

ASPM Calendar 2018



Africa School of Project Management (ASPM)

"Capacity building across Africa"

Contact Details.

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Governance, Management & Administration (GMA) Courses.

Course Code	Courses	2 weeks	1 week
GMA 01	Strategic Leadership Development Course	Feb 5-16 April 16-27 October 15-26	Feb 5-9 April 16-20 Nov 5-9
GMA 02	Supervisory Skills Development course	Feb 5-16 April 16-27 October 15-26	Feb 5-9 April 16-20 Nov 5-9
GMA 03	Top Secretaries management course	June 11-22 September 17-28 November 19-30	March 26-30 April 23-27 Nov 12-16
GMA04	Cooperate Governance course	Feb 5-16 April 16-27 October 15-26	Feb 5-9 April 16-20 Nov 5-9
GMA05	Strategic Planning & Management	June 11-22 September 17-28 November 19-30	March 26-30 April 23-27 July 16-20
GMA06	Institutional Re Engineering-& Change Management	Feb 26th-9 th march June 11-22 October 15-26	Feb 26th-2nd March April 16-20 Nov 12-16
GMA07	Balanced Score Card	Feb 5-16 April 16-27 October 15-26	Feb 5-9 April 16-20 Nov 5-9
GMA08	Policy Formulation, Implementation & Analysis	June 11-22 September 17-28 November 19-30	March 26-30 April 23-27 Nov 12-16

Banking Sector, Microfinance and Enterprise Development

Course Code	Courses	2 weeks	1 week
FM 1	<p>Data Analysis for Research,</p> <p>Macroeconomics and</p> <p>Debt Mgt Using Advanced Microsoft Excel</p>	<p>March 5-17</p> <p>June 11-22</p> <p>Nov 19-30</p>	<p>April9-14</p> <p>June 18-22</p> <p>Nov 19-23</p>
FM 2	<p>Public Domestic Debt management and Bond Issuance.</p>	<p>April 2-13</p> <p>Sept 17-28</p> <p>Nov12-23</p>	<p>April9-14</p> <p>June 18-22</p> <p>Nov 19-23</p>
FM3	<p>Managing Public Debt and its implications for financial stability</p>	<p>April 2-13</p> <p>Sept 17-28</p> <p>Nov12-23</p>	<p>April9-14</p> <p>June 18-22</p> <p>Nov 19-23</p>
FM 4	<p>Foundation Banking supervision</p>	<p>May 14-25</p> <p>Sept 17-28</p> <p>Nov12-23</p>	<p>June 11-15</p> <p>Oct22-26</p> <p>Dec 3-7</p>
FM 5	<p>Combating Money Laundering and other Financial Crimes</p>	<p>May 14-25</p> <p>July 9-13</p> <p>October 15-19</p>	<p>April 9-13</p> <p>September 17-21</p> <p>Nov12-16</p>
FM 6	<p>Implementation of Effective Risk Management and Good Corporate Governance</p>	<p>April 2-13</p> <p>Sept 17-28</p> <p>Nov12-23</p>	<p>April9-14</p> <p>June 18-22</p> <p>Nov 19-23</p>

FM 7	Advanced Banking supervision and Financial stability	May 7-18 August 13-24 Nov 12-23	May 14-18 July 23-27 October 22-26
FM 9	Debt Negotiations and Legal Aspects of Debt Mgt	April 2-13 Sept 17-28 Nov12-23	May 14-18 July 23-27 October 22-26

Course Code	Courses	2 weeks	1 week
FM10	Debt Sustainability Analysis	May 14-25 July 9-13 October 15-19	April9-14 June 18-22 Nov 19-23
FM 11	Debt Restructuring and Risk Management.	May 7-18 August 13-24 Nov 12-23	May 14-18 July 23-27 October 22-26
FM 12	Financial Management for Debt Managers & Administrators	May 14-25 July 9-13 October 15-19	May 14-18 July 23-27 October 22-26
FM 13	Medium Term Debt Management Strategy.	May 7-18 August 13-24 Nov 12-23	May 14-18 July 23-27 October 22-26
FM14	Debt management Quantitative Analysis.	May 14-25 July 9-13 October 15-19	April9-14 June 18-22 Nov 19-23
FM15	Sukuk (Islamic Bond) Training	April 2-13 Sept 17-28 Nov12-23	April9-14 June 18-22 Nov 19-23
FM 16	Business, Credit Appraisal and Entrepreneurship Development	Feb 5-16 April 16-27 October 15-26	Feb 5-9 April 16-20 Nov 5-9
FM17	Development strategies for SMEs	April 2-13 Sept 17-28 Nov12-23	April9-14 June 18-22 Nov 19-23

Finance and Financial Management

Course Code	Courses	2 weeks	1 week
FM 16	Advanced Accounting and Auditing for Public Sector Organizations	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 17	International Financial Reporting Standards (IFRS)	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 18	Advanced Business Financial Analysis	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 19	Debt Recovery & Credit Control	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 20	Asset and Liability Management	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
FM 21	Budgetary Control in Project Control Management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 22	Budgeting and Budgetary Control	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

FM 23	Budgeting and Forecasting	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
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Course Code	Courses	2 weeks	1 week
FM 24	Project Financial and Budgetary Management Training	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 25	Computer Applications in Accounting Auditing and Financial Management	January 15-26 April 16-28 October 8-19	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 26	Computerized Public Sector Financial Management	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 27	Evaluating Financial Performance	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM28	Finance and Budgeting for Non Finance Managers	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM29	Financial Analysis	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM30	Financial management and auditing of donor-funded projects	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
Fm31	Financial Management and Budgetary control	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Course Code	Courses	2 weeks	1 week
FM 32	Financial Management for Managers	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 33	Financial Management & Grants Management for NGOs	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM34	Financial Planning & Forecasting	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 35	Financial Risk Management	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 36	Fixed Asset Management and Project Accounting	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
FM 37	Advanced Internal & External Auditing Skills	April 9-20 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 38	Managing the Internal Audit Function	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

FM 39	Modern Accounting Techniques for Accountants and Auditors	Feb 19-2 nd March April 9-20 September 17-28 November 12-23	Feb 19-23 April 9-13 September 17-21 Dec 3-7

Course Code	Courses	2 weeks	1 week
FM 40	Public Sector Financial Management and control	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 41	Revenue Collection Management	January 15-26 April 16-28 October 8-19	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 42	Strategic Financial Management	January 15-26 April 16-28 October 8-19	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 43	Auditing of computerized Accounting Systems	January 15-26 April 16-28 October 8-19	Feb 19-23 April 9-13 September 17-21 Dec 3-7
FM 44	Forensic Auditing and Investigation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 45	Advanced Financial management & Auditing	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
FM 46	Financial compliance & Internal Audit	March 5-16	March 5-9

June 11-22

August 13-24

May 14-18

Dec 3-7

Economic Management and Development Policy

Course Code	Courses	2 weeks	1 week
ED 1	Budgeting for Efficient Economic Management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED2	Economic planning and budgeting	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED3	Local Authorities Resources Mobilization and Management	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
ED 4	Macro-econometric Modeling and Forecasting	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 5	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 6	Macroeconomic policy formulation, analysis and management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 7	Macroeconomics for Public Sector	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

	Managers		
	Development	March 5-16	March 5-9
		June 11-22	May 14-18
		August 13-24	Dec 3-7
	Programmes		

Course Code	Courses	2 weeks	1 week
ED 9	Monetary and Fiscal Policies Management for Legislators	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED10	Programmes Participatory Management of rural development	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 11	Policy Formulation Implementation Evaluation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 12	Poverty Reduction Strategies Monitoring and Evaluation Systems	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
ED 13	Public Debt Management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
EM 14	Public Sector Management Strategies and Policies	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
EM 15	Quantitative techniques for macro-economic analysis and management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

EM 16	Resource Mobilization for Rural Development	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
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Course Code	Courses	2 weeks	1 week
EM 17	Restructuring and Privatization of Public Enterprises	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
EM18	Risk Management	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
EM 19	Data Analysis STATA Training	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
EM 20	Statistical Methods and Computer Applications for Policy Analysts	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
EM 21	Statistical Methods for Poverty Profiling and Analysis	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
EM 22	Survey Methodology and Statistics for Enumerators	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
EM 23	Tax Analysis and Revenue Forecasting	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16

EM 24	Management of Decentralized Governments	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
EM 25	Policy Analysis for parliamentarians and policy makers	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Project Management (PM)

Course Code	Courses	2 weeks	1 week
PM 1	Effective Project Planning & Scheduling	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 2	Aid coordination management information systems (ACMIS)	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 3	Participatory project planning and Management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 4	Grants Management Training	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 5	Private Public Partnerships for Development Projects	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 6	Project Design Planning and Management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 7	Project Leadership & Governance Training	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 8	Project Design, Proposal Writing Fund Raising	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

PM 9	Project management & Result Based Monitoring and Evaluation of Development Projects	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 10	Development project planning and Management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM11	Developing Monitoring & Evaluation Systems	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM12	Project Management Skills for Non-Project Managers	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 13	Project planning and management for NGOs	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 14	Results Based Monitoring and Evaluation of development projects	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 15	Information system-M/S project software	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Course Code	Courses	2 weeks	1 week
PM 17	Sustainable Development Projects in Rural Communities	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 18	Environmental Impact Assessment and Audit (EIAA)	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 19	Application of M&E Frameworks in project management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM 20	Managing projects with project management information systems (PMIS)	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 21	Computerized M&E systems	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM 22	Planning and Engaging in M&E consultancy	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

PM 23	Monitoring and Evaluation	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM24	Monitoring and Evaluation of community and development projects	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
PM25	Project management for PAs, Secretaries and Administrators.	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
PM26	Strategic financial management for NGOs	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Human Resources and Organizational Development

Course Code	Courses	2 weeks	1 week
HR1	Building Self Esteem and Assertiveness Skills	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HR 2	Coaching and Mentoring	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HR3	Conducting Effective Performance Reviews	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HR4	Conquering the Fear of Speaking in Public	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HR5	Crisis Management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HR6	Gender Analysis and mainstreaming	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HR7	Good Governance and Leadership	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

HR8	Disability Mainstreaming in Projects and Organizations	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

Course Code	Courses	2 weeks	1 week
HR9	HR and the law	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HR 11	HR strategy fundamentals	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HR12	Human Resource Management and organizational Development	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
HR13	Integrating Organizational & Individual Performance Management Systems	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
HR 14	Introductory human resources Management and performance evaluation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HR15	Knowledge Management	April 10-21 June 19-30 Sep 4-15	March 20-24 May 22-26 Nov 20-24
HR16	Labour Relations in the Public Sector	April 10-21 June 19-30 Sep 4-15	March 20-24 May 22-26 Nov 20-24

HR17	Leadership Skills for Supervisors - Communication,	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
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Course Code	Courses	2 weeks	1 week
HR 18	Performance appraisal Techniques for PAs	April 10-21 June 19-30 Sep 4-15	March 20-24 May 22-26 Nov 20-24
HR19	Performance Based Human Resources Management	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
HR20	Performance Evaluation and Management	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
HR21	Change management in corporates	April 10-21 June 19-30 Sep 4-15	March 20-24 May 22-26 Nov 20-24
HR22	Results Based Performance Management	April 10-21 June 19-30 Sep 4-15	March 20-24 May 22-26 Nov 20-24
HR23	Staff Performance, Appraisal and Evaluation Technique	Feb 26 th -9 th march June 12-23 Sep 18-29	Feb 26 th -2 nd march May 15-19 Oct9-13
HR 24	Customer Care Training	April 10-21 June 19-30 Sep 4-15	March 26-30 May 22-26 Nov 20-24

Procurement, Logistics and Supply Chain Management (LPSM):

Course Code	Courses	2 weeks	1 week
LPSM 2	Contract Drafting, Negotiation Skills and Procurement Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 3	Advanced Defensive driving Skills	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
LPSM 4	Effective Purchasing, Tendering & Supplier Selection	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 7	Fleet and Transport Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 8	Logistics and Facility Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 9	Managing Logistics in the Supply Chain	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

<p>LPSM 10</p>	<p>Managing the Contract & Supplier Relationships</p>	<p>March 5-16 June 11-22 August 13-24</p>	<p>March 5-9 May 14-18 Dec 3-7</p>
<p>LPSM 11</p>	<p>Materials and Supply Chain Management</p>	<p>Feb 12-23 April 2-13 Oct 9-20 Dec 4-15</p>	<p>Feb 12-16 April 2-6 July 17-21 Dec 4-8</p>

Course Code	Course	2 weeks	1 week
LPSM 12	Procurement, logistics and Supply chain Management (LPSM)	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 14	Procurement Policy Implementation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
LPSM 15	Production Planning & Inventory Control	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
LPSM 16	Purchasing & Supply Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 18	Specifying Requirements & Planning Supply	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
LPSM 19	Stores and Inventory Control Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 20	Strategic Logistics: Planning and Management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Course Code	Courses	2 weeks	1 week
LPSM 23	Warehouse Operations and Management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 24	Procurement & supply chain management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 25	Advanced Logistics and supply chain management	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
LPSM 26	Evaluating, Rating and selecting suppliers	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7

Secretarial and Office Administration

Course Code	Courses	2 weeks	1 week
SOM 1	Advanced Executive Office Administration and Secretarial Skills	March 26-6 April May 15-26 Sept 4-15	March 26-30 June 11-16 Nov 12-16
SOM 2	Advanced Writing Skills	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 3	Archival Management and Documentation	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 4	Basic Executive Office Administration and secretarial skills	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 5	Communication and Report Writing Skills	March 26-6 April May 15-26 Sept 4-15	March 26-30 June 11-16 Nov 12-16
SOM 6	Computerized Management of Institutional Records	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

SOM 7	Developing Communication Tools	<p>March 26-6 April</p> <p>May 15-26</p> <p>Sept 4-15</p>	<p>March 26-30</p> <p>June 11-16</p> <p>Nov 12-16</p>
SOM 8	Administration	<p>Feb 12-23</p> <p>April 2-13</p> <p>Oct 9-20</p> <p>Dec 4-15</p>	<p>Feb 12-16</p> <p>April 2-6</p> <p>July 17-21</p> <p>Dec 4-8</p>

Course Code	Courses	2 weeks	1 week
SOM 9	Effective Presentation skills	Feb 12-23 April 2-13 Oct 9-20 Dec 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 10	Event Planning and Management	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 11	Executive Administration Skills for PAs and Secretaries	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 12	Executive Secretarial and Administrators Course	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 13	Advanced Executive Office Administration and Secretarial Skills	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

<p>SOM 14</p>	<p>Library Management and Documentation</p>	<p>March 26-6 April May 15-26 Sept 4-15</p>	<p>Feb 12-16 April 2-6 July 17-21 Dec 4-8</p>
<p>SOM 15</p>	<p>Management Advancement Programme for Secretaries Ministers Secretaries</p>	<p>March 26-6 April May 15-26 Sept 4-15</p>	<p>Feb 12-16 April 2-6 July 17-21 Dec 4-8</p>

Course Code	Courses	2 weeks	1 week
SOM 17	Managing Information Registry	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 18	NGO management and Administration	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 19	Professional Minute taking and report writing skills	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 20	Professional Secretarial and administrative Skills	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 21	Protocol Procedures and Diplomatic etiquette	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 22	Public Relations for secretaries	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 23	Reception, Switchboard and Telephone Techniques	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 24	Report Writing Skills	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

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Course Code	Courses	2 weeks	1 week
SOM 25	Skills for the Administrative Assistant	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 26	Speech Writing Skills	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 27	Records and Data Management (Computerized System)	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 28	Library and Information Organization	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 29	customer care & communication skills training	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 30	Enforcement in Broadcasting and Content Monitoring	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 31	Front Office Management Training	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
SOM 33	Records Management and Archives	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
SOM 34	Digitization of Archives	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

SOM 35	Information Management		

Information Communication Technology

Course Code	Courses	2 weeks	1 week
ICT 1	Computer and Software Management Skills Development	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
ICT 2	Computerized Financial Management for Accountants	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
ICT 3	Computer and Data Security Management	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
ICT 4	Database Design and Maintenance	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
ICT 5	Advanced IT for Audit Control Management	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
ICT 6	Advanced Computer Network Administration	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

Data Management and Analysis

Course Code	Courses	2 weeks	1 week
DM 1	Data Management and Analysis using advanced Excel	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
DM 2	Data Management and Analysis using SPSS	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
DM 3	Quantitative data management and analysis using NVIVO	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
DM4	Data Management and Analysis using STATA	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
DM 5	Data Management and Analysis using SPSS, STATA	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
DM 6	Data analysis using R	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
DM 7	Statistical Analysis for planners, Budget officers and Economists	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
DM8	Effective Research Design	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

Course Code	Courses	2 weeks	1 week
DM9	Scientific writing and publishing	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

Health, Safety and Environmental management (HSEM)

Course Code	Courses	2 weeks	1 week
HSEM 01	Community Health Project Planning & management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 02	Community Health promotion	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM 03	Community Management for sustainable water supply and sanitation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 04	Community water & sanitation	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM 05	Community Management for sustainable water supply and sanitation	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 06	Dietary management and Treatment of HIV/AIDS	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8

HSEM 07	Climate change Adoption in development	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
HSEM 08	Environmental Impact Assessment management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20

Course Code	Courses	Duration	Duration
HSEM 09	Environmental Impact Assessment for sustainable development	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 10	Health Administration and management	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
HSEM 11	Disaster and Trauma Counseling Management	March 26-6 April May 15-26 Sept 4-15	Feb 12-16 April 2-6 July 17-21 Dec 4-8
HSEM12	Epidemiology and Nutrition	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM13	Disaster Preparedness and Management	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM 14	Community Health & development	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM 15	Occupational Health and Safety Training	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM 16	HIV/AIDS Prevention, Care, Counseling and Support		

Course Code	Courses	2 weeks	1 week
HSEM 17	Health Systems Strengthening	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM18	Disease control strategies & Policies	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM19	Financing Healthcare	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM 20	Monitoring & Evaluation of Health projects	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM21	Integrated HIV/AIDS Prevention, Care and Treatment	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM22	Health Records Management	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
HSEM23	Logistic Management for Drugs and other Commodities	Feb 5-16 April 16-27 Sep 17-28	Feb 5-9 April 16-20 July 16-20
	Management in Community Development Programmes	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14

Course Code	Courses	2 weeks	1 week
HSEM 25	Fundraising and Resource Mobilization for Health Projects	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM26	Behavior Change and Communication	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM27	Management of HIV/AIDS at workplace	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM 28	Nutrition and HIV management	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 29	Sexual and reproductive Health Rights	March 5-16 June 11-22 August 13-24	March 5-9 May 14-18 Dec 3-7
HSEM 30	Gender Based violence programming	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14
HSEM31	Community Resilience and Disaster Recovery Operations	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14

HSEM32	Community Based WASH project design, approaches and	Feb 19-2 March May 21-1 June September 10-21	Feb 19-23 May 21-25 September 10-14