th Oct - 7th Nov	Kigali / Cape Town	
S01426	Public Private Partnership Project Management	2 Weeks	17th - 28th Feb / 19th - 30th May	Pretoria / Dar es Salaam	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Nairobi / Pretoria	
S01427	Strategic Planning, Contracts and Procurement	2 Weeks	10th - 21st Feb / 28th April - 9th May	Pretoria / Sandton	Ask for a Course Outline
			28th July - 8th Aug / 1st - 12th Dec	Mbabane / Nairobi	

Finance, Accounting, Taxation & Fraud Prevention Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01501	Public Sector Financial Management; Planning and Control	2 Weeks	3rd - 14th March / 16th - 27th June	Nairobi / Mbabane	Ask for a Course Outline
			1st - 12th Sept / 1st - 12th Dec	Kigali / Pretoria	
S01502	Budgetary Management and Expenditure Control in the Public Sector	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Dar es Salaam / Cape Town	Ask for a Course Outline
			11th - 22nd Aug / 27th Oct - 7th Nov	Nairobi / Pretoria	
S01503	Corporate and Financial Restructuring	2 Weeks	10th - 21st Feb / 22nd April - 3rd May	Pretoria / Dar el Salaam	Ask for a Course Outline
			14th - 25th July / 20th - 31st Oct	Nairobi / Cape Town	
S01504	Debt Management and Credit Control	2 Weeks	17th - 28th Feb / 12th - 23rd May	Maputo / Mombasa	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Pretoria / Nairobi	
S01505	Budgeting and Financial Management for Non-Financial Professionals	2 Weeks	3rd - 14th March / 9th - 20th June	Kigali / Mbabane	Ask for a Course Outline
			15th - 26th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01506	International Financial Reporting Standards (IFRS)	2 Weeks	10th - 21st Feb / 5th - 16th May	Cape Town / Kigali	Ask for a Course Outline
			28th July - 8th Aug / 10th - 21st Nov	Nairobi / Pretoria	
S01507	Forensic and Investigative Auditing	2 Weeks	3rd - 14th March / 19th - 30th May	Pretoria / Dar el Salaam	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Nairobi / Cape Town	
S01508	Public Sector Budgeting and Budget Reforms	2 Weeks	17th - 28th Feb / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			8th - 19th Sept / 17th - 28th Nov	Mombasa / Cape Town	
S01509	International Taxation for Oil and Gas	2 Weeks	20th - 31st Jan / 12th - 23rd May	Dar es Salaam / Cape Town	Ask for a Course Outline
			18th - 29th Aug / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01510	Computer Forensics and Criminal Investigations	2 Weeks	10th - 21st March / 2nd - 13th June	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	East London (SA) / Mombasa	
S01511	Effective Tax and Taxation Management	2 Weeks	17th - 28th March / 7th - 18th July	Nairobi / Pretoria	Ask for a Course Outline
			22nd Sept - 3rd Oct / 1st - 12th Dec	Kigali / Cape Town	
S01512	Effective Internal Controls and Fraud Prevention	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Nairobi / Cape Town	Ask for a Course Outline
			8th - 19th Sept / 17th - 28th Nov	Durban / Kigali	
S01513	Computer Aided Financial Management	2 Weeks	20th - 31st Jan / 28th April - 9th May	Kigali / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Nairobi / East London (SA)	
S01514	Combating Money Laundering (Advanced)	2 Weeks	27th Jan - 7th Feb / 5th - 16th May	Nairobi / Cape Town	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Kigali / Pretoria	
S01515	Public Debt; Procurement and Effective Management	2 Weeks	13th - 24th Jan / 7th - 18th April	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 10th - 21st Nov	East London / Mombasa	
S01516	Public Debt; Audit Performance	2 Weeks	3rd - 14th March / 2nd - 13th June	Nairobi / Pretoria	Ask for a Course Outline
			15th - 26th Sept / 3rd - 14th Nov	Mbabane / Kampala	
S01517	Cash Flow Management and Budget Monitoring	2 Weeks	13th - 24th Jan / 24th March - 4th April	Pretoria / Nairobi	Ask for a Course Outline
			30th June - 11th July / 10th - 21st Nov	Durban / Mombasa	

S01519	Activity-Based Budgeting in the Public Sector	1 Week	27th - 31st Jan / 7th - 11th April	Pretoria / Nairobi	Ask for a Course Outline
			30th June - 4th July / 8th - 12th Sept	Mbabane / Nairobi	
S01520	Internal Auditing (Advanced)	1 Week	10th - 14th March / 26th - 30th May	Pretoria / Mombasa	Ask for a Course Outline
			11th - 15th Aug / 20th - 24th Oct	Durban / Nairobi	
S01521	Debt Management Masterclass	2 Weeks	27th January - 7th Feb / 28th April - 9th May	Pretoria / Dar el Salaam	Ask for a Course Outline
			28th July - 8th Aug / 20th - 31st Oct	Nairobi / Mbabane	
S01522	Managerial Accounting: Planning, Decision Making and Control	2 Weeks	24th Feb - 7th March / 23rd June - 4th July	East London / Kampala	Ask for a Course Outline
			15th - 26th Sept / 1st - 12th Dec	Pretoria / Nairobi	
S01523	Performance of Value for Money Audit	2 Weeks	17th - 28th Feb / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 10th - 21st Nov	Mbabane / Kigali	
S01524	Detection, Analysis and Prevention of Fraud in the Public Sector(Advanced)	2 Weeks	20th - 31st Jan / 31st March - 11th April	Nairobi / Pretoria	Ask for a Course Outline
			16th - 27th June / 13th - 24th Oct	Mbabane / Nairobi	
S01525	Advances in Public Sector Expenditure Management	2 Weeks	17th - 28th March / 2nd - 13th June	Mombasa / Mbabane	Ask for a Course Outline
			4th - 15th Aug / 1st - 12th Dec	Kigali / Pretoria	
S01527	IFRS/IPSAS Masterclass	2 Weeks	3rd - 14th March / 26th May - 6th June	Nairobi / Mbabane	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Pretoria / Nairobi	
S01528	Financial Management for Donor Funded Projects	2 Weeks	3rd - 14th Feb / 12th - 23rd May	Mombasa / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Nairobi / East London	
S01529	Financial Management for Non-Financial Professionals	2 Weeks	17th - 28th Feb / 22nd April - 3rd May	Nairobi /Cape Town	Ask for a Course Outline
			7th - 18th July / 3rd - 14th Nov	East London / Pretoria	
S01530	Advanced Financial Planning and Modelling	2 Weeks	10th - 21st March / 19th - 30th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 24th Nov - 5th Dec	Cape Town / Mbabane	
S01531	Budget Review and Parliamentary Oversight	2 Weeks	24th Feb - 7th March / 19th - 30th May	Pretoria / Mbabane	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Cape Town / Nairobi	
S01532	Financial Change and Risk Management in Organisations	2 Weeks	24th Feb - 7th March / 7th - 18th April	Pretoria / Mbabane	Ask for a Course Outline
			30th June - 11th July / 6th - 17th Oct	Nairobi / Pretoria	
S01533	Mastering Financial and Administrative Audit; Strategic Leadership for Managers and Directors	2 Weeks	24th Feb - 7th March / 9th - 20th June	Cape Town / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Pretoria / Mbabane	
S01534	Managerial Accounting for Non - Financial Professionals	2 Weeks	3rd - 14th March / 19th - 30th May	Mbabane / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 20th - 31st Oct	Dar es Salaam / Cape Town	
S01132	Prevention, Detection and Analysis of fraud in the public sector	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 1st - 12th Dec	Pretoria / Kigali	
S02208	Effective Audit of ICT Systems (Advanced)	2 Weeks	27th Jan - 7th Feb / 5th - 16th May	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 24th Nov - 5th Dec	East London / Kigali	
S02209	ICT for Accountants and Auditors	2 Weeks	10th - 21st March / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 24th Nov - 5th Dec	Pretoria / Kigali	
S01535	Forensic and Investigative Auditing (Advanced)	2 Weeks	17th - 28th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			14th - 25th July / 29th Sept - 10th Oct	Cape Town / Kigali	

S01536	Advanced Financial Forecasting and Modelling	1 Week	24th - 28th Feb / 19th - 23rd May	Mombasa / Mbabane	Ask for a Course Outline
			4th - 8th Aug / 6th - 10th Oct	Pretoria / Nairobi	
S01537	Tracking and Development of Effective Fraud and Corruption Indicators	2 Weeks	17th - 28th Feb / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 3rd - 14th Nov	Nairobi / Cape Town	
S01538	Preparation and Interpretation of Financial Statements	2 Weeks	17th - 28th March / 19th - 30th May	Pretoria / Kigali	Ask for a Course Outline
			11th - 22nd Aug / 27th Oct - 7th Nov	East London (SA) / Nairobi	
S01539	World Bank Procurement Framework for Policy Makers	2 Weeks	24th Feb - 7th March / 9th - 20th June	Nairobi / Pretoria	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Kigali / Cape Town	
S01540	Effective Internal Controls and Risk Management	2 Weeks	7th - 18th April / 30th June - 11th July	Durban / Pretoria	Ask for a Course Outline
			22nd Sept - 3rd Oct / 24th Nov - 5th Dec	Kigali / Nairobi	
S01541	Fundamentals of Internal Audit	2 Weeks	3rd - 14th Feb / 19th - 30th May	Mbabane / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov		
S01542	Budget Planning and Management; Preparation, Monitoring and Control	2 Weeks	3rd - 14th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			8th - 19th Sept / 24th Nov - 5th Dec	Kigali / Cape Town	
S01543	Contract and Procurement Audit Management	2 Weeks	17th - 28th March / 12th - 23rd May	Durban / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Kigali / Nairobi	
S01544	Advanced Fixed Asset Management	2 Weeks	24th March - 4th April / 16th - 27th June	Nairobi / Pretoria	Ask for a Course Outline
			8th - 19th Sept / 17th - 28th Nov	Nairobi / Cape Town	

Supply Chain Management / Procurement, Infrastructural and Transport Programmes

COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01601	Strategic Procurement; Planning, Control and Contract Management	2 Weeks	16th - 28th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22nd Aug / 20th - 31st Oct	Durban / Mombasa	
S01602	Effective Procurement Measures in the Public Sector	2 Weeks	3rd - 14th March / 26th May - 6th June	Nairobi / East London (SA)	Ask for a Course Outline
			11th - 22nd Aug / 10th - 21st Nov	Mbabane / Kigali	
S01603	E-Procurement	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Dar el Salaam / Durban	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Pretoria / Nairobi	
S01604	Transport Policy and Planning; The African Perspective	2 Weeks	24th March - 4th April / 9th - 20th June	Mombasa / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 3rd - 14th Nov	Nairobi / Mbabane	
S01605	Logistics and Supply Chain Management	2 Weeks	10th - 21st March / 19th - 30th May	Kigali / Pretoria	Ask for a Course Outline
			7th - 18th July / 3rd - 14th Nov	Nairobi / Pretoria	
S01606	Works Procurement and Selection of Consultants	2 Weeks	24th Feb - 7th March / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 20th - 31st Oct	Cape Town / Mombasa	
S01607	Effective Procurement of Public-Private Partnership (PPP) Projects	2 Weeks	3rd - 14th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 10th - 21st Nov	Cape Town / Kigali	
S01608	Logistics and Supply Chain Management (Advanced)	2 Weeks	24th March - 4th April	Nairobi	Ask for a Course Outline
			23rd June - 4th July / 6th - 17th Oct	Pretoria / Dar es Salaam	
S01609	Procurement and Tendering in the Public Sector	2 Weeks	17th - 28th Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 20th - 31st Oct	Cape Town / Kigali	
S01611	Logistics and Transport Management	2 Weeks	3rd - 14th March / 2nd - 13th June	Mbabane / Sandton	Ask for a Course Outline
			4th - 15th Aug / 27th Oct - 7th Nov	Pretoria / Nairobi	
S01612	Corruption in Public Procurement; Effective Preventative Measures	2 Weeks	10th - 21st Feb / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 20th - 31st Oct	Cape Town / Mombasa	
S01613	Procurement of Goods and Equipment (Advanced)	2 Weeks	24th Feb - 7th March / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 27th Oct - 7th Nov	Mbabane / Kigali	
S01614	Government Contracting (Advanced Programme)	2 Weeks	24th Feb- 7th March / 12th -23rd May	Cape Town / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Pretoria / Mombasa	
S01615	Transportation Management (Advanced)	2 Weeks	3rd - 14th March / 12th - 23rd May	Nairobi / Mbabane	Ask for a Course Outline
			21st July - 1st Aug / 13th Sept - 24th Oct	Cape Town / Pretoria	
S01616	Road and Traffic Safety Management	2 Weeks	27th Jan- 7th Feb / 19th - 30th May	Cape Town / Mombasa	Ask for a Course Outline
			8th - 19th Sept / 17th - 28th Nov	Nairobi / Pretoria	
S01617	Public Procurement; Advanced Approaches and Management	2 Weeks	24th Feb - 7th March / 19th - 30th May	Kigali / Cape Town	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Mbabane / Nairobi	
S01618	Fleet Management; Planning and Maintenance (Advanced)	2 Weeks	24th March - 4th April / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 10th - 21st Nov	Cape Town / Mombasa	

S01619	Public Procurement Policy; Design, Implementation and Evaluation	2 Weeks	3rd - 14th March / 26th May - 6th June	Nairobi / Sandton	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Kigali / Pretoria	
S01620	Procurement Management for Donor Financed Projects	2 Weeks	17th - 28th Feb / 19th - 30th May	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Mombasa / Cape Town	
S01621	Inventory Management and Forecasting; Best Practices for the 21st Century	2 Weeks	10th - 21st March / 3rd - 14th June	Sandton / Nairobi	Ask for a Course Outline
			25th Aug - 5th Sept / 1st- 12th Dec	Mbabane / Pretoria	
S01622	Construction Management	1 Week	17th - 21st March	Nairobi	Ask for a Course Outline
			23rd - 27th June / 6th - 10th Oct	Mbabane / Cape Town	
S01623	Construction Contract Administration and Management	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Cape Town	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Pretoria / Nairobi	
S01624	Construction Contract Claims; Avoidance and management in the International construction Industry	2 Weeks	20th - 31st Jan / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Dar es Salaam / East London (SA)	
S01625	General Conditions of Contract for Construction Works	2 Weeks	3rd - 14th March / 19th - 30th May	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 27th Oct - 7th Nov	Mbabane / Kigali	
S01626	Construction Contract Administration and Management (Advanced)	2 Weeks	7th - 18th April / 16th - 27th June	Sandton / Cape Town	Ask for a Course Outline
			15th - 26th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01627	Construction Adjudication (Advanced)	1 Week	17th - 21st March / 9th - 13th June	Cape Town / Nairobi	Ask for a Course Outline
			4th - 8th Aug / 17th - 21st Nov	Nairobi / Pretoria	
S01628	Construction Procurement and Project Management	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Nairobi / Cape Town	
S01630	Advanced Procurement Operations	2 Weeks	24th March - 4th April / 16th - 27th June	Pretoria / Mbabane	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Nairobi / East London (SA)	
S01631	Facilities Management	2 Weeks	3rd - 14th March / 26th May - 6th June	Pretoria / Mombasa	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Nairobi / Kampala	
S01632	Property Management	2 Weeks	17th - 28th Feb / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			30th June - 11th July / 24th Nov - 5th Dec	Cape Town / Dar es Salaam	
S01636	Purchasing and Inventory Management Techniques; Planning, Replenishment and Control	2 Weeks	10th - 21st March / 19th - 30th May	Cape Town / Kigali	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Nairobi / Pretoria	
S01637	Store Keeping and Electronic Inventory Management (Advanced)	2 Weeks	10th - 21st Feb / 2nd - 13th June	Mombasa / Pretoria	Ask for a Course Outline
			8th - 19th Sept / 24th Nov - 5th Dec	Nairobi / Cape Town	
S01638	Green Public Sector Procurement	2 Weeks	17th - 28th March / 9th - 20th June	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Kigali / Durban	
S01639	Procurement of Consultancy Services	1 Week	10th - 14th Feb / 5th - 9th May	Mbabane / Dar el Salaam	Ask for a Course Outline
			11th - 15th Aug / 1st - 5th Dec	Nairobi / Pretoria	
S01641	Contract Management (Advanced)	2 Weeks	24th Feb - 7th March	Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 17th - 28th Nov	Nairobi / Cape Town	
S01643	Sustainable Procurement Masterclass	2 Weeks	20th - 31st Jan / 22nd April - 3rd May	Pretoria / Nairobi	Ask for a Course Outline
			21st July - 1st Aug / 10th - 21st Nov	Nairobi / Cape Town	

S01644	Contract and Procurement Audit Management	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Kampala / Cape Town	
S01645	Excellence in Warehouse and Inventory	2 Weeks	17th - 28th Feb / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			30th June - 11th July / 1st - 12th Dec	Cape Town / Dar es Salaam	
S01646	Applied Warehouse Management for Hospitals	2 Weeks	10th - 21st March / 19th - 30th May	Cape Town / Kigali	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S01647	Procurement Masterclass; Navigating Policies, Regulations, and Best Practices	2 Weeks	10th - 21st Feb / 28th April - 9th May	Mombasa / Pretoria	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Nairobi / Cape Town	
S01648	Fleet Operation Techniques	2 Weeks	17th - 28th March / 9th - 20th June	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Kigali / Durban	
S01649	Procurement Key Performance Indicators (KPIs)	2 Weeks	17th - 28th Feb / 12th - 23rd May	Mbabane / Dar el Salaam	Ask for a Course Outline
			18th - 29th Aug / 1st - 12th Dec	Nairobi / Pretoria	
S02401	Business Process Outsourcing Management	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Pretoria / Sandton	Ask for a Course Outline
			4th - 15th Aug / 27th Oct - 7th Nov	Nairobi / Cape Town	

Energy and Environment Management Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01701	Strategic Environmental Assessment	2 Weeks	17th - 28th March / 26th May - 6th June	Nairobi	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Pretoria / Dar es Salaam	
S01702	Environmental Audit (Advanced)	2 Weeks	10th - 21st Feb / 5th - 16th May	Nairobi / Cape Town	Ask for a Course Outline
			28th July - 8th Aug / 13th - 24th Oct	Kigali / Pretoria	
S01703	Environmental Management in Oil and Gas Exploration and Production	2 Weeks	5th - 16th May	Mombasa	Ask for a Course Outline
			11th - 22nd Aug / 24th Nov - 5th Dec	Kigali / Cape Town	
S01704	Environmental Impact Assessment of Projects	2 Weeks	7th - 18th April	Nairobi	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	Pretoria / Mombasa	
S01705	Oil Spill Response: Principles and Management	2 Weeks	24th Feb - 7th March / 19th - 30th May	Mbabane / Mombasa	Ask for a Course Outline
			1st - 12th Sept / 1st - 12th Dec	Pretoria / Nairobi	
S01706	Environmental Management (Advanced)	2 Weeks	31st March - 11th April	Nairobi	Ask for a Course Outline
			30th June - 11th July / 3rd - 14th Nov	Mbabane / Kampala	
S01707	Rural Electrification; Policy, Implementation and Evaluation	2 Weeks	22nd April - 3rd May	Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 24th Nov - 5th Dec	Kigali / Pretoria	
S01708	Solid Waste Management; The Sustainable Approach	2 Weeks	17th - 28th Feb / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 6th - 17th Oct	East London (SA) / Mbabane	
S01709	Corporate Social Responsibility and Accountability Management	2 Weeks	3rd - 14th March / 12th - 23rd May	Pretoria / Kigali	Ask for a Course Outline
			14th - 25th July / 10th - 21st Nov	Cape Town / Nairobi	
S01710	Logistics and Supply Chain Management in the Energy Sector	2 Weeks	20th - 31st Jan / 31st March - 11th April	Nairobi / Sandton	Ask for a Course Outline
			7th - 18th July / 22nd Sept - 3rd Oct	Pretoria / East London (SA)	
S01711	Energy Transition and Innovation	2 Weeks	3rd - 14th March / 2nd - 13th June	Pretoria / Sandton	Ask for a Course Outline
			18th - 29th Aug / 27th Oct - 7th Nov	Nairobi / Cape Town	
S01712	Assessment, Development, and Financing of Clean Energy Projects	2 Weeks	17th - 28th March / 9th - 20th June	Durban / Pretoria	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Mbabane / Cape Town	
S01713	Investment in the Energy Sector Projects; Analysis and Planning	2 Weeks	31st March - 11th April	Sandton	Ask for a Course Outline
			2nd - 13th June / 8th - 19th Sept	Pretoria / East London (SA)	
S01715	Advanced Energy Economics	2 Weeks	27th Jan - 7th Feb / 28th April - 9th May	Sandton / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	East London (SA) / Mbabane	
S01121	Utility Regulation and Strategy	2 Weeks	3rd - 14th Feb / 22nd April - 10th May	Pretoria / Nairobi	Ask for a Course Outline
			1st - 12th Sept / 3rd - 14th Nov	Cape Town / Pretoria	
S01326	Advanced Management Skills for Administrative Professionals in the Utility Regulation Sector	2 Weeks	27th Jan - 7th Feb / 7th - 18th April	Pretoria / Nairobi	Ask for a Course Outline
			25th Aug - 5th Sept / 27th Oct - 7th Nov	Nairobi / Pretoria	
S01330	Communication Skills for Utility Regulatory Professionals	2 Weeks	24th Feb - 7th March / 26th May - 6th June	0	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Cape Town / Pretoria	

Health Sector Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01801	Effective Chain Supply Management in Public Health Institutions	2 Weeks	17th - 28th Feb / 22nd April - 3rd May	Mbabane / Dar el Salaam	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Nairobi / Cape Town	
S01802	Developing and Implementing a Practical HIV/AIDS Workplace Policy	2 Weeks	7th - 18th April	Mombasa	Ask for a Course Outline
			14th - 25th July / 13th - 24th Oct	Pretoria / Mbabane	
S01803	Strengthening Public Health Systems (Advanced)	2 Weeks	17th - 28th March / 2nd - 13th June	Pretoria / Sandton	Ask for a Course Outline
			1st - 12th Sept / 10th - 21st Nov	Cape Town / Durban	
S01804	Occupational Health and Safety Management (A Practical Approach)	2 Weeks	3rd - 14th March	Nairobi	Ask for a Course Outline
			9th - 20th June / 6th - 17th Oct	Pretoria / East London (SA)	
S01805	Strategic Planning for Effective Health Institutions	2 Weeks	3rd - 13th Feb / 12th - 23rd May	Pretoria / Kigali	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Nairobi / Cape Town	
S01807	HIV/AIDS Counselling in a Workplace	1 Week	22nd April - 3rd May	Nairobi	Ask for a Course Outline
			8th - 19th Sept	Pretoria	
S01134	Advanced Medicines, Medical Devices, Food and Cosmetics Regulation and Strategy	2 Weeks	20th - 31st Jan / 28th April - 9th May	Pretoria / Mombasa	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Pretoria / Kigali	
S01809	Medicines, Medical Devices, Food and Cosmetics Management	2 Weeks	3rd - 14th Feb / 9th - 20th June	Pretoria / Kigali	Ask for a Course Outline
			25th Aug - 5th Sept / 1st - 12th Dec	Pretoria / Cape Town	
S01810	Electronic Vaccinations Data Systems (EVDS) Management	2 Weeks	20th - 31st Jan / 19th - 30th May	Pretoria / Kigali	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Pretoria / Cape Town	
S01811	Advanced Health Innovation Management Program	2 Weeks	10th - 21st Feb / 5th - 16th May	Pretoria / Kigali	Ask for a Course Outline
			21st July - 1st Aug / 20th - 31st Oct	Pretoria / Cape Town	
S01812	Advanced Occupational Health and Safety	2 Weeks	27th Jan - 7th Feb / 28th April - 9th May	Pretoria / Kigali	Ask for a Course Outline
			11th - 22nd Aug / 6th - 17th Oct	Pretoria / Cape Town	
S01813	Advanced Health Innovation Management Program	2 Weeks	13th - 24th Jan / 31st March - 11th April	Pretoria / Kigali	Ask for a Course Outline
			14th - 25th July / 13th - 24th Oct	Pretoria / Cape Town	
S01814	First Aid Short Learning Programme	2 Weeks	20th - 31st Jan / 22nd April - 3rd May	Pretoria / Kigali	Ask for a Course Outline
			4th - 15th Aug / 17th - 28th Nov	Pretoria / Cape Town	
S01815	Regulatory Aspects of Occupational Health and Safety Management	2 Weeks	17th - 28th Feb / 5th - 16th May	Pretoria / Kigali	Ask for a Course Outline
			25th Aug - 5th Sept / 1st - 12th Dec	Pretoria / Cape Town	

Local Government Development Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01901	Local Government Finance Management (Advanced)	2 Weeks	3rd - 14th Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 3rd - 14th Nov	Kigali / Pretoria	
S01902	Project Management for Local Government Personnel	2 Weeks	10th - 21st March	Nairobi	Ask for a Course Outline
			16th - 27th June / 29th Sept - 10th Oct	Pretoria / Dar es Salaam	
S01904	Local Government Supply Chain Policy; Design and Implementation	2 Weeks	10th - 21st Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Kigali / Cape Town	
S01905	Integrated Public Sector Risk Management	2 Weeks	17th - 28th Feb / 19th - 30th May	Pretoria / Nairobi	Ask for a Course Outline
			6th - 17th Oct	Durban	
S01906	Public Financial Management for Non-Financial Managers	2 Weeks	24th Feb - 7th March	Nairobi	Ask for a Course Outline
			26th May - 6th June / 6th - 17th Oct	Pretoria / Nairobi	
S01907	Local Government Development Programme	1 Week	3rd - 14th March	Pretoria	Ask for a Course Outline
			23rd June -4th July / 27th Oct - 7th Nov	Nairobi / Mbabane	
S01908	Municipal Management Development Programme (Advanced)	2 Weeks	10th - 21st Feb / 12th - 23rd May	Nairobi / Pretoria	Ask for a Course Outline
			13th - 24th Oct	Mbabane	
S01909	Service Delivery at Local Government; Implementation and Evaluation	2 Weeks	31st March - 11th April	Nairobi	Ask for a Course Outline
			2nd - 13th June / 8th - 19th Sept	Pretoria	
S01910	Local Government Growth and Development Management (Advanced)	2 Weeks	3rd - 7th March	Mombasa	Ask for a Course Outline
			14th - 18th July / 6th - 10th Oct	Nairobi / Pretoria	
S01911	Customer Care in Local Government	2 Weeks	10th - 21st Feb / 5th - 16th May	Pretoria / Nairobi	Ask for a Course Outline
			25th Aug - 5th Sept	Mombasa	
S01912	Local Government Management and Leadership Development Programme	2 Weeks	3rd - 14th Feb / 19th -30th May	Nairobi / Pretoria	Ask for a Course Outline
			13th - 24th Oct	Kigali	

Public Private Partnership (PPP) Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S02001	Effective Design and Management of Public Private Partnership (PPP) Projects	2 Weeks	10th - 21st March / 12th - 23rd May	Sandton / Nairobi	Ask for a Course Outline
			4th - 15th Aug / 17th - 28th Nov	Pretoria / Kigali	
S02002	Infrastructural Development and Public Private Partnerships in Sub-Sahara Africa	2 Weeks	10th - 21st Feb / 19th - 30th May	Nairobi / East London	Ask for a Course Outline
			18th - 29th Aug / 20th - 31st Oct	Pretoria / Kigali	
S02003	Effective Contract and Conflict Management of Public Private Partnership Projects	2 Weeks	24th March - 4th April	Cape Town	Ask for a Course Outline
			30th June - 11th July / 3rd - 14th Nov	Nairobi / Kigali	
S02004	Public Private Partnership Procurement and Management (Advanced)	2 Weeks	10th - 21st Feb	Nairobi	Ask for a Course Outline
			2nd - 13th June / 6th - 17th Oct	Pretoria / Kampala	
S02005	Strategic Communication for Public Private Partnership Projects	2 Weeks	27th Jan - 7th Feb / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 24th Nov - 5th Dec	Mbabane / Kigali	
S02006	Financial Management and Public Private Partnerships	2 Weeks	17th - 28th Feb / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th August- 5th Sept / 13th - 24th Oct	Mbabane / Kigali	
S02007	Negotiation Techniques for Public Private Partnerships Projects (Advanced)	2 Weeks	17th - 28th March	Pretoria	Ask for a Course Outline
			7th - 18th July / 6th - 17th Oct	Nairobi / East London	
S02008	Public Private Partnership Project Management	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 13th - 24th Oct	Mbabane / Kigali	
S02009	Public Private Partnership (PPP) Financing, Projects and Contracts	2 Weeks	17th - 28th March	Pretoria	Ask for a Course Outline
			7th - 18th July / 6th - 17th Oct	Nairobi / East London	
S02010	Mastering Public-Private Partnerships: Effective Contract Negotiation and Management	2 Weeks	17th - 28th Feb / 26th May - 6th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 27th Oct - 7th Nov	Mbabane / Kigali	

Tourism Management and Development Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S02101	Eco-Tourism Management and Development	2 Weeks	22nd April - 3rd May	Mombasa	Ask for a Course Outline
			18th - 29th Aug / 10th - 21st Nov	East London / Nairobi	
S02102	Policy Planning and Development on Sustainable Tourism	2 Weeks	3rd - 14th March / 12th - 23rd May	East London / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 20th - 31st Oct	Pretoria / Mombasa	
S02103	E-Tourism	2 Weeks	10th - 21st March	Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 13th - 24th Oct	Cape Town / Nairobi	
S02104	Sustainable Tourism Management and Development	2 Weeks	22nd April - 3rd May	Mbabane	Ask for a Course Outline
			18th - 29th Aug / 17th - 28th Nov	Nairobi / Pretoria	
S02105	Heritage and Museum Management	2 Weeks	17th - 28th Feb / 19th - 30th May	Pretoria / Cape Town	Ask for a Course Outline
			8th - 19th Sept / 1st - 12th Dec	Nairobi / East London	
S02106	Customer Care in the Tourism and Hospitality Industry	2 Weeks	13th - 22th Jan / 5th - 16th May	Cape Town / Mombasa	Ask for a Course Outline
			25th Aug - 5th Sept / 10th - 21st Nov	Nairobi / Pretoria	
S02107	Sustainable Tourism in Protected Areas	2 Weeks	24th Feb - 7th March	East London	Ask for a Course Outline
			2nd - 13th June / 8th - 19th Sept	Nairobi / East London	

Information and Communications Technology (ICT) Programmes

COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S02201	Cybercrime and Forensic Investigations	2 Weeks	10th - 21st Feb / 19th - 30th May	Durban / Kigali	Ask for a Course Outline
			21st July - 1st Aug / 6th - 17th Oct	Durban / Nairobi	
S02202	E-Government	2 Weeks	20th - 31st Jan / 5th - 16th May	Kampala / Cape Town	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S02203	ICT Security Management	2 Weeks	10th - 21st Feb / 12th - 23rd May	Cape Town / Kigali	Ask for a Course Outline
			14th - 25th July / 8th - 19th Sept	Pretoria / Nairobi	
S02204	IT Project Management	2 Weeks	3rd - 14th Feb / 19th - 30th May	Mombasa / East London	Ask for a Course Outline
			28th July - 8th Aug / 1st - 12th Dec	Nairobi / Pretoria	
S02205	ICT for Executive Assistants (Advanced)	2 Weeks	24th Feb - 7th March	Nairobi	Ask for a Course Outline
			16th - 27th June / 10th - 21st Nov	Nairobi / Pretoria	
S02206	E-Records Management (Advanced)	2 Weeks	3rd - 14th March / 19th - 30th May	Nairobi / Mbabane	Ask for a Course Outline
			25th Aug - 5th Sept / 1st - 12th Dec	Kigali / Pretoria	
S02207	An Integrated E-Records Management Policy; Design, Implementation and Evaluation	2 Weeks	17th - 28th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			28th July - 8th Aug / 6th - 17th Oct	Cape Town / Kigali	
S02208	Audit of ICT Systems (Advanced)	2 Weeks	27th Jan - 7th Feb / 5th - 16th May	Mbabane / Nairobi	Ask for a Course Outline
			25th Aug - 5th Sept / 17th - 28th Nov	Dar es Salaam / Cape Town	
S02209	ICT for Accountants and Auditors	2 Weeks	10th - 21st March	Nairobi	Ask for a Course Outline
			23rd June - 4th July / 24th Nov - 5th Dec	Pretoria / Kigali	
S02210	Managerial Skills for ICT Professionals (Advanced)	2 Weeks	20th - 31st Jan / 22nd April - 3rd May	Nairobi / Cape Town	Ask for a Course Outline
			21st July - 1st Aug / 6th - 17th Oct	Cape Town / Kigali	
S02211	ICT Security Policy; Design, Implementation and Evaluation	2 Weeks	10th - 21st Feb / 12th - 23rd May	Pretoria / Kigali	Ask for a Course Outline
			22nd Sept - 3rd Oct	Nairobi	
S02212	Ethical Hacking	2 Weeks	17th - 28th March	Mombasa	Ask for a Course Outline
			14th - 25th July / 20th - 31st Oct	Nairobi / Pretoria	
S02213	ICT Infrastructure Management	2 Weeks	17th - 28th March / 19th - 30th May	Nairobi / East London (SA)	Ask for a Course Outline
			21st July - 1st Aug / 27th Oct - 7th Nov	Kigali / Durban	
S02215	DevOps Implementation Boot Camp	2 Weeks	24th Feb - 7th March / 26th May - 6th June	East London (SA) / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S02216	Strategic IT Leadership	2 Weeks	10th - 21st Feb / 12th - 23rd May	Pretoria / Kigali	Ask for a Course Outline
			22nd Sept - 3rd Oct	Nairobi	
S02217	Advanced IT Management for Network and Operations	2 Weeks	17th - 28th March	Mombasa	Ask for a Course Outline
			14th - 25th July / 20th - 31st Oct	Nairobi / Pretoria	
S02218	The Governance, Risk, and Compliance (GRC) for IT	2 Weeks	17th - 28th Feb / 19th - 30th May	Nairobi / East London (SA)	Ask for a Course Outline
			28th July - 8th Aug / 10th - 21st Nov	Kigali / Durban	

S02219	Microsoft 365 Identity and Services Track	2 Weeks	24th Feb - 7th March / 26th May - 6th June	East London (SA) / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S02220	Server Administration Fundamentals	2 Weeks	17th - 28th March / 19th - 30th May	Nairobi / East London (SA)	Ask for a Course Outline
			21st July - 1st Aug / 3rd - 14th Nov	Kigali / Durban	
S02221	Active Directory Services with Windows Server	2 Weeks	10th Feb - 21st March / 2nd - 13th June	East London (SA) / Pretoria	Ask for a Course Outline
			18th - 29th Aug / 1st - 12th Dec	Nairobi / Pretoria	
S02222	Administering System Center Configuration Manager	2 Weeks	3rd - 14th Feb / 5th - 16th May	Pretoria / Kigali	Ask for a Course Outline
			18th - 29th Sept	Nairobi	
S02223	Excellence in IT Engineering and Systems Integration	2 Weeks	24th March - 4th April	Mombasa	Ask for a Course Outline
			30th June - 11th July / 29th Sept - 10th Oct	Nairobi / Pretoria	
S02224	Control Objectives for Information and Related Technology (COBIT)	2 Weeks	3rd - 14th March / 16th - 27th June	Nairobi / East London (SA)	Ask for a Course Outline
			1st - 12th Sept / 17th - 28th Nov	Kigali / Durban	
S02225	SQL Server Database (Advanced)	2 Weeks	20th - 31st Jan / 24th March - 4th April	East London (SA) / Pretoria	Ask for a Course Outline
			14th - 25th July / 22nd Sept - 3rd Oct	Nairobi / Pretoria	
S02226	Big Data Management	2 Weeks	13th - 24th Jan / 7th - 18th April	Nairobi / East London (SA)	Ask for a Course Outline
			16th - 27th June / 1st - 12th Sept	Kigali / Durban	
S02227	IT Risk Management	2 Weeks	24th Feb - 7th March / 19th - 30th May	East London (SA) / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 1st - 12th Dec	Nairobi / Pretoria	
S02228	Natural Language Processing (NLP)	2 Weeks	10th - 21st March / 2nd - 13th June	Nairobi / East London (SA)	Ask for a Course Outline
			18th - 29th Aug / 6th - 17th Oct	Kigali / Durban	

Marketing, Communication, Public Relations and Events Management Programmes					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S02301	Strategic Marketing (Advanced)	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Cape Town / Kampala	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Pretoria / Nairobi	
S02302	Marketing for Non-Marketers	2 Weeks	17th - 28th March	Nairobi	Ask for a Course Outline
			7th - 18th July / 13th - 24th Oct	Nairobi / East London	
S02303	Product Management (Advanced)	1 Week	24th - 28th Feb / 7th - 11th April	Nairobi / Sandton	Ask for a Course Outline
			28th July - 1st Aug / 27th - 31st Oct	Pretoria / Mbabane	
S02304	Customer Service Excellence; Providing a Quality Service	2 Weeks	10th - 21st Feb / 22nd April - 3rd May	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 17th - 28th Nov	Cape Town / Dar es Salaam	
S02305	Launch and Management of Strategic Alliances and Partnerships	2 Weeks	20th - 31st Jan / 7th - 18th April	Mombasa / Pretoria	Ask for a Course Outline
			21st July - 1st Aug / 6th - 17th Oct	Nairobi / East London	
S02306	Planning and Managing Successful PR Campaigns	2 Weeks	10th - 21st March	Mombasa	Ask for a Course Outline
			18th - 29th Aug / 20th - 31st Oct	Cape Town / Nairobi	
S02307	Strategic Communications Planning; Critical Steps and Techniques	2 Weeks	3rd - 14th Feb / 28th April - 9th May	Nairobi / Pretoria	Ask for a Course Outline
			14th - 25th July / 6th - 17th Oct	Mombasa / East London	
S02308	Effective Report Writing, Presentation and Communication Skills	2 Weeks	10th - 21st March / 12th - 23rd May	East London / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 24th Nov- 5th Dec	Kigali / Mbabane	
S02309	Protocol and Event Management	2 Weeks	20th - 31st Jan / 5th - 16th May	East London / Mombasa	Ask for a Course Outline
			4th - 15th Aug / 17th - 28th Nov	Pretoria / Nairobi	
S02310	Business Writing Skills (Advanced)	2 Weeks	13th - 24th Jan / 28th April - 9th May	Mbabane / Mombasa	Ask for a Course Outline
			21st July- 1st Aug/ 27th Oct- 7th Nov	Kigali / Cape Town	
S02311	Communication and Presentation Skills (Advanced)	2 Weeks	10th - 21st March	Pretoria	Ask for a Course Outline
			9th - 20th June / 15th - 26th Sept	Nairobi / Pretoria	
S02312	Effective Leadership and Crisis Communication Management	2 Weeks	27th Jan - 7th Feb / 19th - 30th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug /1st - 12th Dec	Cape Town / Mombasa	
S02313	Interpersonal Skills: Developing Effective Relationships	2 Weeks	17th -2 8th Feb / 22nd April - 3rd May	Mombasa / Sandton	Ask for a Course Outline
			28th July - 8th Aug / 10th - 21st Nov	Pretoria / Nairobi	
S02314	Digital and Social Media; Communication, Engagement and Advertising	2 Weeks	17th - 28th Feb / 5th - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 24th Nov - 5th Dec	Mombasa / East London (SA)	
S02315	Strategic Communication on Troublesome Projects	2 Weeks	10th - 21st March / 19th - 30th May	Nairobi / Pretoria	Ask for a Course Outline
			14th - 25th July / 20th - 31st Oct	Cape Town / Kigali	
S02005	Strategic Communication for Public Private Partnership Projects	2 Weeks	20th - 31st Jan / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Mbabane / Mombasa	
S02316	Advanced Corporate Communication, Branding and Stakeholder Management	2 Weeks	3rd - 14th Feb / 12th - 23rd May	Pretoria / Nairobi	Ask for a Course Outline
			18th - 29th Aug / 1st - 12th Dec	Nairobi / Cape Town	

S02317	The Customer Service and Public Relations Masterclass	2 Weeks	27th Jan - 7th Feb / 22nd April - 3rd May	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 3rd - 14th Nov	Mombasa / East London (SA)	
S02318	Advanced Public Relations and Stakeholder Management	2 Weeks	24th Feb - 7th March / 2nd - 13th June	Nairobi / Pretoria	Ask for a Course Outline
			25th Aug - 5th Sept / 27th Oct - 7th Nov	Mombasa / East London	
S02319	Customer Service Excellence in the Utility Service and Regulatory Sector	2 Weeks	17th - 28th Marc / 2nd - 13th June	Mbabane / Pretoria	Ask for a Course Outline
			4th - 15th Aug / 20th - 31st Oct	Cape Town / Nairobi	
S02320	Building Effective Media Relations	2 Weeks	20th - 31st Jan / 7th - 18th April	Mbabane / Mombasa	Ask for a Course Outline
			14th - 25th July / 6th - 17th Oct	Kigali / Cape Town	
S02321	The Essentials of Public Relations and Administration Communication Skills	2 Weeks	17th - 28th Feb / 28th April - 9th May	East London / Mombasa	Ask for a Course Outline
			11th - 22nd Aug / 3rd - 14th Nov	Pretoria / Nairobi	
S02322	Public Relations and Event Management Masterclass	2 Weeks	17th - 28th March / 26th May - 6th June	Nairobi / East London (SA)	Ask for a Course Outline
			4th - 15th Aug / 6th - 17th Oct	Kigali / Durban	
S02323	Advanced Customer Service Management	2 Weeks	24th Feb - 7th March / 2nd - 13th June	East London (SA) / Pretoria	Ask for a Course Outline
			1st - 12th Sept / 24th Nov - 5th Dec	Nairobi / Pretoria	
S02324	Strategic Communications and Public Relations	2 Weeks	3rd - 14th March / 19th - 30th May	Nairobi / East London (SA)	Ask for a Course Outline
			21st July - 1st Aug / 10th - 21st Nov	Kigali / Durban	
S02325	Excellence in Customer Service, Protocol, and Events Management	2 Weeks	24th March - 4th April	Mombasa	Ask for a Course Outline
			16th - 27th June / 20th - 31st Oct	Nairobi / Pretoria	
S02326	Customer Focused Management	2 Weeks	17th - 28th Feb / 28th April - 9th May	Nairobi / East London (SA)	Ask for a Course Outline
			4th - 15th Aug / 3rd - 14th Nov	Kigali / Durban	
S02327	Customer Service and Communication Skills for Frontline Staff	2 Weeks	17th - 28th March / 5th - 16th May	Nairobi / East London (SA)	Ask for a Course Outline
			14th - 25th July / 6th - 17th Oct	Kigali / Durban	

Short Learning Programmes (SLP)					
COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
S01105	Corporate Governance; Building an Effective Board	2 Weeks	3rd - 14th Feb / 5 - 16th May	Nairobi / Pretoria	Ask for a Course Outline
			11th - 22th Aug / 17th - 28th Nov	Kampala / Cape Town	
S01108	A Balanced Score Card System in Public Sector Institutions; Implementation and Management	2 Weeks	17th - 28th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 27th Oct - 7th Nov	Kampala / East London	
S01139	Artificial Intelligence for Management; Navigating Change and Driving Growth	2 Weeks	17th - 28th March / 2nd - 13th June	Sandton / East London (SA)	Ask for a Course Outline
			11th - 22nd Aug / 20th - 31st Oct	Mombasa / Pretoria	
S01121	Utility Regulation and Strategy	2 Weeks	3rd - 14th Feb / 22nd April - 3rd May	Pretoria / Nairobi	Ask for a Course Outline
			1st - 12th Sept / 3rd - 14th Nov	Cape Town / Pretoria	
S01236	Performance Management Systems	1 Week	24th - 28th Feb / 12th - 16th May	Pretoria / Kampala	Ask for a Course Outline
			18th - 22nd Aug / 8th - 12th Dec	Nairobi / Durban	
S01631	Facilities Management	2 Weeks	3rd - 14th March / 26th May - 6th June	Pretoria / Mombasa	Ask for a Course Outline
			4th - 15th Aug / 10th - 21st Nov	Nairobi / Kampala	
S02400	Business Rescue Management	2 Weeks	24th Feb - 7th March / 26th May - 6th June	Pretoria / Nairobi	Ask for a Course Outline
			11th - 22nd Aug / 17th - 28th Nov	Mbabane / Kampala	
S02401	Chairing Boards	2 Weeks	10th - 21st March	Pretoria	Ask for a Course Outline
			10th - 14th June / 16th - 20th Sept	Nairobi / Pretoria	
S02402	Enterprise Risk Management	2 Weeks	27th Jan - 7th Feb / 28th April - 9th May	Pretoria / Nairobi	Ask for a Course Outline
			28th July - 8th Aug / 1st - 12th Dec	Cape Town / Mombasa	
S02403	Business Process Outsourcing (BPO) Management	2 Weeks	10th - 21st March / 2nd - 13th June	Sandton / Mombasa	Ask for a Course Outline
			4th - 14th Aug / 3rd - 14th Nov	Pretoria / Nairobi	