

ASPM CALENDAR 2019



Africa School of Project Management (ASPM)

"Capacity building across Africa"

Contact Details.

AFRICA SCHOOL OF PROJECT MANAGEMENT (ASPM)

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Governance, Management & Administration (GMA) Courses.

Course Code	Courses	2 weeks	1 week
GMA 01	Strategic Leadership Development Course	Jan 21- Feb 1 March 11-22 October 15-26	Jan 21-25 March 11-15 Nov 5-9
GMA 02	Supervisory Skills Development course	Feb 5-16 March 11-22 October 15-26	Feb 5-9 March 11-15 Nov 5-9
GMA 03	Top Secretaries management course	Feb 18- March 1 May 6 - 17 November 19-30	Feb 18-22 May 6-10 Nov 12-16
GMA04	Cooperate Governance course	Feb 5-16 May 13-24 October 15-26	Feb 5-9 May 13-17 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	March 11 -22 May 13-24 October 15-26	March 11- 15 May 13-17 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(FM)

Course Code	Courses	2 weeks	1 week
FM 1	Data Analysis for Research,	May 6-17 July 7 - 18 Nov 19-30	May 6-10 July 7-11 Nov 19-23
FM 1	Macroeconomics and Debt Management using Advanced Microsoft Excel.	May 6-10 July 7-11 Nov 19-23	May 6-10 July 7-11 Nov 19-23
FM 2	Public Domestic Debt management and Bond Issuance.	April 2-13 Sept 17-28 Nov12-23	April9-14 June 18-22 Nov 19-23
FM3	Managing Public Debt and its implications for financial stability	April 2-13 Sept 17-28 Nov12-23	April9-14 June 18-22 Nov 19-23
FM 4	Foundation Banking supervision	May 14-25 Sept 17-28 Nov12-23	June 11-15 Oct22-26 Dec 3-7
FM 5	Combating Money Laundering and other Financial Crimes	April 15 - 26 June 10 - 21 October 15-19	April 15 - 19 June 10 - 14 Nov12-16
FM 6	Implementation of Effective Risk Management and Good Corporate Governance	April 15-26	April 15 -19 May 13-17 Nov 19-23

		May 13 -24 Nov12-23	
FM 7	Advanced Banking supervision and Financial stability	May 6-17 August 13-24 Nov 12-23	May 6-10 July 23-27 October 22-26
FM 9	Debt Negotiations and Legal Aspects of Debt Management	April 8-19 Sept 17-28 Nov12-23	April 8 -12 July 23-27 October 22-26

Course Code	Courses	2 weeks	1 week
FM10	Debt Sustainability Analysis	May 13-24 July 14 - 25 October 15-19	May 13-17 July 14 -18 Nov 19-23
FM 11	Debt Restructuring and Risk Management.	May 13-24 July 14 -25 Nov 12-23	May 13-17 July 14 -18 October 22-26
FM 12	Financial Management for Debt Managers & Administrators	Feb 11-22 July 14-25 October 15-19	Feb 11-15 July 14 -18 October 22-26
FM 13	Medium Term Debt Management Strategy.	May 13-24 August 13-24 Nov 12-23	May 13-17 July 23-27 October 22-26
FM14	Debt management Quantitative Analysis.	May 13-24 July 9-13 October 15-19	April 15-19 June 18-22 Nov 19-23
FM15	Sukuk (Islamic Bond) Training	April 8-19 Sept 17-28	April 8-12 June 18-22

		Nov12-23	Nov 19-23
FM 16	Business, Credit Appraisal and Entrepreneurship Development	Feb 11-22 April 15-26 October 15-26	Feb 11-15 April 15-19 Nov 5-9
FM17	Development strategies for SMEs	April 8-19 Sept 17-28 Nov12-23	April8-12 June 18-22 Nov 19-23

Finance and Financial Management(FM)

Course Code	Courses	2 weeks	1 week
FM 16	Advanced Accounting and Auditing for Public Sector Organizations	Feb 11-22 April 15-26 September 17-28 November 12-23	Feb 11 - 15 April 15-19 September 17-21 Dec 3-7
FM 17	International Financial Reporting Standards (IFRS)	Feb 11-22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM 18	Advanced Business Financial Analysis	Feb 11-22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM 19	Debt Recovery & Credit Control	Feb 11-22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7

FM 20	Asset and Liability Management	Feb 11 -22 April 2-13 September 17-28	Feb 11-15 April 2-6 Nov 12-16
FM 21	Budgetary Control in Project Control Management	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 22	Budgeting and Budgetary Control	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 23	Budgeting and Forecasting	April 15-26 June 10-21 August 13-24	April 15-19 June 10-14 Dec 3-7

Course Code	Courses	2 weeks	1 week
FM 24	Project Financial and Budgetary Management Training	Feb 11-22 April 9-20 September 17-28 November 12-23	Feb 11-15 April 9-13 September 17-21 Dec 3-7
FM 25	Computer Applications in Accounting Auditing and Financial Management	January 21- Feb 1 March 11-22 October 8-19	Jan 21-25 March 11-15 September 17-21 Dec 3-7
FM 26	Computerized Public Sector Financial Management	Feb 11- 22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15 -19 September 17-21 Dec 3-7

FM 27	Evaluating Financial Performance	Feb 11- 22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM28	Finance and Budgeting for Non Finance Managers	March 11-22 June 10-21 August 13-24	March 11-15 May 6-17 Dec 3-7
FM29	Financial Analysis	Feb 11-22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM30	Financial management and auditing of donor-funded projects	Feb 11-22 April 15-26 August 13-24	Feb 11-15 April 15-19 Dec 3-7
Fm31	Financial Management and Budgetary control	Feb 11-22 June 11-22 August 13-24	Feb 11-15 May 17-18 Dec 3-7

Course Code	Courses	2 weeks	1 week
FM 32	Financial Management for Managers	April 15-26 June 11-22 August 13-24	April 15-9 May 13-17 Dec 3-7
FM 33	Financial Management & Grants Management for NGOs	April 15-26 June 11-22 August 13-24	April 15-19 May 13-17 Dec 3-7

FM34	Financial Planning & Forecasting	Feb 11-22 April 9-20 September 17-28 November 12-23	Feb 11-15 April 9-13 September 17-21 Dec 3-7
FM 35	Financial Risk Management	Feb 19-2 March April 15-26 September 17-28 November 12-23	Feb 19-23 April 15-19 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 11 - 22 April 15-26 September 17-28 November 12-23	Feb 11-15 April 15-19 September 17-21 Dec 3-7

Course Code	Courses	2 weeks	1 week
FM 40	Public Sector Financial Management and control	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 41	Revenue Collection Management	Feb 11-22 April 15-26 October 8-19	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM 42	Strategic Financial Management	Feb 11-22 April 15-26 October 8-19	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM 43	Auditing of computerized Accounting Systems	Feb 11-22 April 15-26 October 8-19	Feb 11-15 April 15-19 September 17-21 Dec 3-7
FM 44	Forensic Auditing, Investigation & Fraud Analytics	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 45	Combating Money Laundering & Other Financial Crimes	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 46	Cash Management & Disbursements of Public Funds & Donor Funds	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7

FM 47	Implementation of Effective Risk Management & Corporate Governance	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 48	Data Management and Analysis Using Advanced Excel for planners, Budget officers and Economist	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 49	Application of Advanced Excel & Quick Books in Financial Management & Microsoft Dynamics	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 50	Advanced Financial Management & Auditing	Feb 11-22 June 11-22 August 13-24	Feb 11-15 April 15-19 Dec 3-7
FM 51	Financial compliance & Internal Audit	April 15-26 June 11-22 August 13-24	April 15-19 June 10-14 Dec 3-7

Economic Management and Development Policy(ED)

Course Code	Courses	2 weeks	1 week
ED 1	Budgeting for Efficient Economic Management	Feb 11-22 June 10-21 August 13-24	Feb 11-15 April 15-19 Dec 3-7
ED2	Economic planning and budgeting	Feb 11-22 June 10-21 August 13-24	Feb 11-22 April 15-19 Dec 3-7
ED3	Local Authorities Resources Mobilization and Management	Feb 11 -22 April 15-26 September 17-28	Feb 11-15 April 15-9 Nov 12-16
ED 4	Macro-econometric Modeling and Forecasting	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 14-18 Dec 3-7
ED 5	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques.	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 14-18 Dec 3-7
ED 6	Revenue Strategies and Collection Management for Public Institutions	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 14-18 Dec 3-7

ED 7	Macroeconomic policy formulation, analysis and management	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 14-18 Dec 3-7
ED 8	Macroeconomics for public Sectors Managers Development Programs.	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 14-18 Dec 3-7

Course Code	Courses	2 weeks	1 week
ED 9	Monetary and Fiscal Policies Management for Legislators	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
ED10	Programs Participatory Management of rural development	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
ED 11	Policy Formulation Implementation Evaluation	Feb 11-22 June 10-21 August 13-24	Feb 11-15 May 6-10 Dec 3-7
ED 12	Poverty Reduction Strategies Monitoring and Evaluation Systems	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7

ED 13	Public Debt Management	March 11-22 June 10-21 August 13-24	March 11-15 May 13-17 Dec 3-7
EM 14	Public Sector Management Strategies and Policies	March 11-22 June 10-21 August 13-24	March 11-15 May 13-17 Dec 3-7
EM 15	Quantitative techniques for macro-economic analysis and management	March 11-22 June 10-21 August 13-24	March 11-15 May 13-17 Dec 3-7
EM 16	Resource Mobilization for Rural Development	March 11-22 June 10-21 August 13-24	March 11-15 May 13-17 Dec 3-7

Course Code	Courses	2 weeks	1 week
EM 17	Restructuring and Privatization of Public Enterprises	April 15-26 June 11-22 August 13-24	April 15-19 June 11-14 Dec 3-7
EM 20	Statistical Methods and Computer Applications for Policy Analysts	May 6-17 June 11-22 August 13-24	May 6-10 July 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

EM24	Trade Policy & Taxation	Feb 12 -23 April 2-13 September 17-28	Feb 12-16 April 2-6 Nov 12-16
EM 25	Management of Decentralized Governments	March 11-22 June 11-22 August 13-24	March 11-15 May 13-17 Dec 3-7
EM 26	Policy Analysis for parliamentarians and policy makers	March 5-16 June 10-21 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	Jan 21- Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 2	Aid coordination management information systems (ACMIS)	Feb 11-22 April 15-26 Sep 17-28	Feb 11-15 April 15-19 July 16-20
PM 3	Participatory project planning and Management	Feb 11-22 April 15-26 Sep 17-28	Feb 11-15 April 15-19 July 16-20
PM 4	Grants Management Training	April 15-26 June 10-21 August 13-24	April 15-19 June 10-14 Dec 3-7

PM 5	Private Public Partnerships for Development Projects	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 6	Project Design Planning and Management	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 7	Project Leadership & Governance Training	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 8	Project Design, Proposal Writing Fund Raising	March 11-22 May 6-17 Sep 17-28	March 11-15 May 6-10 July 16-20

PM 9	Project management & Result Based Monitoring and Evaluation of Development Projects	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 10	Development project planning and Management	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
PM11	Developing Monitoring & Evaluation Systems	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM12	Project Management Skills for Non- Project Managers	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7

PM 13	Project planning and management for NGOs	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
PM 14	Results Based Monitoring and Evaluation of development projects	March 11-22 May 6-17 Sep 17-28	March 11-15 May 6-10 July 16-20
PM 15	Information system-M/S project software	March 6-17 June 10-21 August 13-24	March 6-10 May 6-10 Dec 3-7

Course Code	Courses	2 weeks	1 week
PM 17	Sustainable Development Projects in Rural Communities	March 25-April 5 June 10-21 August 13-24	March 25-29 May 6-10 Dec 3-7
PM 18	Environmental Impact Assessment and Audit (EIAA)	March 18-29 June 11-22 August 13-24	March 18-22 May 20-24 Dec 3-7
PM 19	Application of M&E Frameworks in project management	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM 20	Managing projects with project management information systems (PMIS)	March 11-22 June 11-22 August 13-24	March 11-15 May 6-10 Dec 3-7

PM 21	Computerized M&E systems	March 11-22 June 11-22 August 13-24	March 11-15 May 6-10 Dec 3-7
PM 22	Planning and Engaging in M&E consultancy	March 11-22 May 6-17 Sep 17-28	March 11-15 May 6-10 July 16-20

PM 23	Monitoring and Evaluation	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM24	Monitoring and Evaluation of community and development projects	Jan 21-Feb 1 March 11-22 Sep 17-28	Jan 21-25 March 11-15 July 16-20
PM25	Project management for PAs, Secretaries and Administrators.	March 11-22 June 11-22 August 13-24	March 11-15 May 6-10 Dec 3-7
PM26	Strategic financial management for NGOs	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
PM 28	Ecosystem Based Adaptation & Disaster Risk Reduction	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7

Human Resources and Organizational Development(HR)

Course Code	Courses	2 weeks	1 week
HR1	Building Self Esteem and Assertiveness Skills	March 11-22 May 6-17 Sep 17-28	March 11-15 May 6-10 July 16-20
HR 2	Coaching and Mentoring	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
HR3	Conducting Effective Performance Reviews	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HR4	Conquering the Fear of Speaking in Public	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HR5	Crisis Management	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HR6	Gender Analysis and mainstreaming	March 25-April 5 May 20-31 Sep 17-28	March 25-29 May 20-24 July 16-20
HR7.	Good Governance and Leadership	March 25-April 5 June 10-21 August 13-24	March 25-29 May 6-10 Dec 3-7

HR8	Disability Mainstreaming in Projects and Organizations	Jan 21-Feb 1	Jan 21-25
		March 25-April 5	March 25-29
		Sep 17-28	July 16-20

Course Code	Courses	2 weeks	1 week
HR9	HR and the law	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
HR 11	HR strategy fundamentals	March 11-22 June 10-21 August 13-24	March 11-15 May 6-10 Dec 3-7
HR12	Human Resource Management and organizational Development	Feb 25-8 march June 12-23 Sep 18-29	Feb 25-1 march May 15-19 Oct9-13
HR13	Integrating Organizational & Individual Performance Management Systems	Feb 25-8 march May 20-31 Sep 18-29	Feb 25-1 march May 20-24 Oct9-13
HR 14	Introductory human resources Management and performance evaluation	March 11-22 June 10-21 August 13-24	March 11-15 May 20-24 Dec 3-7
HR15	Knowledge Management	April 8-19 June 17-21 Sep 4-15	April 8-12 May 20-24 Nov 20-24
HR16	Labor Relations in the Public Sector	April 8-19 June 17-28 Sep 4-15	March 18-22 May 20-24 Nov 20-24

HR17	Leadership Skills for Supervisors - Communication,	Jan 21-Feb 1	Jan 21-25
		March 11-22	March 11-15
		Sep 18-29	Oct9-13

Course Code	Courses	2 weeks	1 week
HR 18	Performance appraisal Techniques for PAs	April 8-19 June 10-21 Sep 4-15	April 8-12 May 6-10 Nov 20-24
HR19	Performance Based Human Resources Management	March 11-22 march June 10-21 Sep 18-29	March 11-15 march May 20-24 Oct9-13
HR20	Performance Evaluation and Management	March 11-22 march June 17-28 Sep 18-29	March 11-15 march May 20-24 Oct9-13
HR21	Institutional Re-Engineering & Change Management	March 11-22 June 19-30 Sep 4-15	March 11-15 May 13-17 Nov 20-24
HR22	Results Based Performance Management	April 8-19 June 17-28 Sep 4-15	March 18-22 May 20-24 Nov 20-24
HR23	Staff Performance, Appraisal and Evaluation Technique	Feb 11-22 June 10-21 Sep 18-29	Feb 11-15 May 13-17 Oct9-13
HR 24	Customer Care Training	Feb 18-11 March May 6-17 Sep 4-15	Feb 18-22 May 6-10 Nov 20-24

HR 25	Human Resource Management Information System	March 11-22 June 19-30 Sep 4-15	March 11-15 May 13-17 Nov 20-24
HR 26	Total Reward Management	March 11-22 June 19-30 Sep 4-15	March 11-15 May 13-17 Nov 20-24
HR 27	Managing HIV/AIDS at workplace	March 11-22 June 19-30 Sep 4-15	March 11-15 May 13-17 Nov 20-24
HR 28	Payroll Design and Management	March 11-22 June 19-30 Sep 4-15	March 11-15 May 13-17 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 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 3	Advanced Defensive driving Skills	March 11-22 June 11-22 August 13-24	March 11-15 May 6-10 Dec 3-7
LPSM 4	Effective Purchasing, Tendering & Supplier Selection	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 7	Fleet and Transport Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 8	Logistics and Facility Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 9	Managing Logistics in the Supply Chain	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8

LPSM 10	Managing the Contract & Supplier Relationships	March 11-22 June 11-22 August 13-24	March 11-15 May 20-24 Dec 3-7
LPSM 11	Materials and Supply Chain Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8

Course Code	Course	2 weeks	1 week
LPSM 12	Procurement, logistics and Supply chain Management (LPSM)	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 14	Procurement Policy Implementation	March 11-22 June 17-28 August 13-24	March 11-15 April 15-19 Dec 3-7
LPSM 15	Production Planning & Inventory Control	April 15-26 June 11-22 August 13-24	April 15-19 May 13-17 Dec 3-7
LPSM 16	Purchasing & Supply Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 18	Specifying Requirements & Planning Supply	March 4-15 June 11-22 August 13-24	March 4-8 May 13-17 Dec 3-7

LPSM 19	Stores and Inventory Control Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 20	Strategic Logistics: Planning and Management	March 4-15 June 11-22 August 13-24	March 4-8 May 13-17 Dec 3-7

Course Code	Courses	2 weeks	1 week
LPSM 23	Warehouse Operations and Management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 24	Procurement & supply chain management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8

LPSM 25	Advanced Logistics and supply chain management	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8
LPSM 26	Evaluating, Rating and selecting suppliers	March 4-15 June 11-22 August 13-24	March 4-8 May 13-17 Dec 3-7
LPSM 27	Asset Management & Inventory Control	Feb 11-22 April 15-26 Oct 9-20 Dec 4-15	Feb 11-15 April 15-19 July 17-21 Dec 4-8

Secretarial and Office Administration(SOM)

Course Code	Courses	2 weeks	1 week
SOM 1	Advanced Executive Office Administration and Secretarial Skills	Feb 18-1 March April 8-19 Sept 4-15	Feb 18-29 April 8-12 Nov 12-16
SOM 2	Advanced Writing Skills	Feb 18-March 1 April 8-19 Oct 9-20	Feb 18-22 April 8-12 July 17-21

		Dec 4-15	Dec 4-8
SOM 3	Archival Management and Documentation	Feb 18- 1 March April 15-26 Oct 9-20 Dec 4-15	Feb 18-22 April 15-19 July 17-21 Dec 4-8
SOM 4	Basic Executive Office Administration and secretarial skills	March 25-5 April May 6-17 Sept 4-15	March 25-29 May 6-10 July 17-21 Dec 4-8
SOM 5	Communication and Report Writing Skills	March 25-5 April May 6-17 Sept 4-15	March 25-29 June 11-16 Nov 12-16
SOM 6	Computerized Management of Institutional Records	Feb 11-22 April 8-19 Oct 9-20 Dec 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 7	Developing Communication Tools	March 25-5 April May 13-24 Sept 4-15	March 25-29 June 10-14 Nov 12-16
SOM 8	Administration	Feb 11-22 April 8-19 Oct 9-20 Dec 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

Course Code	Courses	2 weeks	1 week
SOM 9	Effective Presentation skills	Feb 11-22 April 8-19 Oct 9-20 Dec 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

SOM 10	Event Planning and Management	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 11	Executive Administration Skills for PAs and Secretaries	Feb 18-1 March May 13-24 Sept 4-15	Feb 18-22 April 8-12 July 17-21 Dec 4-8
SOM 12	Executive Secretarial and Administrators Course	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 13	Advanced Executive Office Administration and Secretarial Skills	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 14	Library Management and Documentation	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 15	Management Advancement Program or Secretaries Ministers Secretaries	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

Course Code	Courses	2 weeks	1 week
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SOM 17	Managing Information Registry	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 18	NGO management and Administration	March 11-22 May 13-24 Sep 17-28	March 11-15 May 13-17 July 16-20
SOM 19	Professional Minute taking and report writing skills	Feb 18-1 March April 15-26 Sep 17-28	Feb 18-22 April 15-19 July 16-20
SOM 20	Professional Secretarial and administrative Skills	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 21	Protocol Procedures and Diplomatic etiquette	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 22	Public Relations for secretaries	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 23	Reception, Switchboard and Telephone Techniques	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
SOM 24	Report Writing Skills	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

SOM 25	Advanced Security, Surveillance & Access Control Systems Training.	Feb 18-1 March April 15-26 Sep 17-28	Feb 18-22 April 15-19 July 16-20
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Course Code	Courses	2 weeks	1 week
SOM 25	Skills for the Administrative Assistant	Feb 18-1 March April 15-26 Sep 17-28	Feb 18-22 April 15-19 July 16-20
SOM 26	Speech Writing Skills	Feb 18-1 March April 15-26 Sep 17-28	Feb 18-22 April 15-19 July 16-20
SOM 27	Records and Data Management (Computerized System)	March 25-5 April May 6-17 Sept 4-15	Feb 18-22 April 8-12 July 17-21 Dec 4-8
SOM 28	Library and Information Organization	March 25-5 April May 6-17 Sept 4-15	Feb 18-22 April 8-12 July 17-21 Dec 4-8
SOM 29	customer care & communication skills training	Feb 18-1 March May 6-17 Sep 17-28	Feb 18-22 April 8-12 July 16-20
SOM 30	Enforcement in Broadcasting and Content Monitoring	March 25-5 April May 6-17 Sept 4-15	Feb 18-22 May 6-10 July 17-21 Dec 4-8
SOM 31	Front Office Management Training	March 25-5 April May 6-17 Sept 4-15	Feb 18-22 April 8-12 July 17-21 Dec 4-8

SOM 33	Records Management and Archives	Feb 18-1 March April 8-19 Sep 17-28	Feb 18-22 April 8-12 July 16-20
SOM 34	Digitization of Archives	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20

SOM 36	Secretarial , Office Administration and Information Communication Technology.	Feb 18-11 Mar April 15-26 Sep 17-28	Feb 18-22 April 15-19 July 16-20
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Information Communication Technology(ICT)

Course Code	Courses	2 weeks	1 week
ICT 1	Computer and Software Management Skills Development	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
ICT 2	Computerized Financial Management for Accountants	March 25-5 April May 13-24	Feb 11-15 April 8-12

		Sept 4-15	July 17-21 Dec 4-8
ICT 3	Computer and Date Security Management	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
ICT 4	Database Design and Maintenance	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
ICT 5	Advanced IT for Audit Control Management	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
ICT 6	Advanced Computer Network Administration	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

Data Management and Analysis(DM)

Course Code	Courses	2 weeks	1 week
DM 1	Data Management and Analysis using advanced Excel	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8

DM 2	Data Management and Analysis using SPSS	Feb 4-15 April 8-19 Sep 17-28	Feb 4-8 April 8-12 July 16-20
DM 3	Quantitative data management and analysis using NVIVO	March 25-5 April May 13-24 Sept 4-15	Feb 11-15 April 8-12 July 17-21 Dec 4-8
DM4	Data Management and Analysis using STATA	Feb 4-15 April 8-19 Sep 17-28	Feb 4-8 April 8-12 July 16-20
DM 5	Data Management and Analysis using SPSS, STATA	March 25-5 April May 6-17 Sept 4-15	Feb 11-15 May 6-10 July 17-21 Dec 4-8
DM 6	Data analysis using R	Feb 4-15 May 6-17 Sep 17-28	Feb 4-8 May 6-10 July 16-20
DM 7	Statistical Analysis for planners, Budget officers and Economists	March 25-5 April May 6-17 Sept 4-15	Feb 11-15 May 6-10 July 17-21 Dec 4-8
DM8	Effective Research Design	Feb 11-22 April 15-26 Sep 17-28	Feb 11-15 April 15-19 July 16-20

Course Code	Courses	2 weeks	1 week
DM9	Scientific writing and publishing	March 25-5 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 4-15 June 10-21 August 13-24	March 4-8 May 13-17 Dec 3-7
HSEM 02	Community Health promotion	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20

HSEM 03	Community Management for sustainable water supply and sanitation	March 4-15 June 11-22 August 13-24	March 4-8 May 13-17 Dec 3-7
HSEM 04	Community water & sanitation	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HSEM 05	Community Management for sustainable water supply and sanitation	March 4-15 June 11-22 August 13-24	March 4-8 May 13-17 Dec 3-7
HSEM 06	Dietary management and Treatment of HIV/AIDS	March 11-22 May 13-24 Sept 4-15	March 11-15 May 13-17 July 17-21 Dec 4-8

HSEM 07	Climate change Adaptation & Sustainable Development	March 25-5 April May 13-24 Sept 4-15	March 25-29 May 13-17 July 17-21 Dec 4-8
HSEM 08	Environmental Impact Assessment management	March 11-22 May 20-31 Sep 17-28	March 11-15 May 20-24 July 16-20

Course Code	Courses	Duration	Duration

HSEM 09	Environmental Impact Assessment for sustainable development	March 25-3 May June 11-22 August 13-24	March 25-29 May 20-24 Dec 3-7
HSEM 10	Health Administration and management	March 25-3 May May 20-31 Sept 4-15	March 25-29 May 20-24 July 17-21 Dec 4-8
HSEM 11	Disaster and Trauma Counseling Management	March 25-5 April May 20-31 Sept 4-15	March 25-29 May 20-24 July 17-21 Dec 4-8
HSEM12	Epidemiology and Nutrition	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HSEM13	Disaster Preparedness and Management	March 25-5 April May 20-31 September 10-21	March 15-29 May 20-24 September 10-14
HSEM 14	Community Health & development	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM 15	Occupational Health and Safety Training	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM 16	HIV/AIDS Prevention, Care, Counseling and Support		

Course Code	Courses	2 weeks	1 week
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HSEM 17	Health Systems Strengthening	Feb 11-22 April 15-26 Sep 17-28	Feb 11-15 April 15-19 July 16-20
HSEM18	Disease control strategies & Policies	Feb 11-22 April 15-26 Sep 17-28	Feb 11-15 April 15-19 July 16-20
HSEM19	Financing Healthcare	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM 20	Monitoring & Evaluation of Health projects	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HSEM21	Integrated HIV/AIDS Prevention, Care and Treatment	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HSEM22	Health Records Management	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
HSEM23	Logistic Management for Drugs and other Commodities	Feb 4-15 April 15-26 Sep 17-28	Feb 4-8 April 15-19 July 16-20
	Management in Community Development Programs	Feb 18-1 March May 20-31 June September 10-21	Feb 18-22 May 20-24 September 10-14

Course Code	Courses	2 weeks	1 week

HSEM 25	Fundraising and Resource Mobilization for Health Projects	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM26	Behavior Change and Communication	March 4-15 June 10-21 August 13-24	March 4-8 May 20-24 Dec 3-7
HSEM27	Management of HIV/AIDS at workplace	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM 28	Nutrition and HIV management	March 4-15 June 10-21 August 13-24	March 4-8 May 13-17 Dec 3-7
HSEM 29	Sexual and reproductive Health Rights	March 4-15 June 10-21 August 13-24	March 4-8 May 13-17 Dec 3-7
HSEM 30	Gender Based violence programming	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM31	Community Resilience and Disaster Recovery Operations.	Feb 18-1 March May 20-31 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM32	Water Sanitation & Hygiene (WASH) Promotion Programming.	Feb 18-1 March May 20-13 September 10-21	Feb 18-22 May 20-24 September 10-14
HSEM 33	Ecosystem Based Adaptation & Disaster Risk Reduction (DRR)	March 25-5 April	March 25-29

		May 13-24	May 13-17
		Sept 4-15	July 17-21
			Dec 4-8