



HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
1	Conflict Management & Resolution	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
2	Advanced Human Resources Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
3	Advanced Human Resources Management & Appraisal	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
4	Advanced Management Programme		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
5	Advanced Public Relations & Events Management Skills	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
6	Advanced Training on Financial Report Analysis		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
7	Archival Management & Documentation	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
8	Auditing Skills & Training needs Analysis		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
9	Change & Transformation Management	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
10	Change Management & Effective Strategic Planning		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
11	Communication Skills & Time Management	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
12	Computer Software Management Skills for HR Officers		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
13	Computerized Human Resources Management	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
14	Computerized Management of Institutional Records		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
15	Conflict Resolution Course	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
16	Corporate Governance & Organizational Development		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
17	Customer Care & Public Relations	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
18	Customer Care & Public Relations Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
19	Customer Care for Frontline Staff	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
20	Disaster Management Skills		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
21	Disciplinary Hearing Procedures	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
22	Effective Management & Supervisory Skills for Managerial Staff		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
23	Effective Management & Supervisory Skills for Managerial Staff	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
24	Effective Records Management for Registry Staff		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
25	Effective Recruitment & Selection Skills	2 Feb-6 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
26	Employee Attitude Training		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
27	E-Records Management	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
28	Emotional Intelligence		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
29	Executive Customer Care & Public Relations Management	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
30	Executive Management & Supervisory skills for HR Officers		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
31	Grievances & Misconduct Handling Management	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
32	HR Policy Development & Implementation		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
33	Human Resource for Non-Human Resources Professional	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
34	Human Resources Management & Development		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
35	Human Resources Management & Recruitment	9 Feb-13 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
36	Industrial & Personnel Psychology		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
37	Industrial Psychology & Labour Law	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
38	Industrial Relations		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
39	Industrial Relations & Labour Law	23 Feb-27 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
40	Introduction to Human Resources Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
41	Labour Relations	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
42	Labour Relations & Conflict Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
43	Labour Relations in Public Sector	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
44	Leadership Development for Senior HR Officers		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
45	Leadership Innovation & Change Management	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
46	Management & Leadership for Supervisors & Managers		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
47	Management Advancement Programme	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
48	Management Development Programme for Middle Officers		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
49	Management of Labour Relations	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
50	Management of the Training & Development of Personnel Officers		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
51	Micro-Computers in Human Resources Management	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
52	Negotiation Skills & Dispute Resolution for HR Officers		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
53	Operations & Production Management for Technical Staff	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
54	Pension Scheme, Design & Administration		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
55	People Management Skills in a Technical	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days

56	Performance Appraisal & Evaluation Techniques		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
57	Performance Appraisal & Management	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
58	Performance Based Human Resources Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
59	Performance Management & Evaluation	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
60	Personnel Selection, Placement & Adjustment		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
61	Policy Development & Strategic Management for Executive	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
62	Policy Development, Formulation & Analysis		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
63	Public Procurement processes & Management	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
64	Public Service HR Planning & Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
65	Records Management	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
66	Report Writing Skills for Technical Staff		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
67	Results Based Performance Management	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
68	Reward Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
69	Socio-economic Rights	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
70	Staff performance, Appraisal & Evaluation Techniques		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
71	Strategic Management Skills for Senior HR Officers	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
72	Supervisory & Operations Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
73	Supervisory Skills for Technical Skills	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
74	Supervisory Skills for Technical Staff		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
75	Training of Trainers (TOT)	9 Feb-13 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
76	Understanding the Role & Operations of the Ombudsman		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days



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HYPATIA TRAINING
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FINANCIAL MANAGEMENT PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
74	Accounting Skills for Supervisors	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
75	Advanced Accounting & Auditing		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
76	Advanced Budgeting & Budgetary Control	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
77	Advanced Financial Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
78	Advanced Income Tax & VAT Processing & Administration	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
79	Advanced Management Accounting Techniques		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
80	Advanced Presentation Skills Training	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
81	Asset & Liability Management Skills		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
82	Auditing for Internal Auditors	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
83	Auditing of Computerized Accounting Systems		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
84	Auditing Skills & People Balance Sheet	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
85	Basic Bookkeeping		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
86	Basic Financial Management	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
87	Basic Financial Management Skills		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
88	Bookkeeping & Basic Accountancy for Secretaries	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
89	Budgeting & Budgetary Control		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
90	Budgeting & Forecasting for Finance Managers	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
91	Capital Budgeting & Cash flow principles		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
92	Cash & Balance Sheet Management	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
93	Completions of Budgets, Financial Statements & Budgetary Control		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
94	Computerized Accounting Systems & Organisational Financing	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
95	Computerized Auditing		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
96	Computerized Auditing & Financial Control	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
97	Computerized Financial Management Programme		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
98	Computerized Public Sector Financial Management	2 Feb-6 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
99	Corporate Financial Management for Senior Executives		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
100	Corporate Governance for Senior Executives	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
101	Cost & Management Accounting		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
102	Costing Systems & Merchandising	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
103	Credit Management, Monitoring & Control		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
104	Finance & Budgeting for Non-Finance Managers	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
105	Finance & Budgeting for Regional or Local Authorities		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
106	Financial Analysis	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
107	Financial Analysis Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
108	Financial Management	9 Feb-13 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
109	Financial Management & Budgetary Control		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
110	Financial Management & Control	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
111	Financial Management for NGOs		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
112	Financial Management of Donor Funded Projects	23 Feb-27 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
113	Financial Management, Accounting & Budgetary Control		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
114	Financial Mathematics & Corporate Finance	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
115	Financial Planning & Budgeting		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
116	Financial Planning & Budgeting Using Excel	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
117	Financial Planning & Modelling for Executives		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
118	Financial Report Analysis	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
119	Financial Risk Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
120	Fundamentals of Internal Auditing	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
121	Governmental Accounting		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
122	IFMS – International Financial Management System	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
123	Implementation of Auditing Procedures		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
124	Internal Auditing & Accountability Programme	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
125	International Financial Reporting Standards (IFRS)		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
126	Introduction to Cost & Management Accounting	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
127	Introduction to Financial Accounting		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
128	Managing the Internal Audit Department	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
129	National Financial Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
130	Principles of Financial Management for SMEs	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
131	Public Financial Management for Parliamentarians		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
132	Public Sector Accounting – Budgeting, S&T, Salaries	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
133	Public Sector Auditing		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days

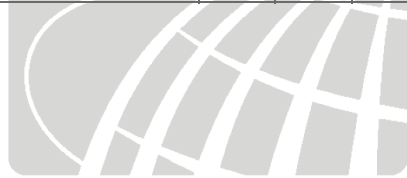
134	Public Sector Financial Planning & Modelling for Executives	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
134	Public Sector Financial Planning, Modelling & Accounting		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
135	Strategic Financial Management	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
136	Systems Management & Internal Financial Controls		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days



HTI
HYPATIA TRAINING
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POLICY MANAGEMENT & DEVELOPMENT PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
136	Advanced Economic Forecasting, Policy Development & Analysis Skills	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
137	Data Generation & Management for Efficient Economic Planning		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
138	Economic Empowerment, Policy Development & Management	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
139	Economic Forecasting & Analysis		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
140	Economic Forecasting & Policy Analysis	16 Feb-20 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
141	Economic Forecasting & Policy Development		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
142	Economic Policy Analysis & Development Research	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
143	Economic Policy Research Methods & Analysis		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
144	Fundamentals of Economic Policy Formulation	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
145	Macro-econometric Modelling & Forecasting		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
146	Macro-economic Analysis & Budgetary Control	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
147	Macro-economic Analysis Skills		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
148	Macro-economic Policy Analysis & Forecasting	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
149	Macro-economic Policy Analysis, Econometric Modelling & Forecasting		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
150	Policy Analysis for Parliamentarians & Policy Makers	23 Feb-27 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
151	Policy Development & Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
152	Policy Development & Strategic Management	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
153	Principles of Micro-economic		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
154	Debt Collection and Management	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
155	Public Speaking & Presentation Skills		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
156	Quantitative Techniques for Macro-economic Analysis & Management	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
157	Research & Data Analysis in SPSS		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
158	Research Design, Methodology & Presentation	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
159	Socio-Economic Rights		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
160	Statistical Analysis for Planners, Budget Officers & Economists	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
161	Women Leadership & Development Programme		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days



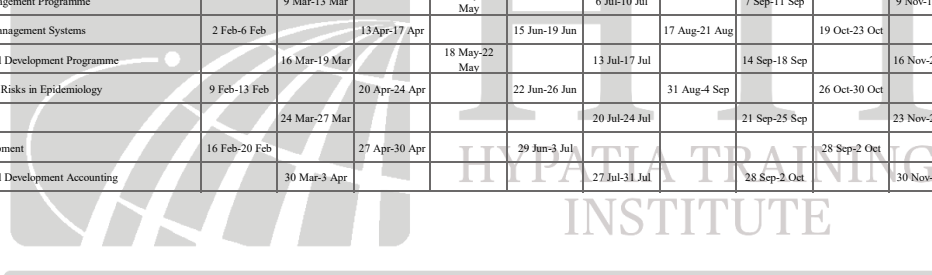
HYPATIA TRAINING
INSTITUTE

PROJECT MANAGEMENT PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
162	Advanced Project Analysis & Evaluation	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
163	Advanced Project Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
164	Advanced Project Monitoring & Evaluation	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
165	Advanced Project Planning & Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
166	Advanced Project Risk Management	16 Feb-20 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
167	Basic Project Monitoring & Evaluation		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
168	Business Proposal Writing Course	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
169	Community Health Project Planning & Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
170	Community Participation, Empowerment & Development	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
171	Computerized Project Management & Institutional Records Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
172	Computerized Project Monitoring & Evaluation	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
173	Computerized Project Planning & Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
174	Credit Management, Monitoring & Control for Micro-Projects	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
175	Developing Business Proposal for SMEs		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
176	Effective Project Time Management & Auditing	23 Feb-27 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
177	Environmental Impact Assessment for Sustainable Development		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
178	E-Procurement & Materials Management Procurement	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
179	E-Procurement, Monitoring & Evaluation of Projects		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
180	Financial Management of Donor Funded Projects	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
181	Gender & Rural Development Projects Programme		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
182	Gender Sensitive Project Planning & Management	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
183	Gender, Poverty & Rural Development Programme		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
184	Monitoring & Evaluation (M&E) of HIV/AIDS Projects	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
185	Monitoring & Evaluation of Community & Development Projects		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
186	Monitoring & Evaluation of Development Projects	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
187	Monitoring & Evaluation of Governmental Projects		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
188	Monitoring & Evaluation(M&E) of Donor Funded Projects	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
189	Multiple Project Planning & Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
190	Participatory Project Planning & Management	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
191	Project Appraisal & Development Planning for SMEs		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
192	Project Design, Planning & Management	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
193	Project Design, Proposal Writing & Fundraising		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
194	Project Management	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
195	Project Management & Evaluation		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
196	Project Planning, Management & Evaluation	9 Feb-13 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
197	Project Procurement for Donor Funded Projects		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
198	Project Proposal Course	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
199	Project Risk Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
200	Procurement Processes & Management	23 Feb-27 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
201	Rural Project Planning & Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
202	Strategic Management for Development Projects	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
203	Sustainable Development Projects in Rural Communities		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
204	Tender & Contract Management	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
205	Tendering Processes		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
206	Writing an Effective Business Plan Skills	16 Feb-20 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days

ENVIRONMENTAL PROJECT MANAGEMENT PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
207	Environmental Impact Assessment for Sustainable Development	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
208	Natural Resources Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
209	Land & Water Resources Management	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
210	Veterinary Epidemiology & Pathology Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
211	Waste Management	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
212	Animal Health Management & Development		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
213	People Management Skills in a Technical Environment Programme	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
214	Urban Management Development		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
215	Disaster Preparedness & Management	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
216	Livestock & Wildlife Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
217	Tourism & Hospitality Management	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
218	Fleet Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
219	Occupational Health & Safety	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
220	Environmental Planning & Project Appraisal		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
221	Mushroom Production	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
222	Soil & Water Conservation Planning		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
223	Computer Applications to Water Resources Management	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
224	International Tourism Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
225	Principles of Irrigation Systems & Design	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
226	Urban Land Administration & Planning		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
227	Training on Local Economic Development	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
228	Environmental Scanning & Analysis		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
229	Drought & Food Security Management	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
230	E-Procurement & Materials Management Programme		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
231	Occupational Safety & Health Management Systems	2 Feb-6 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
232	Agriculture Management & Rural Development Programme		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
233	Management of Animal Diseases Risks in Epidemiology	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
234	Natural Resources Economics		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
235	Management of SMEs & Development	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
236	Agriculture Management & Rural Development Accounting		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days



OFFICE MANAGEMENT & ADMINISTRATION PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
237	Administration Skills & Events Management	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
238	Advanced Computer Skills		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
239	Advanced Management Skills for Office Administration Staff	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
240	Advanced Secretarial Leadership Development		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
241	Advanced Secretaries & Personal Assistants Computer Skills	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
242	Archival Management & Documentation		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
243	Asset & Liability Management	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
244	Basic Accountancy & Bookkeeping for Secretaries		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
245	Basic Auditing Skills	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
246	Basic First Aid Course on for Technical Staff		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
247	Business Management & Administration	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
248	Business Plan Writing Workshop		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
249	Communication Skills & Time Management	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
250	Compliances of Budgets, Financial Statements & Control		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
251	Computer & Software Management Skills	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
252	Computer Skills for Secretaries		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
253	Computer Skills for Secretaries & Personal Assistants	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
254	Conflict Resolution & Management Skills		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
255	Customer Care & Communication Skills	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
256	Customer Care & Public Relations		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
257	Customer Care for Frontline Staff	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
258	Disaster Management Skills		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
259	Disciplinary Hearing Procedures	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
260	Effective Management & Gender Issues Programme		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
261	Effective Management & Supervisory for Executive Secretaries	2 Feb-6 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
262	Effective Records Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
263	Effective Records Management for Registry Staff /Officers	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
264	Effective Report Writing Skills		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
265	Effective Supervisory Management	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
266	Electronic Data & Records Management Programme		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
267	Electronic Records Management	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
268	Electronic Records Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
269	Employee Attitude Management	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
270	Essential Grammar for Professional Writing		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
271	Executive & Private Secretarial Skills Development Workshop	9 Feb-13 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
272	Executive Customer Care & Public Relations Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
273	Executive Office Administration & Secretarial Skills	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
274	Executive Secretaries & Administrators Office Skills		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
275	Executive Secretaries & Private Secretaries Leadership Skills	23 Feb-27 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
276	Financial Analysis Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
277	Front Office Administration Skills	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
278	Grievances & Misconduct Handling Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
279	Introduction to Financial Accounting & Management Skills	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
280	Labour Relations & Conflict Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
281	Conflict Resolution & Management Skills	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
282	Leadership Development for Executive Secretaries		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
283	Management & Administration Skills for Government Officers	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
284	Management & Administration Skills for NGOs Officers		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
285	Management Development Programme for Middle Managers	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
286	Management Information System & Data Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
287	Management Skills for Central Bank Governors, Private Secretaries & Administrative Assistants	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
288	Management Skills for Minister's Secretaries		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
289	Marketing Research for Senior Executives	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
290	Minute Taking & Report Writing Skills		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
291	Office Administration & Secretarial Procedures	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
292	Office Assistants Skills Development		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
293	Office Technology, Internet & E-Mails Skills	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
294	Organisational Relations		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
295	Performance Appraisal & Evaluation Techniques	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
296	Performance Appraisal & Management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days

297	Professional Code of Ethics & Behaviour Management	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
298	Professional Secretarial & Administrative Skills		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
299	Proficiency English & Customer Care	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
300	Public Speaking & Presentation Skills		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
301	Report Writing Skills for Technical Staff	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
302	Small Business Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
303	SQL Database Management	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
304	Strategic Management Skills for Senior Executives		24 Mar-27 Mar			20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov			Nam, Zim, Bot, SA, Mal, Zam	5 Days
305	Strategic Management Skills for Senior Executives & Heads of Department	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
306	Stress Management		30 Mar-3 Apr			27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec			Nam, Zim, Bot, SA, Mal, Zam	5 Days
307	Supervisory & Office Management Skills	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
308	Supervisory Skills & Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
309	Team Work & Results Management	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
310	Telephone Etiquette & Customer Service		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
311	Time Management	9 Feb-13 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
312	Training Needs Analysis		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
313	Training of Trainers	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
314	Website Development & Management		24 Mar-27 Mar			20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov			Nam, Zim, Bot, SA, Mal, Zam	5 Days



HTI
HYPATIA TRAINING
INSTITUTE

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
315	Linux Networking & Security Administration	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
316	SQL Database Management Techniques		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
317	Introduction to Java Programming Language, Data Structures & Algorithms	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
318	Computer Applications in Business & Finance		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
319	Database Management Systems & Concepts	16 Feb-20 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
320	Network Security & Administration		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
321	Information Technology & Management	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
322	Linux Advanced Administration & Troubleshooting		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
323	Computer Skills for Professional Secretaries & Personal Assistants	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
324	Computerized Management of Institutional Records		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
325	Computer & Software Management Skills	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
326	Advanced Programming with JAVA		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
327	Software Design & Engineering	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
328	Web Content Development		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
329	Advanced Graphic Designing (Adobe Package)	23 Feb-27 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
330	Records & Information Management for Executives		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
331	Basic Adobe Indesign	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	3 Days
332	Intermediate Adobe Indesign		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	3 Days
333	Advanced Adobe Indesign	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
334	Basic Adobe Illustrator		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	3 Days
335	Intermediate Adobe Illustrator	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
336	Advanced Adobe Illustrator		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
337	Basic Graphic Designing	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	3 Days
338	Intermediate Graphic Designing		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
339	Advanced Computer Skills	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
340	Advanced Microsoft Word		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	2 Days
341	Advanced Microsoft Excel	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
342	Advanced Microsoft Power Point		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	2 Days
343	Advanced Microsoft Project	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
344	Advanced Microsoft Outlook		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	2 Days
345	Intermediate Microsoft Word	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	2 Days
346	Intermediate Microsoft Excel		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
347	Intermediate Microsoft Power Point	2 Feb-6 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	2 Days
348	Intermediate Microsoft Project		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	3 Days
349	Intermediate Microsoft Outlook	9 Feb-13 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	2 Days
350	Basic Microsoft Office		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
351	Intermediate Microsoft Office	16 Feb-20 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
352	Advanced Microsoft Office		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
353	Computer User Skills	23 Feb-27 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
354	Basic Photoshop		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
355	Advanced Photoshop	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
356	Intermediate Photoshop		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days

HEALTH MANAGEMENT PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
357	Monitoring & Evaluation of HIV/AIDS Projects	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
358	Clinical Research Methods for Medical Researchers & Medical Personnel		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
359	Community Health & Primary Health Care	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
360	Diseases Control & Prevention		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
361	Family Planning & Reproductive Health	16 Feb-20 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
362	Fleet Management		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
363	Gender & Reproductive Health	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
364	Health Management & Planning		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
365	HIV/AIDS Care & Support for Vulnerable Groups	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
366	HIV/AIDS Combating & Support Systems		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
367	Industrial Health & Hygiene Workshop	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
368	Mainstreaming HIV/AIDS in Development Programmes		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
369	Management & Accident Prevention	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
370	Management of ARVs in the Civil Society		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
371	Management of HIV/AIDS in the Workplace	23 Feb-27 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
372	Managing Occupational Health & Safety		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
373	Medical Aid Administration & Management	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
374	National Gender Based Violence Workshop		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
375	Nutritional Management for HIV/AIDS	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
376	Occupational Safety & Health Management Systems		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
377	Participation of Nurses in Occupational Health & Mental Health	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
378	Psycho-Social Support & Community Based Counselling		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
379	Psycho-Social Support & Empowerment Programme(s)	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
380	Public Health Management		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
381	Research Methods	2 Feb-6 Feb		13 Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
382	Results Based Management of HIV/AIDS		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
383	Road Safety & Accident Management	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
384	Safety & Health Management		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
385	Sexual & Gender Based Violence (SGBV)	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
386	Stigma Discrimination		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
387	Strategic Management of Development HIV/AIDS Projects	23 Feb-27 Feb		30 Mar-2 Apr		1 Jun-5 Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
388	Water Supply & Sanitation Management		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days

GENERAL SERVICES PROGRAMMES

Code	Name of Course	February	March	April	May	June	July	August	September	October	November	December	Venue	n
389	Attitude Management, Interpersonal & Communication Skills	2 Feb-6 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
390	Basic First Aid Skills for non-medical Staff & General Officers		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
391	Cleaners, Labourers and Handyman Workshop	9 Feb-13 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
392	Cleaners', Messengers' & Labourers'		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
393	Cleaning & accident prevention	16 Feb-20 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
394	Cleaning and hygiene		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
395	Cleaning glass surfaces and Office Decoration	23 Feb-27 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
396	Cleaning management & accident prevention		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
397	Cleaning Management & Science	2 Feb-6 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
398	Cleaning Safety & health management		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
399	Cleaning wet areas	9 Feb-13 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
400	Combating HIV and Malaria in Urban & Rural Namibia		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
401	Complying with infection control policies and procedures	16 Feb-20 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
402	Effective office cleaning and decoration		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
403	Effective waste removal	23 Feb-27 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
404	Fraud Prevention + Good Governance		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
405	Internal office cleaning	2 Feb-6 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
406	Maintain furniture and fittings and office dressing		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
407	Maintaining a carpeted floor	9 Feb-13 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
408	Maintaining a clean Organisational Environment		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days
409	Maintaining a hard floor surface	16 Feb-20 Feb		30 Mar-2 Apr		1 Jun-5Jun		3 Aug-7 Aug		5 Oct-9 Oct		30 Nov-4 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
410	Management & Stock Control		2 Mar-6 Mar		5 May-8 May		29 Jun-3 Jul		31 Aug-4 Sep		2 Nov-6 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
411	Outdoor cleaning skills	23 Feb-27 Feb		7 Apr-10 Apr		8 Jun-12 Jun		10 Aug-14 Aug		12 Oct-16 Oct		2 Dec-6 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
412	Participating in workplace safety arrangements		9 Mar-13 Mar		11 May-13 May		6 Jul-10 Jul		7 Sep-11 Sep		9 Nov-13 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
413	Performing basic stain removal	2 Feb-6 Feb		13Apr-17 Apr		15 Jun-19 Jun		17 Aug-21 Aug		19 Oct-23 Oct		9 Dec-13 Dec	Nam, Zim, Bot, SA, Mal, Zam	5 Days
414	Planning for safe and efficient cleaning activities		16 Mar-19 Mar		18 May-22 May		13 Jul-17 Jul		14 Sep-18 Sep		16 Nov-20 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
415	Providing effective cleaning service	9 Feb-13 Feb		20 Apr-24 Apr		22 Jun-26 Jun		31 Aug-4 Sep		26 Oct-30 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
416	Restoring a hard floor surface		24 Mar-27 Mar				20 Jul-24 Jul		21 Sep-25 Sep		23 Nov-27 Nov		Nam, Zim, Bot, SA, Mal, Zam	5 Days
417	Water, sanitation & community hygiene	16 Feb-20 Feb		27 Apr-30 Apr		29 Jun-3 Jul				28 Sep-2 Oct			Nam, Zim, Bot, SA, Mal, Zam	5 Days
418	Workplace Safety and Hygiene for general workers		30 Mar-3 Apr				27 Jul-31 Jul		28 Sep-2 Oct		30 Nov-4 Dec		Nam, Zim, Bot, SA, Mal, Zam	5 Days

