



**BUSINESS &  
ENTREPRENEURSHIP  
TRAINING CENTER**  
Improving Business Performance

# 2023

## TRAINING CALENDAR

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## Introduction

# Get to know us.

BETC is a Training, Management Consulting and Executive Recruitment Services company established in 2010.

BETC offers the best possible training, management consulting and executive recruitment services to organisations and individuals through:- Career focused short courses services that respond to skills development needs, solution centered management consultancy services that provide expert advice to solve business problems, improve performance and encourage growth in various industry sectors and executive recruitment services is that offer a range of services designed to meet the specific needs of employers and highly driven individuals. Since its inception BETC has been entrusted with the training of thousands of individuals and various consultancy projects sponsored by several reputable organisations in the Public, Private and Non-Governmental Sectors.

Visit: [www.betc-nam.com](http://www.betc-nam.com) for more information.



## Introduction

# Associations.

In line with our commitment to excellence, BETC offers a number of training courses preparing professionals for certification exams given by international associations in areas like management, finance and accounting, human resources, sales and marketing, quality, administration as well as project management.

By fully attending these courses and successfully completing the requirements of the certifying body, participants will receive a special certificate (from the certifying body) which recognizes their dedication and commitment, and in many cases, help them earn valuable continuing education credit.

**For more information about these associations and their requirements, please contact us.**



## Our Services

# Corporate Training.

BETC is a Training, Management Consulting and Executive Recruitment Services company established in 2010.

BETC offers the best possible training, management consulting and executive recruitment services to organisations and individuals through:- Career focused short courses services that respond to skills development needs, solution centred management consultancy services that provide expert advice to solve business problems, improve performance and encourage growth in various industry sectors and executive recruitment services is that offer a range of services designed to meet the specific needs of employers and highly driven individuals.

Since its inception BETC has been entrusted with the training of thousands of individuals and various consultancy projects sponsored by several reputable organisations in the Public, Private and Non-Governmental Sectors.

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## Our Services

# Corporate Training.

### SHORT COURSES

Our courses ranging from 2 days to 2 weeks. This type of learning has proven to be extremely successful. Our venues for these programs are state of the art conference venues in Windhoek, Swakopmund, Otjiwarongo, Oshakati, Livingstone, Lusaka, Cape Town, Johannesburg, Pretoria, Durban, Bloemfontein, Gaborone, Luanda and Nairobi.

### IN HOUSE LEARNING

With in-house learning, our professional facilitators/ trainers visit your company and deliver the learning course at a time and location that suits you. With options of bespoke courses the possibilities of in-house learning are endless.

### BESPOKE COURSES

We have over 500 combinations of training courses, locations and dates, however, even with this large selection we understand the possible combinations are truly endless. Our bespoke learning service is aimed to bring you the greatest flexibility with the greatest selection. You can choose any topic, date and venue, even if we do not have it on our system. We have a team of highly trained staff that will prepare training plans and make the impossible possible to deliver you the ultimate tailored course.

Visit: [www.betc-nam.com](http://www.betc-nam.com) for more information.



## Our Services

# Corporate Training.

### CERTIFIED COURSES

There are specialized certifications for professionals who are seeking ways to increase business performance through innovative and collaborative training methods. These certifications not only provide the necessary skills and tools to improve performance management, but also establish a credential that is recognizable in the various industry sectors and international.

### QUALITY OF OUR TRAINERS

Most of our trainers have been with us since our inception as such they are members of our quality control board. Our quality control board and its members are responsible for the demand growth of our services, their tasks include reviewing training materials before course commencements, visiting the training session, reviewing delegates testimonials and evaluations after trainings and finally producing reports after each program.

**They Must be Experts:** If the trainer hasn't been there, done that and got the T-shirt then you might as well learn from a book. Learning from trainers with real-world experience gives delegates a much better understanding of how to apply their new skills when they return to work.

Visit: [www.betc-nam.com](http://www.betc-nam.com) for more information.



## Our Services

# Corporate Training.

**They Must be Excellent Communicators:** Our trainers inspire confidence in their delegates to understand what they are learning and how it applies to their situation. This is only achievable through good communication and an effective training style developed through years of running courses.

### TRAINING COURSE CATEGORIES

1. Accounting and Finance
2. Administration and Secretarial
3. Auditing and Governance, Risk and Compliance
4. Communication & Writing Skills
5. Customer Service
6. Data Management and Business Intelligence
7. Health, Safety, Environment and Crisis Management
8. Human Resource Management & Training
9. Interpersonal Skills and Self Development
10. It Management Skills
11. Leadership, Planning and Strategic Management
12. Legal & Contracts Management
13. Maintenance and Engineering
14. Marketing & Sales
15. Procurement, Supply Chain Management and Transport
16. Project Management
17. Public Sector Management
18. Sap



## Our Services

# Management Consultancy.

BETC Management Consultancy Services is an arm of BETC- a training, management consulting and executive recruitment services company established in 2010.

BETC's Management Consultancy Division understands its role as "the business of analysing and offering solutions to complex challenges within an organisation". We offer an outside, unbiased perspective to the challenge and devote the full attention of our consultancy team to solving it and through this BETC as established itself as a Management Consulting firm known for helping clients solve complex challenges related to performance improvement, strategic planning, customer experience, technology and digital, and transformation. We add value and support to our clients across the full spectrum of consulting, from strategy through delivery.

Visit: [www.betc-nam.com](http://www.betc-nam.com) for more information.



## Our Services

# Management Consultancy Services.

### Strategy Consulting

- o Strategic Planning
- o Business Model Development
- o Economic Policy
- o Digital Strategy

### Operations Consulting

- o Operations Management
- o Sales & Marketing
- o Supply Chain Management
- o Financial Management
- o Business Process Re-Engineering and Management(BPRM)
- o Research & Development, and o Outsourcing

### Financial Consulting

- o Financial Modelling
- o Financial Recovery
- o Risk Management

### HR Consulting

- o Organisational Capacity Assessments o Competency/Skills Audits
- o Compensation & Benefits Framework o Change Management
- o Organisational Structuring and Re-structuring
- o Job Evaluation and Grading
- o Salary structuring
- o Policy Development and Review o Performance Management
- o Staff Training and Development o Executive Recruitment Services

### ICT Consulting

- o ICT Strategy
- o ICT System Implementation o ERP services
- o Data Analytics



## Our Services

# Executive Recruitment.

BETC's Executive Recruitment Services Division is a recruitment agency that offers a range of services designed to meet the specific needs of employers.

Our retained executive search service is designed for those employers who value thoroughness and finding the best talent, over a rapid recruitment campaign. A retained executive search comes with increased dedicated resources, industry expertise and a bespoke selection methodology. Companies who are looking to fill senior-level roles that have a direct impact on the success of the business will generally use this model. The advantages of retained executive search include working with one of our senior executive search consultants, who bring with them an in-depth knowledge of the industry and availability of talent.

Visit: [www.betc-nam.com](http://www.betc-nam.com) for more information.



## Our Services

# Executive Recruitment Services.

### Our Services Include

- Recruitment and selection of permanent staff
- Screening of applicants and reference checking
- Interviewing and short listing
- Job descriptions analysis and drafting of job descriptions
- Advertisement in Newsprints and Social Media platforms
- Annual Namibian Salary Survey and specialised market salary surveys on request

At BETC Executive Recruitment Services we strive to earn trust and confidence of all with whom we interact with. Our Corporate social responsibility is the commitment, to contribute to organisational performance and development as well as overall sustained national economic development.



## Our Clients

**BETC Client List.**

435 Development Companies

A-Z Investments

African Building Supplies Cc

AGRIBANK

Agricultural Bank of Namibia (AgriBank)

Agro Marketing and Trade Agency (AMTA)

Agro-Marketing &amp; Trade Agency

Arandis Town Council

Aranos Town Council

Areva Processing Namibia

August 26 (Pty)Ltd

Bank of Namibia

Bank Windhoek

Benguela Current Convention (BCC)

BFS NamPro Fund Manager (Pty) Ltd

Blend Mobile

Bonlife Assurance

Botswana International University of Science &amp; Technology (BIUST)

Botswana Telecommunications Corporation Limited

Business And Intellectual Property Authority (BIPA)

Capital Transport Permit Solutions

Catering and Contracts Management Roshpinah

Catering And Contracts Management, Rosh Pinah

Censored Pty Ltd

Central Bank of Lesotho

Central Procurement Board (CPB)

Cheetah Cement

Citizen Entrepreneurial Development Agency (CEDA)

City of Windhoek

Coca-cola Namibia Bottling Company

Communications Regulatory Authority of Namibia (CRAN)

Community Skills Development Foundation

Deutsche Gesellschaft Fuer Internationale Zusammenarbeit (GIZ)

Development Bank of Namibia

Dundee Precious Metals

Enhana Town Council

Electricity Control Board (ECB)

Elgin Brown &amp; Hamer Namibia (Pty) Ltd

Embwanda Fishing (Pty)Ltd

Engen Usakos

Engen Usakos

Environmental Investment Fund of Namibia (EIF)

Enyandi Insurance Consultants (Pty)Ltd

Erongo Med

Erongo Quarry &amp; Civil Works

Erongo RED Pty Ltd

Etosha Fishing Corporation Pty Ltd

Exclusive Health and Wellness gym

Financial Literacy Initiative

Financial Services Regulatory Authority (FSRA) – Swaziland

First Capital Treasury Solutions Pty Ltd

Fisheries Observer Agency

Flamingo In-Flight Catering Pty Ltd

Formula Courier Services

Gaea farm

Geka Pharmacy (Pty) Ltd

Getseth Real Estate

Gibeon Village Council

GIZ Bcbu Project

Global Fund

Government Institutions Pension Fund – GIFF

Greenlight Pharmacy and Katutura Pharmacy

Grootfontein Municipality

Hardap Regional Council

Henties Bay Municipality

High Commission of Nigeria

Highway Trekker

Inzotima Accommodation &amp; Transfers

John &amp; Penny Group (PTY) Ltd

Jumbo Charcoal

Kalahari Holdings (Pty)Ltd

Kalahari Holdings Pty Ltd

Kalkrand Village Council

Karas Regional Council

Karasburg Town Council

Karibib Town Council

Katima Mulilo Town Council

Kavango East Regional Council

Keetmanshoop Municipality

Khomas Regional Council

Koes Village Council

Kraatz Marine Pty Ltd

Landula Med

Landula Med

Leonardville Village Council

LEWCOR Group

Liberia Airport Authority (LAA)

Lüderitz Waterfront Development Company

Malthahone Village Council

Meat Board of Namibia

## Our Clients

**BETC Client List.**

Meat Corporation Of Namibia (Meatco)

Medical Imaging

Methhealth Namibia Administrators Pty Ltd

Minister Of Education, Arts And Culture

Minister Of Labour, Industrial Relations And Job Creation

Ministry of Agriculture, Water and Land Reform

Ministry of Education

Ministry of Finance

Ministry of Gender Equality &amp; Welfare

Ministry of Health and Social Welfare

Ministry Of Information And Communication Technology

Ministry of Information and Communication Technology

Ministry of Works, Transport &amp; Communication

Ministry of Youth and National Service

MMI Holdings Namibia Limited

Mobile Telecommunications Ltd – MTC

Motor Vehicle Accident Fund – MVA Fund

Municipality Of Henties bay

Municipality Of Keetmanshoop

Municipality of Mariental

Municipality of Okahandja

Municipality Of Omaruru

Municipality Of Walvisbay

NamClear Pty Ltd

Nameidia Pty Ltd

Namib Desert Diamonds (Namdia)

Namibia Airports Company (NAC)

Namibia Building Workers Fund

Namibia Civil Aviation Authority (NCAA)

Namibia Correctional Service

Namibia Correctional Service (NCS)

Namibia Dairies (Pty)Ltd

Namibia Development Trust

Namibia Diamond Trading Company (Pty) Ltd

Namibia Fish Consumption Promotion Trust

Namibia Fisheries Observer (FOA)

Namibia Maritime and Fisheries Institute (NAMFI)

Namibia Mine Workers Investments Holdings Company (NAM-MIC)

Namibia Post And Telecom Holdings Ltd

Namibia Post and Telecommunication Holdings (NPTH)

Namibia Post Ltd

Namibia Qualifications Authority (NQA)

Namibia Qualifications Authority(NQA)

Namibia Sports Commission

Namibia Standard Institution (NSI)

Namibia Standards Institution – NSI

Namibia Student Financial Assistance Fund (NSFAF)

Namibia Students Financial Assistance Fund (NSFAF)

Namibia University of Science and Technology (NUST)

Namibia Water Corporation Ltd (NamWater)

Namibian Agronomic Board

Namibian Catholic Bishops Conference of Namibia (NCBC)

Namibian Maritime And Fisheries Institute

Namibian Maritime and Fisheries Institute (NAMFI)

Namibian Student Financial Assistance Fund (NSFAF)

NamPort

NamPower

NamWater

National Assembly

National Assembly

National Heritage Council of Namibia

National Housing Enterprises (NHE)

National Petroleum Corporation of Namibia

National Petroleum Corporation of Namibia (NAMCOR)

National Petroleum Corporation of Namibia

National Youth Service of Namibia

Neo Paint

Neolife Namibia

Neolife Namibia

Nictus (Pty)Ltd

Nkurenkuru Town Council

NORED Pty Ltd

Offshore Development Company

Oorango Cement

Okahandja Medical Practice

Okahandja Municipality

Okahao Town Council

Okakarara Town Council

Olympia Eye And Laser Centre

Omaheke Regional Council

Omaruru Municipality

Omeya Homeowner's Association

Omusati Regional Council

Omuthiya Town Council

Ondangwa Town Council

Ongwediva Medical Park

Oniipa Town Council

Opuwo Town Council

Oranjemund Town Council

Oryx Properties Limited

## Our Clients

**BETC Client List.**

Oshakati Premier Electricity	Simpex Pty Ltd
Oshakati Town Council	Social Security Commission – (SSC)
Oshana Regional Council	Social Security Commission – SSC
Oshikoto Regional Council	Sos Children's Village
Oshikuku Village Council	SOS Children's Villages
Otavi Town Council	Southern African Customs Union -Sacu
Otjinene Village Council	Stamriet Village Council
Otjiwarongo Municipality	Swakop Uranium
Outapi Town Council	Swakopmund Municipality
Payment Association of Namibia	Taurus Maintenance Products Namibia
Payments Association Of Namibia	Tesla Energy Solutions Pty Ltd
Petroleum Training And Education Fund	The Public Accountants' and Auditors' Board (PAAB)
Plastic Packaging	Trans Kalahari Corridor
Plastic Packaging (Pty)Ltd	Tsandi Village Council
PowerCom	Tsumeb Municipality
PowerCom (Pty)Ltd	Tunacor Fishing
Preferred Management Services	Tunacor Properties
Profiles Investment Holdings (Pty)Ltd	University of Namibia (UNAM)
PSG Namibia	Usakos Town Council
Public Accountants and Auditors Board (PAAB)	Vivo Energy
Rehoboth Town Council	Walvis Bay Municipality
Riverside Trading Enterprises	Welwitschia Catering and Cleaning Roshpinah
Roads Authority	Welwitschia Catering And Cleaning, Rosh Pinah
Roads Authority (RA)	Westair Aviation
Roads Fund Administration	Women's Action For Development
Rosh Pinah Zinc Corporation Pty Ltd	Xtreme Plumbing
RoshSkor Township (Pty) Ltd	Zambezi Regional Council
Ruacana Town Council	Zambia Public Procurement Authority (ZPPA)
Rundu Town Council	
Simonis Storm Securities Pty Ltd	

TRUSTED BY





What our clients say about us.

## Testimonials.

**The workshop was excellent I am more comfortable to go apply all skills acquired got a better understanding on various Microsoft project functions now.**

**Yes I would recommend BETC**

Service delivery rating 9/10

PENEHAFO NDAKALAKO – NAMIBIA WATER CORPORATION (NAMWATER)

**workshop was very good and I am equipped with new skills to implement at my work place.**

**Yes I would recommend BETC.**

Service delivery rating 10/10

ELIPHAS KASINDI – NAMMIC

**The workshop was well prepared and, I feel fully motivated & empowered with knowledge.**

**Yes I would recommend BETC.**

Service delivery rating 9/10

NATALIA KAURA – COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA(CRAN)

**The workshop was well prepared and covered all key topics as per my expectations.**

**Yes I would recommend BETC.**

Service delivery rating 8/10

TUKONDJENI EKANDJO – ROADS AUTHORITY

**The workshop was well prepared and I am excited to go back to my work place and implement all knowledge as acquired.**

**Yes I would recommend BETC.**

Service delivery rating 9/10

VABIOLA ALOSE – GOVERNMENT INSTITUTIONS PENSION FUND (GIPF)

**workshop was excellent it improved my presentation skills and it added a lot of value to the way of thinking and the way to represent my company I am able to implement professional ethics.**

**Yes I would recommend BETC.**

Service delivery rating 10/10

ANNA IIPINGE – ERONGO RED

**The workshop was excellent and it opened my mind and I will be able to apply what I have learnt at my work place.**

**Yes I would recommend BETC.**

Service delivery rating 10/10

JONAS SHIMBALI – NAMIBIA DIAMOND TRADING COMPANY (NDTC)

**The workshop was wonderful. The facilitator conducted himself in a professional manner and shows great knowledge in procurement.**

**Yes, I would recommend BETC.**

Service delivery rating 9/10

ANATOLIA ELAGO – TSANDI TOWN COUNCIL

## Testimonials.

**The workshop will help me implement a lot of new skills enquired at my work place.**

**Yes, I would recommend BETC.**

Service delivery rating 8/10

SELMA NANGOLO – NATIONAL ASSEMBLY

**The workshop was well prepared, the facilitator is well prepared as well, I am able to go apply all new skills acquired got a better understanding now.**

**Yes, I would recommend BETC.**

Service delivery rating 9/10

PLACIDUS PLACIDUS – BENGUELA CURRENT CONVENTION

**The workshop content was well designed and understandable and the facilitators are well skilled and professional.**

**Yes, I would recommend BETC.**

Service delivery rating 10/10

ROSEMARY WETU – BIPA

**The workshop is very good. And the facilitator was on point. She was always helpful and patient with everyone.**

**Yes, I would recommend BETC.**

Service delivery rating 9/10

CARIN T GEISES – CRAN

**The workshop was positive, insightful and enjoyable.**

**Yes, I would recommend BETC.**

Service delivery rating 10/10

DANIEL T. KOZAH – AMTA

**The workshop equipped me with a lot of skills that I can implement at my workplace.**

**Yes, I would recommend BETC.**

Service delivery rating 10/10

STEPHEN SHILUMBU – RUACANA TOWN COUNCIL

**The workshop is very good. And the facilitator was on point. She was always helpful and patient with everyone.**

**Yes, I would recommend BETC.**

Service delivery rating 9/10

CARIN T GEISES – CRAN

**The facilitator was very friendly and allowed everyone to ask questions and participate**

**Yes, I would recommend BETC.**

Service delivery rating 9/10

MOSES KAUEJAI – AGRIBANK

Contact us

# We would love to hear from you.

## Where to find us:

Unit 31, 2nd Floor, Hyper City,  
P.O.BOX 96395,  
Windhoek, Namibia

## Contact Details:

TEL: +264 61 241456 / 903

FAX: +264 61 243107 / 0886524092

CELL: +264 81 128 7429

Email: [info@betc-nam.com](mailto:info@betc-nam.com)

Web: [www.betc-nam.com](http://www.betc-nam.com)





# 2023 TRAINING CALENDAR INDEX.

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# **ACCOUNTING AND FINANCE.**

2023 TRAINING CALENDAR

# 1

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
AF21001	Accounting & Performance Measurement	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21002	Accounting and Finance Policies and Procedures		06 TO 10			02 TO 03				04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21003	Accounting and Financial Control	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21004	Accounting Crash Course for Non-Financial Managers	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21005	Accounting for Credit Professionals		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21006	Accounting for Non-Accountants	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21007	Accounting for non-accounting executives		27 TO 03				15 TO 17		10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21008	Accounting for Tax in Financial Statements	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21009	Accounting, Decision Making & Financial Communication			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21010	Accounts Payable Management		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21011	Accounts Payable: Accounting and Management Best Practices				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21012	Accounts Payable: From Accounting to Management			22 TO 23		26 TO 28			18 TO 22		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21013	Accounts Receivable and Credit Policy in Receivable Management	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21014	Accounts Receivable Management		13 TO 17		24 TO 28		05 TO 09		27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21015	Accounts Receivable Professional			27 TO 31		08 TO 12			21 TO 24		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21016	Accounts Receivables, Debt Recovery and Credit Policies Management	09 TO 13			11 TO 14			05 TO 07		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21017	Advanced Bookkeeping		13 TO 17			22 TO 24			14 TO 17			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21018	Advanced Budgeting & Cost Management	23 TO 27					13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21019	Advanced Budgeting and Forecasting		06 TO 10		11 TO 14				10 TO 11		06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21020	Advanced Cash Flow & Working Capital Management	16 TO 20		22 TO 23		26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21021	Advanced Corporate Finance: Strategies for Optimizing Capital Structure and Maximizing Shareholder Value		06 TO 10			22 TO 24			28 TO 01			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21022	Advanced Credit Management			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21023	Advanced Debtors Management	09 TO 13				29 TO 31				11 TO 15	20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21024	Advanced Energy Finance Analytics			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21025	Advanced Enterprise Risk Management	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21026	Advanced Excel Spreadsheet Skills for Non Financial Managers		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21027	Advanced Excel: Power Query, Power Pivots and Macros	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AF21028	Advanced Finance & Accounting Strategies		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21029	Advanced Financial Analysis	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21030	Advanced Financial Modeling		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21031	Advanced Financial Statements Analysis	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21032	Advanced Project Economics, Risk & Decision Analysis		06 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21033	Advanced Purchasing Management			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21034	Agency Banking	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21035	Analysing and Forecasting Business Cash Flow	09 TO 13		27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21036	Analyzing financial statements and tax returns		13 TO 17		17 TO 21			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21037	Anti-Money Laundering (AML) Compliance Masterclass			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21038	Assets Management & Assets register Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21039	Bank Reconciliation and Petty Cash Management		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21040	Best Practice Facilities Management	16 TO 20			24 TO 28				14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21041	Best Practice Property Management		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21042	Better Budgeting & Rolling Forecasts Masterclass	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21043	Blockchain and other Emerging Technologies		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21044	Bookkeeping Essentials	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21045	Bookkeeping Intermediate and Advanced		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21046	Bookkeeping Transactions & Controls			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21047	Budget Preparation Skills		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21048	Budget Preparation, Allocation & Cost Control	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21049	Budgeting and Cash Flow Forecasting and Reporting		13 TO 17								04 TO 06	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21050	Budgeting and Forecasting for Non-Financial Professionals	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21051	Budgeting Planning, Forecasting, What-If Analysis & Reporting		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21052	Budgeting, Forecasting and Budgetary Control	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21053	Budgeting, Forecasting and the Planning Process		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21054	Building a High Performing Finance Team	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21055	Building Financial Models			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AF21056	Business Analytics & Performance Improvement Masterclass		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21057	Business and Commercial Lending	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21058	Business Finance & Accounting for the Non Financial Manager	16 TO 20			11 TO 14			10 TO 14			04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21059	Business Financial & Accounting Skills		27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21060	Business Valuation Masterclass				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21061	Cash Calls in Venture Operations	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21062	Cash Flow Forecasting And Liquidity Risk Management	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21063	Commercial Property Management		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21064	Compliance Regulatory Professionals	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21065	Conducting Tax Audits		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21066	Corporate Financial Planning, Budgeting & Control		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21067	Cost Analysis, Control and Optimization	16 TO 20			24 TO 28				31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21068	Credit Management		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21069	Credit Risk Assessment, Modelling And Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21070	Credit Risk Throughout the Loan Lifecycle		13 TO 17				13 TO 15				11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21071	Creditor & Debtor Control Management Skills	16 TO 20		14 TO 17		29 TO 31			31 TO 04				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21072	Creditors Management Skills		06 TO 10		17 TO 21		26 TO 28					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21073	Debt Collection Through Credit Management and Legal Process		06 TO 10			29 TO 31					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21074	Debt Collection, Recovery, Negotiation And Credit Control Management	09 TO 13		14 TO 17				05 TO 07	10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21075	Debt Management		06 TO 10			02 TO 03					04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21076	Debtor Management Practices	16 TO 20		09 TO 10		22 TO 24			21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21077	Debtors Management & Creditors	23 TO 27			03 TO 06		05 TO 09		14 TO 17			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21078	Developing Strategic Partnerships, Joint Ventures, and Consortia		13 TO 17			08 TO 12					11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21079	Developing, Improving & Monitoring the Internal Audit Function	09 TO 13			24 TO 28			10 TO 14	14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21080	Due Diligence: Appraisal and Management of Potential Investors and Partners		27 TO 03			15 TO 17				28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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AF21081	Dynamic Business Reports and Dashboards Using Excel	23 TO 27					13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21082	Effective Budgeting & Operational Cost Control			27 TO 31					21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21083	Effective Budgeting and Cost Control		22 TO 24			08 TO 12		19 TO 21		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21084	Effective Claims Management	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21085	Effective Financial Management	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21086	Effective Insurance Investigations				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21087	Effectively Managing and Organising Accounts Payable	09 TO 13	06 TO 10	22 TO 23			22 TO 24	13 TO 15		14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21088	Efficient Finance and Accounting Operations: 2021 Best Practices and Updates				24 TO 28				31 TO 04		28 TO 01		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21089	Essentials of Corporate Finance	23 TO 27	27 TO 03					05 TO 09					25 TO 27	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21090	Ethics Masterclass for Accountants				11 TO 14	15 TO 17			10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21091	Evaluating Collaborative Development Opportunities	09 TO 13		27 TO 31			05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21092	Excise Duties and Procedures		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21093	Fast Closing Month-End & Year-End Accounts	23 TO 27		14 TO 17			15 TO 17		10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21094	Faster Financial Closing & Reporting				11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21095	Final Account & Financial Reporting	16 TO 20	27 TO 03				22 TO 24	13 TO 15		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21096	Finance & Accounting Essentials for the Non-Financial Manager in the Public Sector				24 TO 28				31 TO 04		11 TO 15	25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21097	Finance & Accounting for Office Administrators & Secretaries	09 TO 13				08 TO 12		19 TO 21					14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21098	Finance and Accounting for Administrative Professionals		27 TO 03		17 TO 21		19 TO 23			28 TO 01	03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21099	Finance for Engineers, Project and Technical Professionals			22 TO 23			26 TO 28				18 TO 22		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21100	Finance for Non-Finance Professionals	16 TO 20	27 TO 03				22 TO 24		24 TO 28				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21101	Finance for Non-financial Managers				24 TO 28			05 TO 09			27 TO 29		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21102	Finance Transformation Roadmap	23 TO 27		27 TO 31			08 TO 12			21 TO 24		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21103	Finance, Risk Management & Corporate Governance		27 TO 03		11 TO 14				05 TO 07			03 TO 06	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21104	Financial Accounting & Reporting	16 TO 20					22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21105	Financial Accounting, Reporting & Business Support			27 TO 31			22 TO 24	13 TO 15		28 TO 01		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21106	Financial Acumen: Roadmap to Business Success	23 TO 27	22 TO 24		24 TO 28				10 TO 14				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AF21107	Financial Analysis of Investment		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21108	Financial Analysis, Modelling & Forecasting	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21109	Financial Analysis, Planning & Control		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21110	Financial Analysis, Planning & Controlling Budgets		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21111	Financial Literacy	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21112	Financial Management and Budgetary Control		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21113	Financial Management for Companies	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21114	Financial Management for Donor Funded Projects			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21115	Financial Management for Non-Financial Professionals		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21116	Financial Management Report Writing	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21117	Financial Managerial Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21118	Financial Modelling and Forecasting Techniques		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21119	Financial Modelling Using Excel				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21120	Financial Modelling	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21121	Financial Modelling and Petroleum Project Economics	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21122	Financial Modelling: A Practical Approach		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21123	Financial Report Analysis	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21124	Financial Reporting Standards (FRS) and updates		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21125	Financial Risk, Root Cause Analysis & Problem Solving		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21126	Financial Strategies for Value Creation	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21127	Fire Insurance Portfolio Management	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21128	Fixed Assets Accounting and Management		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21129	Foreign Exchange, Money Markets and Derivatives	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21130	Fundamentals of Claims Handling	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21131	Fundamentals of Joint Venture Accounting		13 TO 17			08 TO 12			10 TO 14		11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21132	Fundamentals of Life Insurance and Retirement Savings	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21133	Global Banking, Money Markets, FOREX, and Swaps		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21134	GRAP/IFRS Financial Reporting	23 TO 27					13 TO 15	05 TO 07		27 TO 29			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AF21135	IFRS Reporting			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21136	Insurance Credit Analysis		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21137	Insurance Fraud Prevention and Management	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21138	Insurance Regulatory Accounts and Returns		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21139	Integrating Budgeting, Forecasting & Business Planning	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21140	Internal Control: Compliance, Operational and Financial				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21141	International Financial Reporting & Treasury Risk Management	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21142	International Financial Reporting Standards (IFRS) and 2021 Update				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21143	International Trade and Commodity Finance	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21144	Interpret basic financial statements		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21145	Intermediate Bookkeeping Skills	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21146	Interpreting and Analyzing Financial Statements			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21147	Introduction to TAX in Namibia	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia	YES
AF21148	Introduction to TAX in South Africa		22 TO 24				05 TO 09		21 TO 24		03 TO 06			South Africa	YES
AF21149	Introduction to TAX in Zambia	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Zambia	YES
AF21150	Investment Analysis and Portfolio Management		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21151	IPSAS (International Public Sector Accounting Standards)		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21152	IPSAS update for the Public Sector	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21153	Lean Finance & Finance Transformation		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21154	Letter of Credit Master Class	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21155	Life Assurance Portfolio Management	23 TO 27		27 TO 31		08 TO 12	05 TO 09		21 TO 24	11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21156	Linking Finance Strategy with Business Strategy		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21157	Loan structuring and documentation	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21158	Loan Structuring, LBOs & Acquisition Finance			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21159	Local Authority Billing Skills	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21160	Local Government Ethics, Budgeting and Risk Management		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21161	Management Accountant: The Strategic Partner	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AF21162	Managing Collaborative Development		27 TO 03					05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21163	Managing Corporate & Finance and Corporate Governance	09 TO 13		27 TO 31				13 TO 15		11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21164	Managing Credit, Accounts Receivable and Debt Recovery		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21165	Managing Equity Portfolios	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AF21166	Managing problem loans		06 TO 10	22 TO 23			22 TO 24	13 TO 15				25 TO 27	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AF21167	Managing the collections and credit control	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21168	Managing Your Personal Finances		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21169	Mastering Due Diligence	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21170	Mastering Internal Controls - Operations, Financial, Management			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21171	Mastering Tax Administration		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21172	Mastering the Essentials of the Global Financial Industry	16 TO 20		14 TO 17			15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AF21173	Mediation in Insurance Disputes	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21174	Medical portfolio Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21175	Mergers and Acquisitions				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21176	Microsoft Excel Dashboards	16 TO 20		09 TO 10			22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21177	Motor & Employer's Liability Insurances	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21178	Next Generation Excel: Advanced Business and Financial Reporting		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21179	Payroll Administration				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21180	Payroll: Preparation, Analysis and Management	16 TO 20		09 TO 10			22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21181	Pension Fund Administration	23 TO 27			03 TO 06		05 TO 09				03 TO 06	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21182	Pension Management and Administration		13 TO 17				08 TO 12				11 TO 15	18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21183	Personal Finance Course	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21184	Petrochemical Accounting & Performance Measurement		27 TO 03			15 TO 17			10 TO 11		18 TO 22			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21185	Planning, Forecasting & Budgeting using Spreadsheet		06 TO 10	22 TO 23			22 TO 24	13 TO 15				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
AF21186	Practical Finance & Accounting	16 TO 20			24 TO 28			31 TO 04		03 TO 06	04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES			
AF21187	Pre-Retirement Planning		27 TO 03				05 TO 09				04 TO 06	20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AF21188	Preparation and Interpretation of Financial Statements		13 TO 17				29 TO 31		24 TO 28		11 TO 15	14 TO 17	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	

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AF21189	Preparing Financial statements and the Annual report	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21190	Principles and Practice of Loss Adjusting		06 TO 10			29 TO 31		28 TO 01			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21191	Problem Credits: Early Warning Signs and Restructuring	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21192	Problem Loans: Warning Signals, Assessments & Recovery		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21193	Project Appraisal Financial and Economic Factors	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21194	Project Cost Management - Estimating, Budgeting and Value		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21195	Property Management: Practical Issues and Best Practices for Namibia	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21196	Public Finance Refresher And Appropriation Programme		06 TO 10		11 TO 14	15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21197	Public Sector Accounting and Budgeting	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21198	Quality Management Systems Audit and IFRS		06 TO 10			22 TO 24			28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21199	Reconciliation for Employees Tax			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21200	Reporting & Data Analysis with Excel			14 TO 17		29 TO 31		10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21201	Residential Property Management	09 TO 13	13 TO 17		24 TO 28				10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21202	Retirement and Pension Planning	09 TO 13		27 TO 31			05 TO 09	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21203	Retirement Fund Management		13 TO 17		17 TO 21				21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21204	Revenue Collection			14 TO 17		15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21205	Revenue Protection: Metering, Billing & Loss Reduction	16 TO 20			11 TO 14						04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21206	Risk Assessment and Stress Testing for Pension Plans		27 TO 03				13 TO 15	10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21207	Risk Compliance, Control & Auditing - Auditing risk controls in management systems	16 TO 20			24 TO 28				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21208	Risk Management: Internal Control & Fraud Prevention		13 TO 17			29 TO 31		10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21209	Risk rating and loan pricing				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21210	SAGE Pastel Training Advanced	16 TO 20	27 TO 03			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21211	SAGE Pastel Training Basic	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21212	SAGE Pastel Training Intermediate		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21213	Securitization & Structured Finance		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21214	Setting & Controlling Budgets	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21215	Social Insurance and Risk Management		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AF21216	Strategic Awareness and Business Acumen	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21217	Tax Audit and Investigation		13 TO 17				13 TO 15				27 TO 29			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21218	The Complete Course on Budgeting	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21219	The Effective Accounts Assistant		06 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21220	The Effective Finance Professional			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21221	The Essentials of Budgeting & Cost Control	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21222	Trade Finance, Letters of Credit and Bank Guarantees	09 TO 13		27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21223	Treasury and Cash Management		13 TO 17		17 TO 21			10 TO 14				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21224	Treasury and Risk Management			14 TO 17		15 TO 17			10 TO 11			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21225	Understanding and Analyzing the Public Sector Budget	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21226	Understanding and Interpreting Financial Statements		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21227	Understanding Finance to Influence Strategic Decisions	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21228	Upstream Petroleum Contracts, Accounting & Auditing Policies and Procedures		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21229	Using Ratio Analysis to Evaluate Financial Performance	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21230	Value Added Tax (VAT)		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AF21231	Value for Money Audit	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21232	VAT And Tax Compliance		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21233	VBA for Financial Professionals	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21234	Venture Capital, Angel Investors, Hedge Funds, and Private Equity		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21235	Women in Banking and Finance	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21236	Working Capital Management for Success			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21237	Intermediate Customs & Excise		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21237	Intermediate Customs & Excise	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21238	Fundamentals of Finance & Accounting	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21239	Advanced Finance & Accounting Strategies in the Oil & Gas Industry		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21240	Oil & Gas and Petrochemical Accounting & Performance Measurement				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21241	Strategic Financial Management	16 TO 20		09 TO 10		22 TO 24				14 TO 17		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AF21242	Accounting Skills for the New Supervisor	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21243	Advanced Accounting and Auditing for Public Sector Organizations	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21244	Advanced Business Financial Analysis		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21245	Auditing of Computerized Accounting Systems		27 TO 03		24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21246	Computer Applications in Accounting Auditing and Financial Management		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21247	Computerized Public Sector Financial Management	09 TO 13			24 TO 28			10 TO 14	21 TO 24			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21248	Financial Management for NGOs		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21249	Financial Modelling & Valuation	23 TO 27			11 TO 14		13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21250	Forensic Auditing and Investigation			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21251	Performance Based Budgeting		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21252	Revenue Collection Management	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21253	Modern Accounting Techniques for Accountants and Auditors		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21254	Treasury Management Best Practices	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21255	Management Accounting & Supply Chain Strategies				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21256	Analysis Of Balance Sheet, Income Statement And Cash Flow Statements	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21257	Cost Reduction Workshop				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21258	Fixed Asset Accounting And Management	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21259	Fixed Assets Management		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21260	Fraud & Corruption In The Workplace- Detection, Management & Control	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21261	International Buying Best Practices		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21262	International Public Sector Accounting Standards (ipsas)	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21263	Analysis Of Balance Sheet, Income Statement And Cash Flow Statements		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21264	Advance Customs Course	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21265	Basic to Advanced Microsoft Excel VBA			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21266	Caseware		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AF21267	Customs Warehousing, Excise Warehousing & Temporary Storage			27 TO 31	17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21268	Excise Duties And Procedures Skills	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21269	Governance Arms of Risk Management Internal Audit, Compliance and Anti-Money Laundering & Combating Terrorism Finance		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21270	Handling Full Set Of Accounts	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21271	Introduction To Fintech		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21272	Ms Excel Intermediate For Financial And Business Analysis	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21273	Professional Cash Handling			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21274	Cash Handling and Customer Care in Local Authorities		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21275	Cash Handling and Customer Care in Government	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21276	Revenue Protection-Metering, Billing & Loss Reduction	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21277	Understanding Contract Clauses & Debt Recovery		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21278	Fraud Prevention Detection And Investigation				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21279	Fraud & Corruption In The Workplace: Detection, Management & Control	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AF21280	Best Practices Property Management	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES





# **ADMINISTRATION AND SECRETARIAL.**

2023 TRAINING CALENDAR

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AS21001	Administration and Office Management Skills		06 TO 10	22 TO 24		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21002	Administrative Excellence for Secretaries and Administrators	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21003	Administrative Functions & Office Management		27 TO 03				13 TO 15			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21004	Advanced Documents and Records Management Compliance	23 TO 27			11 TO 14	15 TO 17			07 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21005	Advanced Executive Assistants and PA Including Protocol & Diplomacy		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21006	Advanced Executive Office Administration and Secretarial Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21007	Advanced MS OFFICE for EAs, PAs & Office Managers			14 TO 18		15 TO 17			07 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21008	Advanced Office Management & Administrative Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21009	Advanced Skills for PA's and Executive Assistants		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21010	Advanced secretariat	16 TO 20			24 TO 28				14 TO 18		03 TO 06	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21011	Business Acumen for Senior Executive Assistant & Personal Assistant		13 TO 17				29 TO 31		24 TO 28		16 TO 19		14 TO 18	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21012	Central Filing and Archiving	16 TO 20		27 TO 31				05 TO 09		14 TO 18		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21013	Cleaning & House Keeping		06 TO 10				29 TO 31			28 TO 01		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21014	Cleaning Practices & Procedures (Inclusive of Customer Care, Attitude Management and Interpersonal Skills)	23 TO 27			17 TO 20			26 TO 28	13 TO 14			25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21015	Cleaning Practices And Procedures (Hygiene, Office Etiquette Skills, Customer Care And Safety)		06 TO 10				15 TO 17			21 TO 24		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21016	Communicating With Tact, Diplomacy and Professionalism			14 TO 18					24 TO 28		04 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21017	Communication and Planning Skills for Administrative Professionals		13 TO 17		24 TO 28					07 TO 11		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21018	Confidential Information and Intellectual Property	09 TO 13		27 TO 31				13 TO 15			16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21019	Corporate Etiquette Master Class	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21020	Corporate Messengers and Drivers	16 TO 20			24 TO 28			31 TO 04		16 TO 19			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21021	Data & Records Management		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21022	Defensive and Professional Driving Skills	23 TO 27			11 TO 14	15 TO 17				07 TO 11		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21023	Developing Core Skills for Administrators & Secretaries			27 TO 31			05 TO 09				16 TO 19	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21024	Documents and Records Management Compliance		13 TO 17		17 TO 20				10 TO 14			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AS21025	Effective Administrative Professional Skills	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21026	Effective Filing and Record Management	09 TO 13		27 TO 31			05 TO 09			16 TO 19			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21027	Effective Meeting Management		13 TO 17		17 TO 20			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21028	Effective Meeting Management, Business & Report Writing Skills			14 TO 18		15 TO 17			07 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21029	Effective Minutes Taking and Report Writing Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21030	Effective Minutes Taking, Meeting Procedures and Report Writing Skills		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21031	Effective Office Administration and Management Skills	16 TO 20			24 TO 28				14 TO 18		03 TO 06	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21032	Effective Office Administration Skills – Secretaries, Receptionists, Administrative Assistants/Officers, PA, EA Virtual Assistant		13 TO 17			29 TO 31		24 TO 28		16 TO 19		14 TO 18	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21033	Effective Receptionist Skills- Roles, Functions, Customer Care and Front Office Management Skills	16 TO 20		27 TO 31			05 TO 09		14 TO 18		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21034	Effective Records Management		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21035	Effective Records Verification and Compliance	23 TO 27			17 TO 20		26 TO 28	13 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21036	Effective Secretarial and Administrative Professional Skills		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21037	Electronic Document Management Systems (EDMS)			14 TO 18				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21038	Electronic Records, Document, Archives and Information Management Training		13 TO 17		24 TO 28				07 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21039	Email Mastery: Get More Done in Less Time and Communicate Better	09 TO 13		27 TO 31			13 TO 15			16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21040	Emergency / First Responder for Administrators		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21041	Essential Finance & Budgeting Skills for EA/PAs	23 TO 27			17 TO 20			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21042	Essential Management Skills for Administrators		06 TO 10	22 TO 24		22 TO 24	13 TO 15				25 TO 27	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21043	Essential Management Skills for EAs, PAs and Administration Professionals	16 TO 20			24 TO 28			31 TO 04		16 TO 19			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21044	Executive Administration Skills for PAs and Secretaries		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21045	Executive Assistant and Personal Assistant (PA) Training	23 TO 27			11 TO 14	15 TO 17			07 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21046	Executive Offices Secretarial Skills (Includes Minutes Taking, Travel Management, Filing, Business Communication Skills & Time & Stress Management)			27 TO 31			05 TO 09			16 TO 19	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21047	Executive PA & Office Administrator		13 TO 17		17 TO 20			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21048	Executive Secretary Skills	16 TO 20		14 TO 18		15 TO 17			07 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AS21049	Executive Skills for PAs and Administrators	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21050	Finance and Accounting for Administrative Professionals		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21051	Governance and Board Management Skills for EAs & PAs				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21052	Implementation of Modern Record Management through SharePoint and Office 365	16 TO 20		09 TO 10		22 TO 24			14 TO 18			14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21053	Information & Documentation Compliance	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21054	Introduction to Your New Role as EA/PA or Office Manager		13 TO 17			08 TO 12				16 TO 19			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21055	Management Development For Personal Assistants And Senior Secretaries	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21056	Management Skills for Administrative Professionals		27 TO 03			15 TO 17			07 TO 11	19 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21057	Meeting & Minutes Management (Face to Face and Virtual Meetings)		06 TO 10	22 TO 24		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21058	Meeting Management: Meeting Procedures, Minute Taking and Report Writing	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21059	Meetings - Meeting Procedures, Minutes Taking & Diplomatic Etiquette Skills	16 TO 20			24 TO 28			31 TO 04		03 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21060	Meetings - Meeting Procedures, Minutes Taking and Report Writing Skills		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21061	Messengers, Drivers & Courier Drivers	23 TO 27			11 TO 14	15 TO 17			07 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21062	Minute Writing Masterclass for EAs & PAs		13 TO 17				13 TO 15			16 TO 19	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21063	MS Excel Skills for HR and Admin Professionals	16 TO 20		14 TO 18		29 TO 31		31 TO 04				14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21064	Newly Appointed / Junior Office Administrators & Secretaries		06 TO 10		17 TO 20		26 TO 28				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21065	Office Administration and Management		06 TO 10			29 TO 31				16 TO 19			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21066	Office Cleaning & Tea Assistants Programme	09 TO 13		14 TO 18				10 TO 14	07 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21067	Office Management and Effective Administration Skills		06 TO 10			02 TO 03				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21068	Office Management Specialist	16 TO 20		09 TO 10		22 TO 24			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21069	Office Management Training For Officers And Managers	23 TO 27			03 TO 06		05 TO 09		14 TO 18		03 TO 06	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21070	Offices Administration Skills (Includes Minutes Taking, Travel Management, Filing, Business Communication Skills & Time & Stress Management)		13 TO 17			08 TO 12				16 TO 19		14 TO 18	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21071	Organising and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs	09 TO 13			24 TO 28			13 TO 14	14 TO 18		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21072	Partnering with your manager		27 TO 03			15 TO 17			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AS21073	Professional Minutes Taking, Meetings Procedures, Report Writing & Information Confidentiality Management	23 TO 27					13 TO 15					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21074	Professional Receptionist (Excellent Telephone and Customer Service Skills)			27 TO 31					21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21075	Professional Switchboard, Receptionist and Telephone Etiquette Skills		22 TO 24			08 TO 12		19 TO 21		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21076	Protocol, Public Relations And Events Management	16 TO 20			17 TO 20		20 TO 23		07 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21077	Reception & Telephone Etiquette Skills	23 TO 27		22 TO 24			26 TO 28			16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21078	Records and Archives Management				17 TO 20			10 TO 14			16 TO 19		14 TO 18	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21079	Records Classification, Retention and Disposal	09 TO 13	06 TO 10	22 TO 24		22 TO 24	13 TO 15			14 TO 18		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21080	Records Management and Records Retention Training Course	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21081	Secretaries And Administrative Officers Top-up Competency Programme	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21082	Secretary and Administrative Skills- Developing Effective and Efficient Administrators				11 TO 14	15 TO 17			07 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21083	Situational Awareness Masterclass	09 TO 13		27 TO 31			05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21084	Skills for Executive Secretaries and PA		13 TO 17		17 TO 20			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21085	Telephone & Office Etiquette Skills for Frontline Staff, Receptionists & Administrators	23 TO 27		14 TO 18		15 TO 17			07 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21086	Telephone Skills for Administrative and Front-Desk Professionals				11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21087	The EA/PA & Office Manager Masterclass	16 TO 20	27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21088	The EA/PA as a Master & Manager of Self & People				24 TO 28			31 TO 04	16 TO 19	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21089	The Efficient and Highly Productive Office Administrator	09 TO 13				08 TO 12		19 TO 21				14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21090	The Extraordinary Administrative Assistant		27 TO 03		17 TO 20		20 TO 23			28 TO 01	03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21091	The Office Professional and Records Management Masterclass			22 TO 24			26 TO 28			19 TO 22			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21092	The Outstanding Receptionist & Office Administrator	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21093	The Project & Event Management Masterclass				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21094	The Senior Secretary Development Programme	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS21095	The Strategic Executive Assistant: Business Acumen for Senior EAs & PAs		27 TO 03		11 TO 14			10 TO 14			03 TO 06	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AS21096	Time Management and Productivity	16 TO 20				22 TO 24		13 TO 14	14 TO 18			14 TO 18	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21097	Understanding Electronic Documents & Records Management Systems Training			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21098	Workplace Etiquette for Drivers & Messenger	23 TO 27	22 TO 24		24 TO 28			13 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21099	Office Technology and Management		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21100	Developing Core Skills for Administrators & Secretaries	16 TO 20			11 TO 14	15 TO 17		31 TO 04		16 TO 19	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21101	Government Relations and Public Affairs		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21102	Digital Transformation and Artificial Intelligence		06 TO 10	22 TO 24		22 TO 24	13 TO 15				25 TO 27	14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21103	Developing and Implementing a Corporate Social Responsibility (CSR) Framework	16 TO 20			24 TO 28			31 TO 04		16 TO 19			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21104	Administrative Functions & Office Management Course (Includes Minutes Taking, Travel Management, Filing, Business Communication Skills & Time & Stress Management)		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21105	Advanced Executive Assistants and Pa's Including Protocol & Diplomacy	23 TO 27			11 TO 14	15 TO 17			07 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21106	Business Writing Skills for Administrators, Secretaries & Pas	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21107	Effective Receptionist Skills- Roles, Functions, Customer Care and Front Desk Management Skills	09 TO 13		14 TO 18				10 TO 14					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21108	Front Desk Professionalism		06 TO 10			02 TO 03				04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21109	Front Line Supervisor	16 TO 20		09 TO 10		22 TO 24			14 TO 18			14 TO 18		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21110	Frontline Customer Care (Managing Difficult and Demanding Customers, Emotional Intelligence and Communication Skills)	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21111	Frontline Customer Service Professionals		13 TO 17			08 TO 12				16 TO 19			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21112	Fundamentals Of Administrative Professionals	09 TO 13			24 TO 28			13 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21113	Effective Meetings Preparations, Minutes Taking and Report Writing Skills for Council Meetings		27 TO 03			15 TO 17			07 TO 11	19 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21114	Professional Skills Enhancement Masterclass for Administrators & Secretaries	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21115	Enhancing Core Skills for Administrators & Secretaries			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21116	Developing Professionals Skills for Senior Secretaries/ Personal Assistants		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21117	Advanced Office Management & Effective Administration Skills				17 TO 20		20 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
AS21118	Fleet Safety Management			22 TO 24			26 TO 28			19 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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AS2119	Vehicle Fleet Management & Administration Skills	16 TO 20				22 TO 24		24 TO 28				30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2120	Administrative Functions & Office Management Course (Includes Minutes Taking, Travel Management, Filing, Business Communication Skills & Time & Stress Management)		13 TO 17		24 TO 28		05 TO 09				27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2121	Advanced Executive Assistants and Pa's Including Protocol & Diplomacy			27 TO 31		08 TO 12				21 TO 24			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2122	Basic Registry, Records And Archives Management Skills	09 TO 13			11 TO 14			10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2123	Business Writing Skills For Administrators, Secretaries & Pas		13 TO 17			22 TO 24			14 TO 18				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2124	Effective Receptionist Skills- Roles, Functions, Customer Care And Front Desk Management Skills	23 TO 27					13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2125	Frontline Customer Care (Managing Difficult And Demanding Customers, Emotional Intelligence And Communication Skills)		06 TO 10		11 TO 14				07 TO 11			06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2126	Frontline Customer Service Professionals	16 TO 20		22 TO 24			26 TO 28				11 TO 13				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2127	Frontline Leadership Skills		06 TO 10			22 TO 24			28 TO 01				18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2128	Fundamentals Of Administrative Professionals			27 TO 31	24 TO 28			31 TO 04			11 TO 13				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2129	Protocol And Travel Management	09 TO 13				29 TO 31				16 TO 19		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2130	Document Control & Security, Records Tracking And Management			27 TO 31					21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2131	Front Desk Professionalism	23 TO 27			17 TO 20			10 TO 14		27 TO 29		14 TO 18			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AS2132	Office Operations For Support Staff		13 TO 17			08 TO 12				16 TO 19			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



# **AUDITING AND GOVERNANCE, RISK AND COMPLIANCE**

2023 TRAINING CALENDAR

# 3



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AGRA21001	Advanced Enterprise Risk Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21002	Advanced Governance, Risk and Compliance (GRC)		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21003	Analytical and Auditing Skills				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21004	Anti-Money Laundering Regulatory Compliance	16 TO 20		17 TO 21		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21005	Assessing Operational Risk - Decision Making Under Risk	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21006	Audit of Establishment Charges		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21007	Audit of Fraud & Corruption	09 TO 13			24 TO 28			24 TO 28				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21008	Audit of Internal Controls		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21009	Auditing Corporate Governance		17 TO 21	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21010	Basel III, Risk Assessment and Stress Testing	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21011	Benchmarking: Comparing Your Performance with the Best	16 TO 20			24 TO 28			31 TO 04		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21012	Business Improvement & Quality Techniques			27 TO 31	24 TO 28			31 TO 04		11 TO 13				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21013	Business Process Analysis & Modelling	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21014	Business System Analysis			27 TO 31					21 TO 24	03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21015	Compliance Regulatory Professionals	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21016	Compliance: Detecting and Mitigating Fraud	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21017	Corporate Governance & Risk Management for State & Public Sector Organisations	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21018	Corporate Governance & Risk Management				11 TO 14	15 TO 17			10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21019	Corporate Governance and Board Competency	09 TO 13		27 TO 31			05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21020	Corporate Governance and Board Leadership		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21021	Corporate Governance for Councillors	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21022	Corporate Governance in The Public Service			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21023	Corporate Governance Principles, Policies and Best Practices		13 TO 17		17 TO 21			24 TO 28				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21024	Corporate Governance, Business ethics and Social Responsibility in the Public Services	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21025	Corporate Messengers and Drivers	16 TO 20			11 TO 14			24 TO 28		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
AGRA21026	Data Governance, Protection and Compliance Management		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21027	Economic Crime Schemes	23 TO 27			17 TO 21			10 TO 14			03 TO 06	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21028	Effective Fraud Detection & Risk Minimisation Masterclass		17 TO 21	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21029	Enterprise Risk Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21030	Essentials of Internal Audit		27 TO 03				05 TO 09				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AGRA21031	Financial Sciences Research Methods	23 TO 27			11 TO 14	15 TO 17		10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
AGRA21032	Foreign Exchange, Money Markets and Derivatives			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21033	Forensic Auditing Competence		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21034	Fraud and Forensic Auditing	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21035	Fraud Detection and Prevention for the Insurance Industry	16 TO 20			11 TO 14			24 TO 28		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21036	Fraud Prevention, Detection and Investigation	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21037	Fraud Risk Management			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21038	Good Corporate Governance	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21039	Good Governance in Public Service		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21040	Governance and Board Management Skills for EA and PA	16 TO 20		17 TO 21		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21041	Governance and Leadership in Public Sector Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21042	Governance Arms of Risk Management		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21043	Governance, Risk and Compliance (GRC)	09 TO 13			24 TO 28			24 TO 28				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21044	High Impact Internal Audit Leadership		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21045	Implementation of Quality, Environmental and Health & Safety Management Systems	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21046	Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance			27 TO 31					21 TO 24			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21047	Improving Operation Performance and Productivity		21 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21048	Induction course for Senior Auditors/Inducted Officer				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
AGRA21049	Information & Documentation Compliance			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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AGRA21050	Internal Auditing, Compliance and Risk Management	16 TO 20				22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21051	Internal Auditor Professional		13 TO 17		24 TO 28		05 TO 09				27 TO 29			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21052	Internal Control & Fraud Prevention			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21053	Interviewing Skills for Fraud Examiners and Auditors		21 TO 24			08 TO 12		18 TO 21				11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21054	Introduction to Risk Assessment				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21055	Investigation and Management of Cyber and Electronic Crime			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21056	Investigation of Financial Crime	16 TO 20				22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21057	IT Auditing and IT Fraud Detection	16 TO 20			24 TO 28				14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21058	IT Governance for Water Utility Sector		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21059	King IV Report on Corporate Governance	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21060	Law for Commercial Forensic Practitioners		17 TO 21			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21061	Local Government Ethics, Budgeting and Risk Management	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21062	Management Systems Auditor Training		17 TO 21			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21063	Managing Compliance Risk, Monitoring and Auditing Controls in Management Systems			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21064	Managing Financial and Crisis Supporting Decision Making -Protecting Stakeholder Value in Crisis		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21065	Managing Fraud in a Digitized World	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21066	Mastering Workflow		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21067	Money Laundering Investigation and Detection	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21068	Operational Excellence		17 TO 21	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21069	Opportunity Auditing			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21070	Pension audit	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21071	Prevention and Detection of Corruption and Procurement Fraud			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21072	Project Commissioning: A Practical Approach	23 TO 27			17 TO 21			24 TO 28		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21073	Quality Assurance & Control	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21074	Quality Assurance and Management System	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AGRA21075	Quality Assurance in Practice				17 TO 21			10 TO 14				11 TO 15		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21076	Quality Management System Auditor/Lead Auditor Training	09 TO 13	17 TO 21	22 TO 23		22 TO 24	13 TO 15				14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21077	Report Writing for the Internal Auditor	16 TO 20			11 TO 14			24 TO 28		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21078	Risk Assessment and Stress Testing for Pension Plans	23 TO 27	27 TO 03				05 TO 09						25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21079	Risk Assessments, Method Statements and Quality Plans				11 TO 14	15 TO 17			10 TO 11	21 TO 24				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21080	Risk Based Operational Decision Making	09 TO 13		27 TO 31			05 TO 09					04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21081	Risk Based Underwriting		13 TO 17		17 TO 21			10 TO 14			10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21082	Risk Compliance, Control & Auditing - Auditing risk controls in management systems	23 TO 27		14 TO 17		15 TO 17			10 TO 11			11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21083	Risk Management, Control & Compliance (Corporate Governance)				11 TO 14			24 TO 28		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21084	Risk Management: Managing Property and Liability Risk	16 TO 20	27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21085	Risk-Based Internal Audit				24 TO 28			31 TO 04		11 TO 15	25 TO 27	29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21086	Simplification of Work Processes and Procedures	09 TO 13				08 TO 12		19 TO 21					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21087	Strategic Community Relations		27 TO 03		17 TO 21		19 TO 23		28 TO 01			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21088	Understanding ISO 28000			22 TO 23			26 TO 28			18 TO 22				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21089	Understanding, Developing & Maintaining Quality Management Systems			27 TO 31	24 TO 28			31 TO 04				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21090	Value for Money Audit	09 TO 13					29 TO 31			11 TO 15			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21091	Procurement Fraud Audit and Investigation			27 TO 31					21 TO 24		03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21092	Project Analysis: Tools & Techniques for Managing Risk & Uncertainty	23 TO 27			17 TO 21			10 TO 14		27 TO 29			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21093	Compliance Management	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21094	Legal and Compliance Management Skills		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21095	Audit Interview Techniques and Best Practices	23 TO 27					13 TO 15				27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21096	Managing Fraud in a Digitized World			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21097	Masterclass in Internal Audit Leadership & Management		21 TO 24		08 TO 12			19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRA21098	Conducting Successful HR Audits				17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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AGRAZ1099	Effective Report Writing for Internal Auditors			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1100	Financial Statement Audits and Ethical Considerations	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1101	Quality Management Basics		13 TO 17		24 TO 28		05 TO 09			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1102	Strategic Quality Management			27 TO 31		08 TO 12			21 TO 24			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1103	Performance and Quality Improvement	09 TO 13			11 TO 14			05 TO 07			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1104	Project Health & Quality Management		13 TO 17			22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1105	Business Process Improvement, Cost of Quality & RCA	23 TO 27					13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1106	Corrective and Preventive Action Fundamentals		17 TO 21		11 TO 14				10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1107	Conducting and Leading Management System Audits	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1108	Fundamentals of Firewall Security and Auditing		17 TO 21			22 TO 24			28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
AGRAZ1109	Introduction To Risk Management			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



# COMMUNICATION AND WRITING SKILLS.

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CWS21001	Advanced Business Writing		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21002	Advanced Communication Skills	23 TO 27		14 TO 17		15 TO 17			10 TO 11		11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21003	Advanced Public Speaking and Presentation Skills				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21004	Advanced Report Writing	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21005	Advanced Report Writing and Communication Skills				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21006	Advanced Social Media Training	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21007	Advanced Technical Report Writing and Presentation Skills		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21008	Building and Presenting a Powerful Business Case	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21009	Business Fundamentals Communications			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21010	Business Presentation and Public Speaking	23 TO 27	21 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21011	Business Writing Essentials		21 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21012	Business Writing For Engineers	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21013	Business Writing Skills		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21014	Clear & Concise Business Writing		09 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21015	Clear and Concise Technical Report Writing	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21016	Communicating With Tact, Diplomacy and Professionalism		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21017	Communication and Personal Development	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21018	Communication and Presentation Skills for Professionals	23 TO 27		27 TO 31		08 TO 12	05 TO 09		21 TO 24	11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21019	Communication, Emotional Intelligence and Customer Service		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21020	Corporate Communications Redefined	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21021	Corporate Communications Skills			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21022	Corporate Communications, PR and Media Skills	23 TO 27	21 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21023	Corporate Social Responsibility (CSR)		21 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21024	Crisis Communication Skills	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
CWS21025	Crucial Written Communications For Public Service Officers		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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CWS21026	Developing Leadership Presence and Power	09 TO 13		27 TO 31			13 TO 15				11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21027	Drafting & Negotiating Commercial Contracts: Review & Minimise Risk		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21028	Effective Business Writing Skills (Proposals, Reports, Memos and Emails)	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21029	Effective Communication Skills		09 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21030	Effective Communication, Creative Thinking and Problem Solving for Engineers	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21031	Effective Corporate Communication		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21032	Effective Meeting Management, Business & Report Writing Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21033	Effective Presentation and Public Speaking Skills			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21034	Effective Report Writing Techniques		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21035	Essential Business Writing Skills	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21036	Event Management Specialist	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21037	Events and Conferences Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21038	Events Management				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21039	Guiding Change through Corporate Communications	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21040	Incident & Crisis Response Communication Skills	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21041	Interpersonal Communication Skills		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21042	Leadership, Communications & Interpersonal Skills				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21043	Legal Writing and Drafting Skills	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21044	Managing Conflict: Power through Influence Courses	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21045	Mastering Corporate Communications		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21046	Mastering Sales & Marketing in the Age of New Social Media	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21047	Organizational and Departmental Communication		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21048	Presentation Design and Delivery		09 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21049	Professional Communication Skills	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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CWS21050	Professional Presentation Skills		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21051	Proposal Writing Skills - Business and Technical		21 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21052	Protocol & Event Management	16 TO 20			11 TO 14	15 TO 17		31 TO 04			25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21053	Public Relations and Media Skills		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21054	Public Relations Campaigns: From Planning to Execution		09 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21055	Public Relations Skills	16 TO 20		09 TO 10		22 TO 24			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21056	Public Speaking and Presentation Skills	23 TO 27			03 TO 06		05 TO 09		14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21057	Public Speaking and Presentation Skills using MS PowerPoint		13 TO 17			08 TO 12				11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21058	Publication Skills (Graphic & Web Design)	09 TO 13			24 TO 28			10 TO 14	14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21059	Report writing		27 TO 03			15 TO 17			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21060	Report Writing for the Internal Auditor Courses	23 TO 27					13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21061	Strategic Event Management			27 TO 31					21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21062	Strategic Internal Communication Skills		21 TO 24			08 TO 12		19 TO 21		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21063	Technical Report Writing	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21064	The Art of Advanced Communication	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21065	The Essentials of Business Etiquette and Protocol				17 TO 21			10 TO 14			11 TO 15		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21066	The Essentials of Communication and Collaboration for Leaders	09 TO 13	09 TO 10	22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21067	Writing Effective Legal Documents and Commercial Contracts	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21068	Written Communications Skills for Public Service Officers	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21069	Professional (Business) Communication Skills				11 TO 14	15 TO 17			10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21070	Professional Business and Corporate Etiquette	09 TO 13		27 TO 31			05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21071	Professional Business Writing Skills		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21072	Professional Communication, Email Etiquette and Report Writing Skills	23 TO 27		14 TO 17		15 TO 17			10 TO 11		11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CWS21073	Advanced Communication, Minutes Taking and Report Writing Skills				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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CWS21074	Bid, Tender and Sales-Proposal Writing	16 TO 20	27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21075	Business Communication and Report Writing			24 TO 28			31 TO 04	11 TO 15	25 TO 27	29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21076	Business Writing for Corporate Finance	09 TO 13			08 TO 12		19 TO 21			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21077	Business Writing Skills For Office Professionals		27 TO 03	17 TO 21	19 TO 23		28 TO 01	03 TO 06		13 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21078	Creative Writing		22 TO 23		26 TO 28		18 TO 22			18 TO 22			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21079	Effective Virtual Communication for Remote Teams	16 TO 20	27 TO 03		22 TO 24		24 TO 28			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21080	English Writing Skills			24 TO 28		05 TO 09		27 TO 29		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21081	Professional Communication, Email Etiquette and Report Writing Skills	23 TO 27	27 TO 31		08 TO 12		21 TO 24	03 TO 06		04 TO 08			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21082	Writing Better Business Emails		27 TO 03	11 TO 14			04 TO 07		03 TO 06	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21083	Writing Effective Policies and Procedures	16 TO 20			22 TO 24		10 TO 14	14 TO 17		14 TO 17	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21084	Writing For Social Media & Content			27 TO 31	22 TO 24	13 TO 15		28 TO 01	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CWS21085	Writing With Diplomacy, Tact & Finesse	23 TO 27	21 TO 24	24 TO 28			10 TO 14			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	



# **CUSTOMER SERVICE.**

2023 TRAINING CALENDAR

# 5

CODE	COURSE TITLE	DATES												COUNTRY		ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
CS21001	Achieving Excellence in Customer Service				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21002	Advanced Public Relations and Customer Care	16 TO 20	27 TO 03			22 TO 24			14 TO 17				14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21003	Best Practices for Protocol Officers	23 TO 27			03 TO 06		05 TO 09					03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21004	Best Practices in Communication and Relational Skills		13 TO 17			08 TO 12					11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21005	Beyond Customer Service		09 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21006	Building a Customer-Centric Service Culture	16 TO 20			24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21007	Building an Award Winning Service Culture		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21008	Call & Contact Centre	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21009	Call Centre & Customer Service Course		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21010	Client Management Strategies for Retention & Growth	16 TO 20		14 TO 17		29 TO 31		31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21011	Communication, Emotional Intelligence and Customer Service		09 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21012	Competencies in Service Strategy			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21013	Corporate Communications, Branding & PR	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21014	Creating Positive Customer Experience Service As An Art And A Science	09 TO 13		27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21015	Customer & Public Relations		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21016	Customer Care and Communication Skills for Frontline Staff			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21017	Customer Care and Communications Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21018	Customer Care Skills		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21019	Customer Care, Stress Management, Etiquette and Protocol Skills	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21020	Customer Complaints Handling and Management		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21021	Customer Experience (CX) and Brand Activation Professional	09 TO 13		27 TO 31			13 TO 15				11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21022	Customer Experience Management (cxm)		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21023	Customer Focused Management	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21024	Customer Management Specialist		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21025	Customer Profiling Techniques & Procedures	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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CS21026	Customer Satisfaction and Loyalty	23 TO 27			11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21027	Customer Service & Telephone Etiquette		27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21028	Customer Service Excellence				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21029	Customer Service Excellence & Emotional Intelligence	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21030	Customer Service Excellence for Managers ISO aligned	23 TO 27			11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21031	Customer Service in the Public Sector		27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21032	Customer Service Management				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21033	Customer Service Professional	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21034	Customer Service Skills Training (Also includes Managing Difficult Customers and Communication Skills)	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21035	Customer Service Training for Call Center Agents		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21036	Customer-Focused Selling Strategies	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21037	Design and Implementation of Service Delivery Surveys		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21038	Developing and Implementing Customer Service Strategies		09 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21039	E-mail, Website and Social Media Management	16 TO 20			24 TO 28			31 TO 04				03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21040	Effective Customer Care & Emotional Intelligence		27 TO 03				05 TO 09			04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21041	Effective Customer Care Skills- (Covers Emotional Intelligence and Customer Complaints Handling and Management)		13 TO 17			29 TO 31		24 TO 28		11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21042	Emotional Intelligence Skills for Call Centre Agents	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21043	Excellence in Customer Service (Advanced)		09 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21044	Excellence in Customer Services	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21045	Excellent Customer Service for Team Members & Response to Complaints		09 TO 10			15 TO 17			21 TO 24				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21046	Front Desk And Customer Relations Skills	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21047	Frontline Customer Service and Emotional Intelligence		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21048	Frontline Customer Service Skills	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21049	Managing & Leading Strategic Communication	23 TO 27			11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21050	Managing Difficult and Demanding Customers		13 TO 17			29 TO 31		10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21051	Managing Service Quality and Customer Satisfaction				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21052	Marketing Communications and Brand Management	16 TO 20	27 TO 03			22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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CS21053	Mastering Business Etiquette & Protocol	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21054	Measuring and Managing Customer Satisfaction: ISO 9001 and Beyond		13 TO 17			08 TO 12				11 TO 15				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21055	Organisation and Relationship Systems in the Workplace		09 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21056	Public Relations & Corporate Communications	16 TO 20			24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21057	Public Relations Professional		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21058	Service Quality and Excellence	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21059	Telephone Techniques and Handling Difficult Callers		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21060	The Customer Complaint System: A Tool for Customer Service Improvement	16 TO 20		14 TO 17		29 TO 31		31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21061	Working Safely with the Public - Dealing with Confrontation, Intimidation and Aggression		09 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21062	Customer Satisfaction and Loyalty: Strategies and Measurement			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21063	Effective Complaint Handling Skills	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21064	Dealing with Challenging People	09 TO 13		27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21065	Telephone skills and customer care		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21066	Customer Relationship Management			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21067	Becoming The Most Recommended Company for your Customer	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21068	Customer Service Training for Government Employees		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21069	Customer Service Manager		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21070	Customer Service Management	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21071	Sales and Customer Service	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21072	Internal Customer Service			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21073	Advanced Customer Service Skills		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21074	Coaching Customer Service Skills	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21075	Customer Acquisition & Retention Strategies	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21076	Customer Experience Management Strategies		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21077	Customer - Focused Selling Strategies Skills				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
CS21078	Customer Care For Waitresses	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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CS21079	Customer Care Skills For Meter Readers	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21080	Service Excellence Processes For Front & Back Office Employees	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
CS21081	Government Relations and Public Affairs			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



# **DATA MANAGEMENT AND BUSINESS INTELLIGENCE.**

2023 TRAINING CALENDAR

# 6



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
DMBIZ1001	Achieving CMM5 Data Integrity				24 TO 28			31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1002	Administering a SQL Database Infrastructure	09 TO 13				08 TO 12		19 TO 21					14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1003	Administering Microsoft SQL Server 2014 Databases		27 TO 03				20 TO 23		28 TO 01	03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1004	Advanced Finance Analytics			22 TO 23			26 TO 28			18 TO 22			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1005	Advanced M&E and Data Management for Health Programs	16 TO 20	27 TO 03				22 TO 24		24 TO 28				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1006	Advanced Statistical Analysis with SPSS				24 TO 28			05 TO 09			27 TO 29		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1007	Analyzing and Visualizing Data using Microsoft Power BI			27 TO 31			08 TO 12			22 TO 24		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1008	Analyzing Data with PowerBI (M20778)		27 TO 03		11 TO 14			04 TO 07				03 TO 06	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1009	Applied Basic & Intermediate Statistics with SPSS	16 TO 20					22 TO 24		10 TO 14	14 TO 17			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1010	Applied Data Analysis Masterclass: Visualization, Statistics and Advanced Programs			27 TO 31			22 TO 24	13 TO 15		28 TO 01		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1011	Artificial Intelligence (AI) Principles and Practices	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1012	Artificial Intelligence (AI) Strategy for Business Professionals		22 TO 24					05 TO 09		22 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1013	Basic & Intermediate Statistics with SPSS	16 TO 20			11 TO 14	15 TO 17					11 TO 15	25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1014	Big Data Analytics for Supply Chain Optimization		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1015	Big Data and Artificial Intelligence Principles and Practices		06 TO 10	22 TO 23			13 TO 15					25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1016	Big Data and Data Analytics	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1017	Big Data for Maintenance Strategies		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1018	Big Data on AWS	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1019	Big Data Principles and Practices			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1020	Blockchain Masterclass		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1021	Building a Serverless Data Lake on AWS	16 TO 20				15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1022	Business Analytics with Excel	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1023	Business Intelligence & Analytics for Finance Professionals			27 TO 03		22 TO 24	13 TO 15		22 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1024	Business Intelligence: Data Analysis and Reporting Techniques		06 TO 10		11 TO 14	15 TO 17			10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1025	Data & Records Management	16 TO 20		22 TO 23			26 TO 28					11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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DMBI21026	Data Analysis – Statistical Package for the Social Sciences (SPSS)		06 TO 10			22 TO 24			28 TO 01			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21027	Data Analysis & Reporting in Excel			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21028	Data and Health Indicators in Public Health Practice			14 TO 17		29 TO 31		10 TO 14				05 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21029	Data Domain System Administration	09 TO 13	13 TO 17		24 TO 28				10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21030	Data Governance, Protection and Compliance Management			27 TO 31			05 TO 09	04 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21031	Data Management Advanced Skills		13 TO 17		17 TO 21				22 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21032	Data Management and Analysis for Qualitative Data using NVIVO					15 TO 17		04 TO 07	10 TO 11	22 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21033	Data Management and Analysis using Excel	16 TO 20			11 TO 14						04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21034	Data Management and Statistical Analysis using Stata		27 TO 03				13 TO 15	10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21035	Data Management Essentials	16 TO 20			24 TO 28				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21036	Data Science Certificate in Data Science		13 TO 17			29 TO 31		10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21037	Database Administration using SQL Server				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21038	Database Design, Administration and Management Skills Using Microsoft Access	16 TO 20		27 TO 03		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21039	Database Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21040	Database Management using MS Access		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21041	DB2 II for z/OS Application Performance and Tuning		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21042	DB2 II for z/OS Application Programming	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21043	DB2 II for z/OS System Administration			27 TO 03			05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21044	Db2 11.1 Quickstart for Experienced Relational DBAs	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21045	DB2 Family Fundamentals		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21046	DB2 SQL Workshop	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21047	DB2 SQL Workshop for Experienced Users				11 TO 14	15 TO 17		04 TO 07	10 TO 11	22 TO 24				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21048	Designing a Data Solution with Microsoft SQL Server 2014	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21049	Designing Business Intelligence Solutions with Microsoft SQL Server 2014		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21050	Developing Microsoft SQL Server 2014 Databases	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21051	Developing SQL Data Models				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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DMBIZ1052	Developing SQL Databases	16 TO 20	27 TO 03		24 TO 28	22 TO 24		24 TO 28					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1053	Digital Energy and Optimization				24 TO 28		05 TO 09			27 TO 29			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1054	Digital Transformation Masterclass	23 TO 27				08 TO 12			22 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1055	Digitization and File Management		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1056	Document Control and Records Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1057	Epidemiological Data Analysis Using Stata		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1058	Essential SQL Server 2012 for Developers	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1059	Fundamentals of IBM Watson Explorer Deep Analytics Edition oneWEX (V12.0.x)		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1060	Geographic Information Systems (GIS) Data Creation and Analysis	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1061	Greenplum Architecture, Administration, and Implementation			27 TO 31					22 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1062	Human Resources Analytics		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1063	Hypothesis Testing Using SPSS			27 TO 31	17 TO 21		20 TO 23			28 TO 01	16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1064	IBM BigInsights Foundation	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1065	IBM Cognos Analytics: Author Active Reports (v11.0)			27 TO 31					22 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1066	IBM Cognos Analytics: Author Reports Advanced (v11.0.x)		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1067	IBM Cognos Analytics: Author Reports Fundamentals (v11.0.x)				17 TO 21		20 TO 23			28 TO 01	16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1068	IBM Cognos Analytics: Author Reports with Multidimensional Data (v11.0)			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1069	IBM Cognos Cube Designer: Design Dynamic Cubes (v11.0)	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1070	IBM Cognos Framework Manager: Design Metadata Models (v11.0.x)		13 TO 17		24 TO 28		05 TO 09			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1071	IBM Cognos TMI: Design and Develop Models in Architect (v10.2)			27 TO 31		08 TO 12			22 TO 24			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1072	IBM Cybersecurity Analyst	09 TO 13			11 TO 14			04 TO 07			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1073	IBM Data Analyst	23 TO 27		27 TO 31		08 TO 12			22 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1074	IBM Data Analytics with Excel and R		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1075	IBM Data Engineering	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBIZ1076	IBM Data Science			27 TO 31		22 TO 24	13 TO 15			28 TO 01	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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DMBI21077	IBM InfoSphere Advanced DataStage - Parallel Framework v11.5		13 TO 17				13 TO 15				27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21078	IBM InfoSphere Information Governance Catalog (v11.5.0.2): Building the Catalog Administering a SQL Database Infrastructure	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21079	IBM Planning Analytics: Design and Develop Models in Architect (v2.0)		06 TO 10		17 TO 21		26 TO 28			04 TO 06						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21080	IBM SPSS Statistics Essentials			14 TO 17		29 TO 31		24 TO 28			03 TO 06			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21081	Implementing a Data Warehouse with Microsoft SQL Server 2014	23 TO 27			17 TO 21			10 TO 14			27 TO 29			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21082	Implementing a SQL Data Warehouse		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21083	Implementing Data Models and Reports with Microsoft SQL Server 2014	16 TO 20			24 TO 28			31 TO 04					29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21084	Infographics & Data Analytics for Reporting		27 TO 03				05 TO 09			27 TO 29	03 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21085	InfoSphere MDM Architecture v11	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21086	Intermediate and Advanced Statistical Analysis Using IBM® SPSS Statistics		13 TO 17				13 TO 15			27 TO 29						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21087	Intermediate SPSS	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21088	Introduction to Automation with SPSS		06 TO 10		17 TO 21		26 TO 28			04 TO 06						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21089	Introduction to Data Analysis			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21090	Introduction to Database Design	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21091	Introduction to Predictive Analytics with SPSS	09 TO 13		27 TO 31			05 TO 09			11 TO 15			13 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21092	Introduction to R for Statistical Analysis		13 TO 17		17 TO 21			10 TO 14				29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21093	Introduction to R Programming			14 TO 17		15 TO 17			10 TO 11			29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21094	Introduction to SPSS for Data Analysis	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21095	Introduction to SQL Databases (MID986)		27 TO 03				13 TO 15		22 TO 24		03 TO 06		04 TO 08			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21096	Introduction to statistics & data analysis in public health				11 TO 14	15 TO 17				11 TO 15	25 TO 27	29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21097	M Cognos Analytics: Architecture and Logging (v11.0)		27 TO 03				05 TO 09		28 TO 01			29 TO 01				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21098	Machine Learning and Predictive Models	09 TO 13		27 TO 31			13 TO 15			11 TO 15						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21099	Maintaining, Troubleshooting and Developing Solutions with Microsoft SQL Server 2008 Reporting Services		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21100	Mastering Business Data Collection, Analysis and Presentation	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21101	MCSA: SQL Server 2012/2014 Boot Camp		13 TO 17		17 TO 21			10 TO 14					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
DMBI21103	Monitoring and Evaluation for Agriculture and Rural Development	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21104	Monitoring and Evaluation for Health Programs		27 TO 03			22 TO 24	13 TO 15		22 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21105	Monitoring and Evaluation in Governance				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21106	MS Excel Data Validation, Data Reconciliation and Payroll Reconciliation	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21107	Oracle 10g DBA II	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21108	Oracle 11g Database Administration I		27 TO 03			22 TO 24	13 TO 15		22 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21109	Oracle 11g Foundations: SQL & SQL Plus		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21110	Oracle 11g PL/SQL Intermediate		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21111	Oracle 11g SQL & SQL*Plus Basics Express Introduction	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21112	Oracle 11g: Administration II		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21113	Oracle 11g: Programming with PL/SQL	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21114	Oracle 11g: Programming with SQL I and II		06 TO 10			15 TO 17			22 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21115	Oracle 11g: Programming with SQL Intro	09 TO 13			11 TO 14			04 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21116	Oracle 12c - SQL for Business and Data Analysts		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21117	Oracle 12c Backup Recovery and Tuning	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21118	Oracle 12c Data Base Administration Express Introduction for Support Personnel	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21119	Oracle 12c Database Administration I		13 TO 17			29 TO 31		10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21120	Oracle 12c Database Administration II				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21121	Oracle 12c Database Backup and Recovery	16 TO 20	27 TO 03			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21122	Oracle 12c Foundations: SQL & SQL*PLUS	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21123	Oracle 12c Non-Certification Data Base Administration			22 TO 23			26 TO 28				18 TO 22		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21124	Oracle 12c PL/SQL Advanced	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21125	Oracle 12c PL/SQL Introduction				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21126	Oracle 12c Security Administration	23 TO 27		27 TO 31		08 TO 12			22 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21127	Oracle 12c SQL & PL/SQLPLUS Express Introduction		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21128	Oracle 12c SQL & SQLPLUS Express Introduction	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15			
DMBI21129	Oracle 12c SQL Tuning for Developers			27 TO 31		22 TO 24	13 TO 15			28 TO 01		25 TO 27				

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DMBI21130	Oracle 12c Troubleshooting and Maintenance for Administrators	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21131	Oracle 12c: New Features for Administrators		22 TO 24				05 TO 09		22 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21132	Oracle Database 11g	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15		25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21133	Oracle Database 11g: RAC Administration		27 TO 03				05 TO 09		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21134	Oracle Database 12c		06 TO 10	22 TO 23			22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21135	Oracle Database 12c Administration Ed 2	16 TO 20			24 TO 28			31 TO 04		11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21136	Oracle Database 12c Backup and Recovery		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21137	Oracle Database 12c Install and Upgrade	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21138	Oracle Database 12c Introduction to SQL	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21139	Oracle Database 12c Performance Tuning	09 TO 13		14 TO 17				04 TO 07					04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21140	Oracle Database 12c: RAC Administration		06 TO 10				02 TO 03			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21141	Oracle Foundation: Relational Database Design	16 TO 20		09 TO 10			22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21142	Oracle11g Admini	23 TO 27			03 TO 06			05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21143	Oracle12c PL/SQL Foundations		13 TO 17				08 TO 12			11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21144	Overview of IBM Cognos Analytics (v11.0)	09 TO 13			24 TO 28			10 TO 14				06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21145	Performance, Tuning, and Optimizing SQL Databases		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21146	Power BI Fundamentals for End Users-2016	23 TO 27					13 TO 15			27 TO 29		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21147	Practical Econometrics for Managerial Decision Making			27 TO 31					22 TO 24				13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21148	Project Monitoring and Evaluation with Data Management and Analysis		22 TO 24			08 TO 12		19 TO 21			11 TO 13				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21149	Project Performance Evaluation			22 TO 23			26 TO 28			18 TO 22			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21150	Provisioning SQL Databases	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21151	Qualitative Data Management and Analysis using Atlas.ti				24 TO 28		05 TO 09			27 TO 29		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21152	Qualitative Research Design and Methods for Public Health Specialization	23 TO 27		27 TO 31		08 TO 12			22 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21153	Querying Data with Transact-SQL		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21154	Querying Microsoft SQL Server 2014	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21155	Research Design, Data Management and Statistical Analysis using SPSS			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21156	Research Design, Data Management and Statistical Analysis using Stata	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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DMBI21157	Research Methodology & Report Writing		22 TO 24				05 TO 09		22 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21158	Research Methods, Data Analysis, and Reporting	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21159	Results-Based Monitoring and Evaluation		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21160	Securing Databases (1t8700)		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21161	Securing Oracle Databases (1t8710)	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21162	SPSS Essentials		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21163	SPSS- Data Analysis and Reporting	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21164	SPSS- Data Management & Statistical Analysis	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21165	SPSS- Data Management, Forecasting and Statistical Analysis	09 TO 13		14 TO 17				04 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21166	SQL Server 2008 for Administration		06 TO 10			02 TO 03				04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21167	SQL Server Performance Tuning and Optimization	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21168	Statistical Analysis Using IBM SPSS Statistics	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21169	Statistical Data Analysis using R		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21170	Survival Analysis in R for Public Health	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21171	Ultimate IT Skills Collection		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21172	Understanding the Emerging Blockchain Business Model	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21173	Updating your Database and Business Intelligence Skills to SQL Server 2012		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21174	Updating Your Skills to SQL Server 2016	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21175	Using Big Data for Road Network	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21176	Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	09 TO 13		14 TO 17				04 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21177	Info-Graphics : Data Analysis and Reporting Techniques		06 TO 10			02 TO 03				04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21178	Advanced Data Analysis Techniques	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21179	Advanced Analytics	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21180	Business Case Writing		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21181	Business Contracts & Service Level Agreements	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
DMBI21182	Business Etiquette & Professional Conduct In The Workplace		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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DMBI21183	Business Negotiation Skills	23 TO 27					13 TO 15			27 TO 29			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21184	Business Process Analysis And Management			27 TO 31					22 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21185	Business Process Framework (eTOM)		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21186	Business Process			22 TO 23		26 TO 28				18 TO 22			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21187	Effective Data Analysis Techniques	16 TO 20		27 TO 03		22 TO 24		24 TO 28					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
DMBI21188	Digital Transformation and Artificial Intelligence				24 TO 28		05 TO 09			27 TO 29			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES





# HEALTH, SAFETY AND ENVIRONMENT.

2023 TRAINING CALENDAR

# 7

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
HSECM21001	Accident and Injury Prevention for Petroleum Workers	23 TO 27		27 TO 31		08 TO 12		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21002	Advanced Accident Investigation & Reporting		27 TO 03		11 TO 14		05 TO 07		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES		
HSECM21003	Advanced Business Resilience	16 TO 20				22 TO 24		10 TO 14	14 TO 17		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21004	Advanced Health & Safety Management			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21005	Advanced Occupational Health and Safety	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21006	Advanced Process HAZOP		22 TO 24				05 TO 09		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21007	Advanced Process Risk Assessment & Risk Management	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21008	Advanced Risk and Incident Analysis		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21009	Alarm Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21010	Basic Electrical Safety Training	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21011	Basic Fire Fighting Course		27 TO 03				05 TO 09				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21012	Basic First Aid	23 TO 27			11 TO 14	15 TO 17			10 TO 11		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21013	Behavior-Based Safety			27 TO 31			05 TO 09			11 TO 15	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21014	Best Practices for Optimizing Warehouse Safety		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21015	Boost your Emotional Intelligence During COVID-19 Pandemic -Managing your Emotional Stress Effectively	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06	04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21016	Business Continuity and Crisis Management during Pandemic Threats	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21017	Business Continuity Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21018	Business Continuity Management: Standards, Plans and Systems				24 TO 28			31 TO 04			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21019	Chemical Handling	16 TO 20		09 TO 10		22 TO 24			14 TO 17		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21020	Cleaning and Sanitation	23 TO 27			03 TO 06		05 TO 09				03 TO 06	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21021	Compliantly Managing Hazardous Substances in your Organization		13 TO 17			08 TO 12				11 TO 15		18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21022	Conducting Effective Health & Safety Audits	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21023	Conducting Investigations and Accident Reporting				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21024	Conducting Security Surveys and Assessments	16 TO 20	27 TO 03			22 TO 24		24 TO 28			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21025	Confidentiality & Privacy Law for Health Providers				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21026	Construction HSE Hazards	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06	04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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HSECM21027	Construction Quality Control On Site		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21028	Contractor Safety Management	16 TO 20				22 TO 24		10 TO 14	14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21029	COVID-19 / Coronavirus Compliance Officer – General Workplace Health and Safety			27 TO 31		22 TO 24	13 TO 15		28 TO 01			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21030	COVID-19 Workplace Health, Safety & Compliance	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21031	COVID-19 Workplace Preparedness Health and Safety Course		22 TO 24				05 TO 09		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21032	Crisis Management and Contingency Plan	16 TO 20			11 TO 14	15 TO 17			31 TO 04	11 TO 15		25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21033	Crisis Management and Emergency Response Measures		27 TO 03				05 TO 09		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21034	Crisis Management Professional		22 TO 24				05 TO 09		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21035	Data and Health Indicators in Public Health Practice	16 TO 20			11 TO 14	15 TO 17			31 TO 04	11 TO 15		25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21036	Dealing with Workplace Pressure & Stress		27 TO 03				05 TO 09		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21037	Developing and Sustaining an Effective Safety Culture	09 TO 13		27 TO 31			13 TO 15			11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21038	Developing Clinical Governance Frameworks		13 TO 17		11 TO 14	15 TO 17			31 TO 04	04 TO 06			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21039	Directors Duties and Liabilities under the New Health & Safety Act.	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21040	Disease Clusters		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21041	Elder Law for the Health Sector	16 TO 20			24 TO 28				31 TO 04	11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21042	Emergency First Aid in the workplace		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21043	Emergency Response Planning: Crisis Management for Hazardous Environments	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21044	Energy Optimisation of Oil Refineries			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21045	Environment, Health & Safety Risk Management		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21046	Environmental Monitoring and Modelling	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21047	Epidemics - the Dynamics of Infectious Diseases	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21048	Essential epidemiologic tools for public health practice		13 TO 17			08 TO 12				11 TO 15				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21049	First Aid for Sport Injuries	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21050	First Aid Training		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21051	Fleet Management Safety Management Training		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21052	Food Defense – Intentional Adulteration	16 TO 20			24 TO 28				31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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HSECM21053	Food Hygiene		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21054	Hazard Analysis Critical Control Point (HACCP) Awareness Training Course		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21055	Hazardous Waste Management	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21056	Hazardous Waste Management and Disposal		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21057	Hazardous Waste Management and Pollution	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21058	Health & Safety Compliance		06 TO 10				15 TO 17			21 TO 24		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21059	Health, Safety & Environment in Engineering Projects	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21060	Healthcare Law for Non Lawyers		13 TO 17	27 TO 31		22 TO 24			14 TO 17			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21061	Hydrocarbon Loss Reduction	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21062	Implementation of Quality, Environmental and Health & Safety Management Systems	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06	04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21063	Implementing Effective Health Audits		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21064	Infection prevention in nursing homes	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21065	Health and Safety Update Training			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21066	Health and Safety Update Audit Training	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21067	Inspection and reporting skills		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21068	Integrated Quality Management Systems (QMS) and Implementing Hazardous Waste Concepts	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21069	Intelligent Transportation System		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21070	Intermediate Electrical Safety Training		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21071	Internal Auditing for Food Safety	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21072	Introduction to Renewable Energy Dynamic Analysis of Renewable Energy		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21073	Introduction to safety in construction	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21074	Introduction to statistics & data analysis in public health			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21075	ISO 22000 food safety management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21076	ISO 9001: Energy Management Systems	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06	04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21077	Laboratory Testing and Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21078	Layers of Protection Analysis (LOPA)		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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HSECM21079	Leadership, Culture and Collaboration in Health & Safety				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21080	Managing Health and Safety in The Workplace	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21081	Managing People Change and Engagement in the Post Covid-19 Workplace	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21082	Managing Security Risks in the Oil and Gas Industry		13 TO 17				08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21083	Mini MBA for HSE Professionals	09 TO 13			24 TO 28				10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21084	Modern Chemical Laboratory		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21085	Occupational First Aid Level 1		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21086	Occupational First Aid Level 2	16 TO 20			24 TO 28			31 TO 04				03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21087	Occupational First Aid Level 3	09 TO 13		14 TO 17				05 TO 07						04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21088	Occupational Health and Safety		06 TO 10			02 TO 03	05 TO 09			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21089	Occupational Health and Safety for Artisans	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21090	Occupational Health and Safety Management and First Aid	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21091	Offshore Health & Safety for Oil & Gas		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21092	Offshore Safety & Risk Management Systems	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21093	Oil Refinery & Petrochemical Industry Wastewater Treatment		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21094	OSHA – Occupational Safety and Health Administration Standards	23 TO 27					13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21095	OSHA Workplace Safety			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21096	Outbreaks and Epidemics		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21097	Patient Safety Frameworks		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21098	Pre-Startup Audit: Evaluating, Determining and Implementing Effective Risk Control Measures				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HSECM21099	Process Safety Management	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21100	Qualitative Research Design and Methods for Public Health Specialization	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21101	Quality Assurance and Management System		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21102	Radiation Safety	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21103	Risk Analysis and Risk Management in Process Safety		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HSECM21104	Risk Assessment within Production Operations		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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HSECM21105	Risk Assessments, Method Statements and Quality Plans	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21106	Risk disaster management		27 TO 03				05 TO 09			04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21107	Risk-Based Process Safety (RBPS)		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21108	Road Safety Auditor Team Leader	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21109	Road Safety Audits & Inspections		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21110	Road Safety Leadership and Management	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21111	Root Cause Analysis using Tripod Beta Method Incident Investigation and Analysis		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21112	Safe Warehousing - Warehouse Safety, Policies & Procedures	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21113	Safety and Hygiene Handling of Cleaning Materials		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21114	Safety at the workplace	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21115	Safety Audit & Site Inspection		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21116	Safety awareness of high-pressure water jetting equipment	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21117	Safety Compliance & Site Inspection				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21118	Safety in Process Equipment Design & Operation	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21119	Safety Management Systems (SMS) for Non-Safety Managers				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21120	Safety Technology & Risk Management	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21121	Security Management, Planning and Asset Protection with Integrated Security Solutions		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21122	Shipboard Safety: Communications and On-Board Interactions	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21123	Solid Waste Disposal & Management for Local Authorities		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21124	Solid waste management	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21125	Survival Analysis in R for Public Health		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21126	Sustainable Urban Development	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21127	Task Risk Assessment: Modern Proactive Approach to Incident Prevention			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21128	Traffic Accident Investigation		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21129	Traffic Impact Analysis			27 TO 31	17 TO 21		19 TO 23			28 TO 01	16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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HSECM21130	Transportation of Hazardous Substances	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21131	Turning Safe Actions into Subconscious Habits		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21132	Waste Management: A Modern and Sustainable Approach	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21133	Water Sanitation and Hygiene (WASH)		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21134	Workplace Health and Safety	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21135	Marine Safety	09 TO 13		27 TO 31			05 TO 09					04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21136	Behavior Based Safety		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21137	Safety and Security Management	23 TO 27		14 TO 17		15 TO 17			10 TO 11			16 TO 19		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21138	Injury and Illness Prevention Program (IIPP)				11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21139	Health and Safety Officer	16 TO 20	27 TO 03			22 TO 24		24 TO 28					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21140	OSHA Training: Occupational Safety & Health Administration Standards		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21141	Health Centre Administration and Management	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21142	Health policy formulation and planning	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21143	Management of HIV/AIDS at the workplace		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21144	Waste Management & Sustainability				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21145	Risk Based Process Safety Management (RBPS)	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21146	Advanced Incident & Accident Investigation	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21147	Process Risk Assessment & Risk Management		13 TO 17			08 TO 12				11 TO 15				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21148	Transportation of Dangerous Goods	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HSECM21149	Counseling Skills		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21150	Waste Collection and Sorting		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21151	Water Resource Management	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21152	Employee Wellbeing & Resilience	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21153	Safety And Security Begins at The Front Desk		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21154	Workplace Health And Safety audit	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21155	First Aid Training For Rangers	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21156	Crisis Management		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HSECM21157	Adapting Strategy in a Crisis	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	

# HUMAN RESOURCE MANAGEMENT AND TRAINING.

2023 TRAINING CALENDAR

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CODE	COURSE TITLE	DATES												COUNTRY		ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
HRMT21001	Advanced Selection, Interviewing & Recruitment Skills	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21002	Advanced Train the Trainer				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21003	Advancing Performance Through Targets Setting & Appraisal Processes - Employee Performance Assurance Training	16 TO 20	27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21004	Alternative Dispute Resolution - Dispute Management and Negotiation Skills				24 TO 28			31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21005	Alternative Dispute Resolution (ADR), Legal Mediation and Arbitration	09 TO 13				08 TO 12		19 TO 21				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21006	Arbitration: Your Winning Strategy for disputes		27 TO 03		17 TO 21		19 TO 23		28 TO 01		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21007	Assessor Training			22 TO 23			26 TO 28			18 TO 22			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21008	Basics of Human Resources Management			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21009	Blockchain and other Emerging Technologies	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21010	Business Transformation			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21011	Career Development and Succession Planning	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21012	Certified Human Resource Professional	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21013	Chairing & Conducting Effective Disciplinary Hearings		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21014	Coaching, Mentoring & Career Development for Success	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21015	Collective Bargaining: Legal & Practical Update			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21016	Communicating & Negotiating with Unions		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21017	Compensation and Benefits				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21018	Compensation and Benefits Professional			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21019	Competencies In Human Resources Management Basic Human Resources Management	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21020	Competency Development and Implementation		13 TO 17		24 TO 28		05 TO 09			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21021	Competency-Based Management			27 TO 31		08 TO 12			21 TO 24			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21022	Conducting an effective Skills Audit Course	09 TO 13			11 TO 14			05 TO 07			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21023	Conducting Effective Disciplinary Hearings and Grievance Handling		13 TO 17			22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21024	Conducting Inquiry proceeding and performance evaluation reports	23 TO 27					13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21025	Confidential Information and Intellectual Property		06 TO 10		11 TO 14				10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
HRMT21026	Corporate & Employee Best Practices	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21027	Counselling skills		06 TO 10			22 TO 24				28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21028	Cultural Diversity & Inclusion At The Workplace		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21029	Data Governance, Privacy with General Data Protection Regulation (GDPR) Masterclass			27 TO 31	17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21030	Dealing with difficult & different personalities	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21031	Designing & Implementing Competency Frameworks & Assessment Tools			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21032	Designing and Implementing a Performance Management System		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21033	Designing Human Resource Policies				17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21034	Developing and Implementing Effective Job Evaluation and Grade Structures			22 TO 23			26 TO 28				18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21035	Developing Resilience and Mental Toughness	16 TO 20					22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21036	Disciplinary Hearing (Investigation, Initiating And Chairing)		13 TO 17		24 TO 28		05 TO 09				27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21037	Disciplinary Hearing and Grievance Handling Procedures			27 TO 31		08 TO 12			21 TO 24				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21038	Disruptive Innovation	09 TO 13			11 TO 14			05 TO 07				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21039	Diversity and Inclusion in the Workplace	23 TO 27		27 TO 31		08 TO 12			21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21040	e-HR: Modern Trends and Applications		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21041	Effective Counselling Skills	16 TO 20				22 TO 24		10 TO 14	14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21042	Effective Disciplinary Hearings			27 TO 31		22 TO 24	13 TO 15			28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21043	Effective Disciplinary Hearings as Per Public Service Act 13 Of 1995 Workshop	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21044	Effective Disciplinary Hearings for Chairpersons		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21045	Effective Disciplinary Hearings for Initiates		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21046	Effective Disciplinary Hearings for Shop Stewards	16 TO 20			24 TO 28				31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21047	Effective Handling of Sexual Harassment in the Workplace		27 TO 03				05 TO 09			04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21048	Effective Human Resource management		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21049	Effectively Managing Restructuring & Redundancies	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21050	Emotional Intelligence in the Workplace		06 TO 10			29 TO 31				28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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HRMT21051	Employee Engagement: Strategy and Practices	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21052	Employee On-Boarding: Induction and Job Orientation Techniques		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21053	Employee Relations and Engagement	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21054	Employee Relations Professional		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21055	Employee Relations: Motivation, Grievances and Discipline	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21056	Employee Relations: Roles and Responsibilities		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21057	Employee Relationship Specialist	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21058	Employment Equity Compliance				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21059	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21060	Engagement Leadership				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21061	Essential Facilitation Skills and the Psychology of Groups	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21062	Essential Skills for Effective Training Administration		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21063	Essentials of Human Resources Management	23 TO 27			03 TO 06		05 TO 09			03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21064	Excel Skills for HR and Admin Professionals		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21065	From Instructional Design to Learning Experience Design	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21066	Fundamentals of Life Insurance and Retirement Savings		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21067	Future Changes in Human Resources	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21068	Grievance handling and disciplinary procedures			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21069	Grievance Handling, Disciplinary Hearings & Termination Procedures		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21070	Handling Emotionally Charged Situations in the Workplace	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21071	How to Chair & Conduct Disciplinary Hearings			27 TO 31		05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21072	How to Conduct Behavior-based Interviews		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21073	How to Handle Emotionally Charged Situations in the Workplace	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21074	How to Improve Employee Accountability with Remote and In-Person Teams	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21075	How To Set Key Performance Indicators - For Objective Performance Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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HRMT21076	How to Supervise Bad Attitudes and Negative Behaviors				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21077	HR Administration	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21078	HR Analytics	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21079	HR Auditing		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21080	HR Basics for New HR Professionals	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21081	HR Business Partner: Roles, Responsibilities and Competencies		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21082	HR Essentials for Effective Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21083	HR for the PA, Administration & Personnel	16 TO 20			24 TO 28			31 TO 04				03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21084	HR Fundamentals	09 TO 13		14 TO 17				05 TO 07						04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21085	HR Knowledge for Non-Human Resources Professionals		06 TO 10			02 TO 03	05 TO 09			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21086	HR Law	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21087	HR Management for the New HR Manager	23 TO 27			03 TO 06		05 TO 09				03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21088	HR Master Class on the Future Changes in Human Resources		13 TO 17			08 TO 12				11 TO 15				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21089	COVID 19 Impact on HR	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21090	HR Metrics - Measuring What Matters		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21091	HR Processes, Culture & Change Management Programs	23 TO 27					13 TO 15	05 TO 07		27 TO 29			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21092	HR Skills for Non HR Professionals			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21093	HR Strategic Management		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21094	Human Capital Planning		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21095	Human Resource Best Practice for Non-HR Managers				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21096	Human Resource Professional	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21097	Human Resources Analytics	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21098	Human Resources Development & Personnel Management		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21099	Human Resources Knowledge For Non-Human Resources Professionals	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
HRMT21100	Human Resources KPIs: Benchmarking HR Performance		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	

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HRMT2101	Human Resources Management and Labour Relations	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2102	Human Resources Professional: From Traditional HR Role to Business Partner		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2103	Identifying Training Needs and Evaluating Training	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2104	Improve your Effectiveness at Work				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2105	Induction And Job Orientation	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2106	Industrial Relations (IR), Employee Relations (ER) & Trade Union Harmony				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2107	Initiating & Chairing Disciplinary Hearings	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2108	Initiating and Chairing Disciplinary Hearings & Termination		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2109	Innovations in Workforce Planning, Organizational Development, Business Efficiency and Analysis	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2110	Integrating e-learning in your L & D Strategy		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2111	Internal Consultancy Skills at Work	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2112	International Arbitration, Mediation and Dispute Resolution		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2113	Interview Skills- Competency And Behavioral Based	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2114	Interviewing for Investigations using the PEACE Model			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2115	Job Analysis and Evaluation		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2116	Job Competency Assessment and Profiling			27 TO 31	17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2117	Job Description Drafting	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2118	Job Evaluation & Analysis		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2119	Job Evaluation, Pay and Grading Systems	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2120	Job Profiles Competency Profiling and Skill Audit Training		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2121	L&D Project Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT2122	Labour Law Update: Latest Labour Legislation in Botswana	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Botswana	YES	
HRMT2123	Labour Law Update: Latest Labour Legislation in Namibia	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia	YES	
HRMT2124	Labour Law Update: Latest Labour Legislation in South Africa		06 TO 10			15 TO 17			21 TO 24			20 TO 24		South Africa	YES	
HRMT2125	Labour Law Update: Latest Labour Legislation in Zambia	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Zambia	YES	

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HRMT21126	Labour Relations & Effective Discipline		13 TO 17	27 TO 31		22 TO 24		14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21127	Labour Relations: Managing In a Unionised Environment	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21128	Laws Relating To Employment & Regulatory Compliance		13 TO 17		17 TO 21			10 TO 14		10 TO 11		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21129	Leadership to Empower, Enable and Engage	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21130	Leading for Organisational Impact				11 TO 14			10 TO 14		04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21131	Learning & Development Professionals	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21132	Learning and Development: Tools and Strategies				24 TO 28		05 TO 09			27 TO 29		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21133	Linking Training to Organisational Goals	23 TO 27		27 TO 31		08 TO 12			21 TO 24			03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21134	Local Content Management		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21135	Management and Protection of Information (MPI)	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21136	Management of the Workforce		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21137	Managing and Coordinating Training	09 TO 13			24 TO 28			10 TO 14				06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21138	Managing and Measuring Training, Learning and Development		27 TO 03			15 TO 17			10 TO 11	18 TO 22			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21139	Managing Conflict and Difficult Situations at Work	23 TO 27					13 TO 15			27 TO 29		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21140	Managing Cultural Diversity in the Workplace			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21141	Managing Emotion, Conflict and Change		22 TO 24			08 TO 12		19 TO 21			11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21142	Managing Employee Performance, Behaviour and Attitudes			27 TO 31	17 TO 21		19 TO 23		28 TO 01		16 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21143	Managing Generation Gaps at the Workplace	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21144	Managing Human Capital		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21145	Managing Training & ROI through ISO 29993:2017 Workshop	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21146	Managing Virtual and Remote Employees and Teams		27 TO 03				05 TO 09					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21147	Managing Virtual Employees	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21148	Managing Work Place Conflicts	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21149	Managing Workloads & Multiple Tasks		13 TO 17		17 TO 21			10 TO 14		10 TO 11		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21150	Managing your Internal Training Academy	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21151	Master Trainer				11 TO 14			10 TO 14			04 TO 06	20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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HRMT21152	Mastering Fact-Finding and Investigation	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21153	Mastering the Art of Design Thinking and Agile Creativity		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21154	Mastering the Training Cycle	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21155	Maximizing Productivity with Microsoft® Teams	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21156	Maximizing the Impact of Human Capital		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21157	MBTI Personality Assessment Training				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21158	Measuring & Maximizing Training ROI	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21159	MS Excel Payroll Reconciliation	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21160	MS Excel Skills for HR and Admin Professionals		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21161	Nuts & Bolts of Labour Law	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21162	Operational Excellence Practices for Work Efficiency & Reduced Cost		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21163	Organisational Politics and Power Dynamics		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21164	Organisational Structure and Design	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21165	Organization Development Professional				24 TO 28			31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21166	Organizational Design and Manpower Planning Professional	09 TO 13				08 TO 12		19 TO 21				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21167	Payroll Law		27 TO 03		17 TO 21		19 TO 23		28 TO 01		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21168	Payroll Management & Effective Payroll Controls			22 TO 23			26 TO 28			18 TO 22			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21169	Payroll Management, Compensation & Benefits Administration	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21170	Payroll: Preparation, Analysis and Management				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21171	People Analytics	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21172	Performance Management		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21173	Performance Management System in Government and Accountability of Public Officers	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21174	Performance Management: Setting Objectives and Conducting Appraisals			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21175	Planning for Successful Change - A Change Management Guide	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21176	Policy Initiatives to Transform HR		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21177	Preparing and Developing Training Specialist and Coordinators	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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HRMT21178	Preventing and Handling Workplace Violence, Aggression and Bullying		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21179	Principles of Labour Related Matters		06 TO 10	22 TO 23			22 TO 24	13 TO 15				25 TO 27		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21180	Professional Conflict & Change Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21181	Professional Skills for Human Resources Management		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21182	Programme Design and Development				24 TO 28			31 TO 04		11 TO 15		25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21183	Reconciliation for Employees Tax	09 TO 13				08 TO 12			19 TO 21			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21184	Recruitment Specialist		27 TO 03		17 TO 21		19 TO 23			28 TO 01		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21185	Reducing Drug & Alcohol Risk in the Work Place			22 TO 23			26 TO 28			18 TO 22			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21186	Retirement and Employee Investment Planning	16 TO 20	27 TO 03			22 TO 24			24 TO 28			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21187	Retirement and Pension Planning				24 TO 28		05 TO 09				27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21188	Retirement fund Management	23 TO 27		27 TO 31			08 TO 12			21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21189	Risk Management for Human Resources		27 TO 03		11 TO 14			05 TO 07		21 TO 24		03 TO 06		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21190	Root Cause Analysis (RCA) Facilitator Training	16 TO 20			22 TO 24			10 TO 14		14 TO 17			14 TO 17		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21191	Sage Pastel Payroll Training		27 TO 31			22 TO 24		13 TO 15		28 TO 01		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21192	SAP ERP – Human Capital Management Training	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21193	SAP Human Capital Management (HCM) for Consultants		22 TO 24			05 TO 09			21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES				
HRMT21194	Shop Steward Training	16 TO 20			11 TO 14		15 TO 17			31 TO 04		11 TO 15		25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21195	Skills Audit		27 TO 03				05 TO 09			28 TO 01		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21196	Skills Development & Training Management		06 TO 10	22 TO 23			22 TO 24		13 TO 15			25 TO 27		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21197	Strategic Organisational Development	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21198	Strategic Recruitment, Interviewing and Selection		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21199	Strategic Talent Management	23 TO 27			11 TO 14		15 TO 17			10 TO 11		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21200	Strategic Workforce Planning Masterclass			27 TO 31			05 TO 09			11 TO 15		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21201	Strategies for Workplace Conflict Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			
HRMT21202	Talent Acquisition Professional	16 TO 20		14 TO 17			15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21203	Talent Management Professional	16 TO 20			11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
HRMT21204	Talent Mapping		27 TO 03			22 TO 24		13 TO 15		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES			



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HRMT21205	Team Building		06 TO 10		11 TO 14	15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21206	The Art of Human Resource Management	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21207	The Future of HR: Re-engineering the Employee Experience		06 TO 10			22 TO 24			28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21208	The Future of Learning: Re-engineering the Learning Experience			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21209	The L & D Professional as a Business Partner			14 TO 17		29 TO 31		10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21210	The Labour Act	09 TO 13	13 TO 17		24 TO 28				10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21211	The Leadership of Inclusion	09 TO 13		27 TO 31			05 TO 09	05 TO 07		27 TO 29			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21212	The Management Transition		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21213	The Professional Training Manager		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21214	The Strategic Succession Planning	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21215	The Training Analyst		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21216	Train the Trainer - Facilitating Effective Adult Learning		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21217	Training and Development Professional	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21218	Training Design and Development for Learning Success		06 TO 10			29 TO 31			28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21219	Training Management & Organisational Learning	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21220	Training Needs Analysis; Methods, Tools And Techniques Simplified		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21221	Transformational Industrial (IR) and Employee Relations (ER) Workshop	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21222	Unconscious Bias and Legal Considerations		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21223	Unconscious Bias HR and Strategic Leader	23 TO 27		27 TO 31			13 TO 15		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21224	Unconscious Bias, Diversity and Inclusiveness: From Awareness to Action	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21225	Understanding the Labour Act & Conducting Effective Disciplinary Hearings		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21226	Unleashing the Power of Workplace Psychology	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21227	Using Balanced Scorecard (BSC) as a Performance Management System (PMS)		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21228	Workers committee		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21229	Workforce Planning and Budgeting	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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HRMT21230	Workplace Bullying & Harassment		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21231	Workplace Diversity		13 TO 17			29 TO 31		24 TO 28			11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21232	Workshop on Allgning Training and Strategy in Your Business	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21233	Writing Effective Policies & Procedures		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21234	Strategic Talent Management	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21235	Industrial Relations Management		06 TO 10				15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21236	Huma Resources Development & Personnel Management	09 TO 13			11 TO 14			05 TO 07			11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21237	Knowledge Management		13 TO 17	27 TO 31			22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21238	HR KPI and Metrics	23 TO 27		27 TO 31				13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21239	Strategic Succession Planning	23 TO 27		27 TO 31		08 TO 12				21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21240	HR Processes, Culture & Change Management		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21241	Policy Initiatives to Transform HR	16 TO 20					22 TO 24	10 TO 14	14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21242	Competencies: Design, Development and Implementation	23 TO 27		14 TO 17			15 TO 17		10 TO 11			16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21243	Practical Tools for Effective Leadership				11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21244	QHSE KPI's and Balanced Scorecard		22 TO 24					05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21245	Creative Thinking for HR	16 TO 20			11 TO 14	15 TO 17			31 TO 04	11 TO 15	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21246	Latest Trends in Strategic HR Management		27 TO 03				05 TO 09			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21247	The Proactive HR Leader		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21248	Managing Diversity & Equality in the Workplace	16 TO 20			24 TO 28				31 TO 04	11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21249	Role and Future of HR in Digitalization and AI		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21250	Functional Competency Framework Leadership	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21251	Building And Managing High Performance Teams Skills			27 TO 31			06 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21252	Building Customer Focused Teams: Improving The Customer Experience		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21253	Change Management For Leaders	16 TO 20		14 TO 17			15 TO 17		10 TO 11		03 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21254	Competency Training For Business Development Executives	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
HRMT21255	Effective Interview Skills For Managers		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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HRMT21256	Effective Job Evaluation & Analysis	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21257	Emotional Intelligence For Managers (Nip)		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21258	Reward Management	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21259	Role And Future Of Hr In Digitalization		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
HRMT21260	Training Needs Assessment And Evaluation Of Training	23 TO 27					13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21261	Training Of Trainers Training Of Business Executives			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21262	Workplace Sexual Harassment: How To Minimize Organizational Risk		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21263	The Emerging Functions And Tasks For The Hr Professionals		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21264	Achieving Targets Through Performance Dialogue				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21265	Role And Future Of Hr In Digitalization	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21266	Coaching And Mentoring Skills For Managers And Supervisors	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21267	Development And Implementing A Corporate Social Responsibility (Csar) Framework		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21268	Framework For Implementing Performance Alignment For The Organization	09 TO 13			24 TO 28				10 TO 14				06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21269	Superior Competencies In Human Resources Management		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21270	Sexual Harassment How To Minimize Organizational Risk (Managers)		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21271	Area and Regional Managers Business Development	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21272	Crisis Management Leadership		27 TO 03				05 TO 09				04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21273	Managing Millennials & Multi-Generations		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21274	The Future Managers	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21275	Self-Management For Middle Management Members		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21276	Efficiency Management Procedures, Reporting & Implementation	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21277	Putting Data To Work - Analyses of Past, Present & Forecast Of Business		06 TO 10			15 TO 17			21 TO 24				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21278	Quality Assurance And Control	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21279	Global Trends In Implementing eLearning		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21280	Office Operations For Support Staff	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
HRMT21281	Train The Trainer: How To Create And Facilitate Employee Training		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	



# **INTERPERSONAL SKILLS AND SELF DEVELOPMENT.**

2023 TRAINING CALENDAR

# 9

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ISSD21001	Achieving Performance Excellence Using Emotional Intelligence		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21002	Advanced emotional Intelligence	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21003	Advanced Public Speaking & Presentation skills		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21004	An Introvert's Guide to Great Leadership	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21005	Arbitration and Dispute Resolution Training	23 TO 27		27 TO 31		08 TO 12	05 TO 09		21 TO 24	11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21006	Balancing Stress in the Workplace		27 TO 03		11 TO 14			04 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21007	Balancing Your Work Priorities and Life Responsibilities	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21008	Best Practices in Conflict Resolution and Adaptability			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21009	Boost your Emotional Intelligence During COVID-19 Pandemic -Managing your Emotional Stress Effectively	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21010	Communication and Personal Development		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21011	Communication and Relationship Management Skills	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21012	Communication, Emotional Intelligence and Customer Service		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21013	Competency Development and Implementation	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21014	Conflict management		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21015	Conflict Management and Negotiation Skills	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21016	Conflict Management and Resolution		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21017	Creative Problem Solving and Decision Making	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21018	Creative Thinking & Problem Solving		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21019	Creative Thinking and Innovation Techniques	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21020	Customer Care, Stress Management, Etiquette and Protocol Skills Workshop			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21021	Dealing with difficult & different personalities		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21022	Developing a Professional Presence	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21023	Developing Assertiveness & Self Confidence at Work	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21024	Effective Management of Time, Priority & Work Pressure		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21025	Effective Time Management, Planning & Organizing Tasks				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ISSD21026	Emotional Intelligence	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21027	Emotional Intelligence & Conflict Resolution	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21028	Emotional Intelligence & Personal Mastery		13 TO 17		17 TO 21			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21029	Emotional Intelligence for Leaders			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21030	Emotional Intelligence in the Workplace	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21031	Emotional Intelligence Skills for Call Centre Agents		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21032	Emotional Intelligence Skills for Managers	16 TO 20			24 TO 28				14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21033	Five Productivity Traits for Optimal Results		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21034	Happiness: Sustaining a Motivating Work Culture	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21035	Introduction to Managing Your Personal Finance Debts		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21036	Managers Personal Effectiveness	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21037	Managing Conflict and Difficult Situations at Work		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21038	Managing Conflict: Power through Influence			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21039	Managing Emotion, Conflict and Change		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21040	Managing Multiple Tasks, Priorities and Deadlines	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21041	Managing Stress & Work-Life Balance		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21042	Managing Time & Performance	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21043	Managing Workloads & Multiple Tasks		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21044	Managing Workplace Attitudes & Stress		27 TO 03		17 TO 21		19 TO 23		28 TO 01		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21045	Master Negotiator		27 TO 03			05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21046	Personal Effectiveness Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21047	Personal Finance Course			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21048	Presentation Skills for a Virtual Audience( MS TEAM / ZOOM)		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21049	Problem Loans: Warning Signals, Assessments & Recovery	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21050	Professional Conflict & Change Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21051	Stress Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ISSD21052	The Power of Positive Attitude		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ISSD21053	Time and Priority Management Skills	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21054	Time and Task Management for Busy People		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21055	Time Management		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21056	Time Management and Stress Control	16 TO 20			11 TO 14	15 TO 17		31 TO 04			25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21057	Win-Win Negotiation Skills		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21058	Behavioural Management and Emotional Intelligence		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21059	Delegation Skills	16 TO 20		09 TO 10		22 TO 24			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21060	Develop Your Emotional Intelligence for Entrepreneurs	23 TO 27			03 TO 06		05 TO 09		14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21061	Developing as an Emotionally Resilient Leader		13 TO 17			08 TO 12					11 TO 15	14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21062	Developing Our Emotional Intelligence	09 TO 13			24 TO 28			10 TO 14	14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21063	Diversity And Inclusion		27 TO 03			15 TO 17			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21064	Emotional Intelligence and Communication Mastery	23 TO 27					13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21065	Emotional Intelligence for Engineers			27 TO 31					21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21066	Emotional Intelligence for Finance Professionals		22 TO 24			08 TO 12		19 TO 21		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21067	Essentials Of Emotional Intelligence to Improve Decision Making	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21068	Managing Conflict with Emotional Intelligence	23 TO 27		22 TO 23			26 TO 28				11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21069	Managing Emotions - Creates an Exceptional Leader				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21070	Managing Self and Leading Others	09 TO 13	06 TO 10	22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21071	Negotiation And Conflict Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21072	Organisations Skills	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21073	Negotiation Skills				11 TO 14	15 TO 17			10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21074	Professionalism in the Office	09 TO 13		27 TO 31			05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21075	Successful Negotiation: Essential Strategies and Skills		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21076	The 360° Leader - Emotional Intelligence in Leadership Finnacle	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21077	The Emotionally Resilient Leader				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21078	The Essentials of Business Etiquette And Protocol	16 TO 20	27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21079	Ethics Training For The Workplace				24 TO 28			31 TO 04		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ISSD21080	Soft Skills Workshop	09 TO 13				08 TO 12		19 TO 21				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES



# IT MANAGEMENT SKILLS.

2023 TRAINING CALENDAR

# 10



CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ITMS21001	A Complete Guide to IT Quality Management		13 TO 17	27 TO 31		22 TO 24		14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21002	Active Directory Services with Windows Server	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21003	Administering Microsoft SQL Server 2012	23 TO 27		27 TO 31		08 TO 12		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21004	Administering System Center Configuration Manager and Intune		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21005	Administering Team Foundation Server 2010	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21006	Administering the Web Server (IIS) Role of Windows Server			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21007	Administering Windows Server 2012	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21008	Advanced Automated Administration with Windows PowerShell		22 TO 24				05 TO 09		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21009	Advanced Microsoft Access 2019 365	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21010	Advanced Microsoft Excel®-Macros, PivotTables, Charts and More		27 TO 03				05 TO 09		28 TO 01			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21011	Advanced MS OFFICE for EAs, PAs & Office Managers		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21012	Advanced SharePoint 2013 Business Intelligence	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21013	Advanced Solutions of Microsoft Exchange Server 2013		27 TO 03				05 TO 09					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21014	Advanced Solutions of SharePoint 2013	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21015	Advanced Windows Store App Development Using C#			27 TO 31			05 TO 09			11 TO 15	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21016	Advanced Windows Store App Development Using HTML5 and JavaScript		13 TO 17		17 TO 21			10 TO 14				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21017	Alarm Installation Course	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21018	Antennas and Propagation	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21019	Architect Enterprise Applications with Java EE		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21020	Artificial Intelligence Essentials				24 TO 28			31 TO 04				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21021	AutoCAD Advanced	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21022	AutoCAD Basic	23 TO 27			03 TO 06		05 TO 09				03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21023	AutoCAD Intermediate		13 TO 17			08 TO 12				11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21024	Basic Microsoft Office Skills – Word, Excel, Access, PowerPoint & Outlook Training	09 TO 13			24 TO 28			10 TO 14				06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21025	Basic SharePoint Server 2013 Branding		27 TO 03			15 TO 17			10 TO 11	18 TO 22			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21026	Basic to Intermediate Microsoft Excel		06 TO 10	22 TO 23		22 TO 24	13 TO 15						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ITMS21027	Broadband Technologies and Components	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21028	Broadband, Telecom, Datacom and Networking for Non-Engineers	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21029	Business and Systems Analysis		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21030	Business continuity management and IT disaster recovery	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21031	Cable and Underground Asset Location	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21032	Cabling Endorsements		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21033	CCTV Installation Course	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21034	Check Point Certified Security Administrator		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21035	Cisco Unified Wireless Networks	23 TO 27					13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21036	Cloud Management and Security: Principles and Best Practice			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21037	Coaxial Cabling Endorsement		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21038	Combined Intruder Alarm and CCTV Course		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21039	Communications Systems Modelling	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21040	CompTIA A+ Bootcamp			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21041	CompTIA A+ Part II		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21042	CompTIA Advanced Security Practitioner	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21043	CompTIA CDIA+	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21044	CompTIA Cloud Essentials		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21045	CompTIA Cloud+	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21046	CompTIA IT Fundamentals		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21047	CompTIA Linux+ powered by LPI	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21048	CompTIA Mobile App Security+ Android Edition		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21049	CompTIA Mobile App Security+ IOS Edition	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21050	CompTIA Mobility+			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21051	CompTIA Network+		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21052	CompTIA Project+	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21053	CompTIA Security+	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ITMS21054	CompTIA Server+	09 TO 13				29 TO 31					11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21055	CompTIA Storage+ Powered by SNIA			27 TO 31					21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21056	Computer Network Administration	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21057	Configuring Advanced Windows Server 2012 Services		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21058	Configuring and Administering Hyper-V in Windows Server 2012	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21059	Configuring Security on the Oracle Solaris 10 Operating System	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21060	Configuring Windows 8.1		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21061	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21062	Core Solutions of Microsoft Exchange Server 2013				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21063	Creating and Sharing Interactive Dashboards with PowerPivot, Power View and SharePoint Server	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21064	Customer Service, Operations and Planning (Telecoms & ICT)	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21065	Cyber Security Awareness		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21066	Cyber Security Specialist	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21067	Cybersecurity Fundamentals		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21068	Data & Records Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21069	Data Analytics for Managerial Decision Making	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21070	Data and Voice Communications		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21071	Data Management, Manipulation & Analysis using Excel		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21072	Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot	16 TO 20		27 TO 31			06 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21073	Deploying Windows Desktops and Enterprise Applications		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21074	Deploying Windows Devices and Enterprise Apps	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21075	Deploying Windows Server		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21076	Design and Construct an IP Network	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21077	Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010		13 TO 17	27 TO 31		22 TO 24			14 TO 17			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21078	Designing and Implementing a Server Infrastructure	23 TO 27		27 TO 31				13 TO 15		28 TO 01		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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ITMS21079	Designing Business Intelligence Solutions for Microsoft SQL Server 2012		06 TO 10		11 TO 14	15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21080	Designing Cisco Data Center Unified Computing	16 TO 20		22 TO 23			26 TO 28					11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21081	Designing Database Solutions for Microsoft SQL Server 2012				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21082	Developing Applications with the Java EE 6 Platform	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21083	Developing ASP .NET MVC 4 Web Applications	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21084	Developing Data Access Solutions with Microsoft Visual Studio 2010		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21085	Developing Microsoft SharePoint Server 2013 Advanced Solutions	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21086	Developing Microsoft SharePoint Server 2013 Core Solutions		27 TO 03				15 TO 17		10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21087	Developing Microsoft SQL Server 2012 Databases		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21088	Developing Rich Internet Applications Using Silverlight 4	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21089	Developing Web Applications with Microsoft Visual Studio 2010		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21090	Developing Windows Azure and Web Services		13 TO 17			29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21091	Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21092	Digital Forensics and Investigations		06 TO 10			29 TO 31		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21093	Documenting Business Processes and Information Systems	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21094	Essentials of Developing Windows Store Apps Using C#		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21095	Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21096	Fibre Optic Course		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21097	Finance and Business Environment (Telecoms & ICT)	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21098	Fixed Wireless: Wi-Fi		06 TO 10		11 TO 14	15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21099	Formulating ICT Security Policy	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21100	Fundamentals of cloud computing data centers		06 TO 10			22 TO 24			28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21101	Fundamentals of Voice over IP			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21102	Fundamentals of VoIP & IP Telecom Networks			14 TO 17		29 TO 31		10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ITMS21103	Fundamentals of Windows Server Infrastructure	09 TO 13	13 TO 17		24 TO 28			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21104	Fundamentals of XAML and Microsoft Expression Blend	09 TO 13		27 TO 31			05 TO 09	05 TO 07		27 TO 29			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21105	Geographic Information Systems (GIS) Data Creation and Analysis	23 TO 27			17 TO 21		26 TO 28	10 TO 14				25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21106	HTML5 Programming		06 TO 10				15 TO 17			21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21107	ICT Skills & Basic Computer Hardware Programme			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21108	Implementing a Data Warehouse with Microsoft SQL Server 2012		13 TO 17		24 TO 28				10 TO 11				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21109	Implementing a Desktop Infrastructure	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21110	Implementing an Advanced Server Infrastructure		13 TO 17							04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21111	Implementing and Configuring Cisco Identity Service Engine Secure Solutions	23 TO 27			17 TO 21			10 TO 14				03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21112	Implementing and Managing Microsoft Server Virtualization		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21113	Implementing Cisco Data Center Application Services			27 TO 03	17 TO 21		19 TO 23		28 TO 01		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21114	Implementing Cisco Data Center Unified Computing			27 TO 03			05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21115	Implementing Cisco Edge Network Security Solutions	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21116	Implementing Cisco Identity Services Engine for Wireless Engineers			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21117	Implementing Cisco IOS Network Security		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21118	Implementing Cisco IP Routing	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21119	Implementing Cisco IP Switched Networks	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21120	Implementing Cisco Unified Communications Security			27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21121	Implementing Data Models and Reports with Microsoft SQL Server 2012		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21122	Implementing Desktop Application Environments	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21123	Implementing the Application Control Engine Service Module			27 TO 03			05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21124	Information Control for IT Managers	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21125	Information Security and Data Management			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21126	Information Security Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21127	Information Systems and Organization Strategy	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21128	Information Systems Auditing	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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ITMS21129	Installing and Configuring Windows Server 2012		27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21130	Interconnecting Cisco Network Devices Part 2	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21131	Interconnecting Cisco Networking Devices Part 1		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21132	Internet Multimedia Systems	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21133	Internet of Things (IoT)		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21134	Internet of Things (IoT): Introduction to Understanding and Designing IoT Systems	23 TO 27					13 TO 15	05 TO 07		27 TO 29			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21135	Internet Protocol Networks (IP): an Introduction			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21136	Introducing Cisco Data Center Networking		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21137	Introducing Cisco Data Center Technologies		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21138	Introduction to Broadband Converged IP Telecom				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21139	Introduction to Cyber Security Skill Set	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21140	Introduction to HTML5	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21141	Introduction to Installing & Managing Exchange Server		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21142	Introduction to SharePoint 2013 for Collaboration and Document	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21143	IP Addresses, Packets and Routers		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21144	IP Contact Center Technology		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21145	IP Network Quality: CoS, QoS, MPLS and SLAs	16 TO 20			24 TO 28				31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21146	IPv6 Fundamentals Design, and Deployment		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21147	IT Demand Management in the Modern Environment		13 TO 17			29 TO 31		24 TO 28		11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21148	IT Disaster Recovery Planning	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21149	IT Governance for Water Utility Sector		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21150	IT Governance Framework	23 TO 27		22 TO 23	17 TO 21		26 TO 28	10 TO 14			25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21151	IT Management Excellence		06 TO 10			15 TO 17			21 TO 24				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21152	IT Systems: Identity and Access Management	09 TO 13			11 TO 14			06 TO 07		11 TO 15	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21153	Java EE 6 Develop Business Components with JMS & EJBs		13 TO 17	27 TO 31		22 TO 24			14 TO 17					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21154	Java EE 6 Develop Database Applications with JPA	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21155	Java EE 6 Develop Web Applications with JSF				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ITMS21156	Java EE 6 Develop Web Components with Servlets and JSPs	16 TO 20		09 TO 10		22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21157	Java EE 6 Develop Web Services with JAX-WS and JAX-RS	23 TO 27			03 TO 06		05 TO 09			03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21158	Java ME Develop Applications for Mobile Phones		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21159	Java Performance Tuning and Optimization	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21160	Java SE 7 Develop Rich Client Applications				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21161	Java SE 7 Fundamentals	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21162	Java SE 7 Programming				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21163	Java SE 8 Fundamentals	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21164	Java SE 8 New Features		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21165	Java SE 8 Programming	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21166	JBoss Application Administration I			27 TO 31		22 TO 24	13 TO 15		28 TO 01	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21167	JBoss Application Administration II	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21168	JBoss Enterprise Application Development I		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21169	LANs, VLANs, Wireless and Optical Ethernet	16 TO 20			11 TO 14	15 TO 17		31 TO 04	11 TO 15	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21170	Leading and Creating Virtual Teams		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21171	Linux development and Programming		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21172	Linux System Administration	16 TO 20			11 TO 14	15 TO 17		31 TO 04	11 TO 15	25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21173	Management and Protection of Information (MPI)		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21174	Managing Enterprise Devices and Apps using System Center Configuration Manager	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21175	Managing Projects with Project Server 2013		13 TO 17		11 TO 14	15 TO 17		31 TO 04	04 TO 06			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21176	Managing Windows Environments with Group Policy	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21177	Master Data Services, Data Quality Services with SQL Server 2012-2014 and Excel		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21178	Mastering Microsoft Excel for Office 365	16 TO 20			24 TO 28			31 TO 04	11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21179	Mastering Microsoft Project		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21180	Microsoft Excel Advanced Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21181	Microsoft Excel Basic, Intermediate and Advanced Skills			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21182	Microsoft Excel Intermediate to Advanced Skills		13 TO 17		17 TO 21				10 TO 14			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ITMS21183	Microsoft Office Advanced Skills (Microsoft Teams, Word, Excel, PowerPoint & Outlook)	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21184	Microsoft Office Basic Skills (Teams, Word, Excel, PowerPoint and Outlook)	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21185	Microsoft Office Excel 2019 Advanced Skills		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21186	Microsoft Office Excel 2019 Basic Skills	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21187	Microsoft Office Excel 2019 Intermediate Skills	23 TO 27		27 TO 31		08 TO 12			21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21188	Microsoft Office Intermediate Skills (Teams, Word, Excel, PowerPoint, Access and Outlook)		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21189	Microsoft Project (MS Project)	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21190	Microsoft SharePoint Server 2013 for the Site Owner/ Power User		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21191	Microsoft Teams Training - (Includes meetings, group conversations, video chat, file-sharing, co-authoring, SharePoint connection and linking to many other Office 365 apps)	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21192	Mobile Communications Systems		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21193	MPLS and Carrier Networks	23 TO 27					13 TO 15			27 TO 29			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21194	MS Access Advanced			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21195	MS Access Basic		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21196	MS Access Intermediate			27 TO 31	17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21197	MS Excel Data Validation, Data Reconciliation and Payroll Reconciliation	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21198	MySQL for Database Administrators			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21199	MySQL for Developers		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21200	Network and Services Management				17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21201	Network Infrastructure Design Course			22 TO 23			26 TO 28				18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21202	Networking IP Addresses MPLS&Cos	16 TO 20				22 TO 24		24 TO 28					30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21203	Networking with Windows Server		13 TO 17		24 TO 28		05 TO 09				27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21204	OpenCMS			27 TO 31		08 TO 12			21 TO 24				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21205	Optical Fibre Cabling Endorsement	09 TO 13			11 TO 14			05 TO 07				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21206	Optical Transmission Networks	23 TO 27		27 TO 31		08 TO 12			21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21207	Oracle Database 11g Admin Workshop I		27 TO 03				05 TO 09			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21208	Oracle Database 11g Advanced PL SQL	09 TO 13		27 TO 31			13 TO 15				11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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ITMS21209	Oracle Database 11g Data Guard Administration		13 TO 17		11 TO 14	15 TO 17		31 TO 04	04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21210	Oracle Database 11g Managing Oracle on Linux for DBAs	23 TO 27			17 TO 21			10 TO 14			03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21211	Oracle Database 11g Performance Tuning DBA Release 2		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21212	Oracle Database 11g SQL Tuning Workshop	16 TO 20			24 TO 28			31 TO 04	11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21213	Oracle Database 12c Admin, Install and Upgrade Accelerated		27 TO 03				05 TO 09					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21214	Oracle Database 12c Administration Workshop	23 TO 27			11 TO 14	15 TO 17		10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21215	Oracle Database 12c Backup and Recovery Workshop			27 TO 31			05 TO 09			11 TO 15	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21216	Oracle Database 12c Data Guard Administration		13 TO 17		17 TO 21			10 TO 14				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21217	Oracle Database 12c Install and Upgrade Workshop	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21218	Oracle Database 12c Managing Multitenant Architecture	23 TO 27			03 TO 06		05 TO 09				03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21219	Oracle Database 12c New Features for Administrators		13 TO 17			08 TO 12				11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21220	Oracle Database 12c SQL and PL/SQL Fundamentals	09 TO 13			24 TO 28			10 TO 14				06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21221	Oracle Database 12c SQL Tuning for Developers	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21222	Oracle Database Introduction to SQL		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21223	Oracle Database Program with PL/SQL	23 TO 27			03 TO 06		05 TO 09				03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21224	Oracle Solaris 10 Performance Management		13 TO 17			08 TO 12				11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21225	Oracle Solaris 10 ZFS Administration	09 TO 13			24 TO 28			10 TO 14				06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21226	Oracle Solaris 11 Advanced System Administration		27 TO 03			15 TO 17			10 TO 11	18 TO 22			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21227	Oracle Solaris 11 Network Administration	23 TO 27					13 TO 15			27 TO 29		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21228	Oracle Solaris 11 Security Administration			27 TO 31					21 TO 24			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21229	Oracle Solaris 11 System Administration		14 TO 17		29 TO 31			24 TO 28			03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21230	Oracle Solaris 11 ZFS Administration	09 TO 13			24 TO 28			31 TO 04			25 TO 27	14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21231	Oracle Solaris 11 Zones Administration	09 TO 13		27 TO 31			05 TO 09			11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21232	Organisational Design, People Management and Innovation		13 TO 17		17 TO 21			10 TO 14				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21233	OSI Layers and Protocol Stacks			14 TO 17		15 TO 17			10 TO 11			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21234	Photonic Devices (Advanced)	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21235	Photonic Sub-Systems		27 TO 03				13 TO 15		21 TO 24		03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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ITMS21236	Planning and Designing Microsoft Virtualization Solutions		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21237	PowerPivot, Power View and SharePoint 2013 Business Intelligence Center for Analysts	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21238	PowerShell for SharePoint 2013	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21239	Principles and Practices of Business Analysis			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21240	Programme in Business Analysis		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21241	Programming Fundamentals of Web Developmen	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21242	Programming in C#	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21243	Radar Systems (Electronic Engineering)			27 TO 03		22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21244	Records and Archives Management				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21245	Records Management and Records Retention Training Course	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21246	Red Hat System Administration I				24 TO 28		05 TO 09			27 TO 29			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21247	Red Hat System Administration II	23 TO 27		27 TO 31		08 TO 12			21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21248	RF Circuits and Devices			27 TO 03	11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21249	Security 5G and IOT smart cities platooning	16 TO 20				22 TO 24		10 TO 14	14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21250	Security and Privacy of Networked Computer Systems			27 TO 31		22 TO 24	13 TO 15		28 TO 01			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21251	Server Virtualization with Windows Server Hyper-V and System Center	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21252	SharePoint 2013 Business Intelligence		22 TO 24				05 TO 09		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21253	SharePoint 2013 End User	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15		25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21254	SharePoint 2013 Power User			27 TO 03			05 TO 09			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21255	SharePoint 2013 Search Inside Out		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21256	SharePoint 2013 Site Collection and Site Administration	16 TO 20			24 TO 28			31 TO 04		11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21257	SIP Trunking & Carrier Connections			27 TO 03			05 TO 09					25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21258	Softswitches, SIP and VoIP Call Setup	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21259	Software for Network Services and Design	23 TO 27		27 TO 31		08 TO 12	05 TO 09		21 TO 24	11 TO 15	03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21260	Software Testing with Visual Studio 2013			27 TO 03	11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21261	SQL Server 2012 Reporting Services	16 TO 20				22 TO 24		10 TO 14	14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21262	Storage and High Availability with Windows Server			27 TO 31		22 TO 24	13 TO 15			28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ITMS21263	Strategy, Marketing and Product Management (Telecoms)	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21264	Structured Cabling Course		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21265	System Administration for the Oracle Solaris 10 OS Part 1	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21266	System Administration for the Oracle Solaris 10 OS Part 2		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21267	System Implementation Essentials	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21268	Technical Security		13 TO 17		11 TO 14	15 TO 17		31 TO 04		04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21269	Telecom Masterclass	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21270	Telecommunication Management for non-Technical Managers		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21271	Telecommunications Business Environment	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21272	Telecommunications Networks: an Introduction		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21273	Telecommunications Technology	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21274	The 14 SharePoint 2013 Server Collection and Site Templates		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21275	The Complete Course on Cloud Management & IT Security	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21276	The Complete Course on Data Science & Big Data Analytics	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21277	The PSTN		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21278	Transition to Oracle Solaris 11				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21279	Troubleshooting and Maintaining Cisco IP Networks	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21280	Troubleshooting Cisco Data Center Unified Computing				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21281	Understanding Electronic Documents & Records Management Systems Training	23 TO 27		27 TO 31		08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21282	Understanding IPv6		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21283	Understanding Wireless	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21284	Unix and Linux Essentials			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21285	Upgrading your End User Skills to SharePoint 2013	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21286	Upgrading Your Skills to MCSA Windows Server 2012		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21287	Virtualizing Enterprise Desktops and Apps	16 TO 20			11 TO 14	15 TO 17		31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
ITMS21288	Visualizing Data with SharePoint 2013, Report Builder, PowerPivot and PowerView with NO CODE		27 TO 03				05 TO 09			28 TO 01			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ITMS21289	VMware Horizon View: Install, Configure, Manage		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21290	VMware NSX : Install, Configure, Manage	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21291	VMware vCenter Configuration Manager: Install, Configure, Manage		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21292	VMware vCenter Operations Manager: Advanced Usage & Dashboard Design	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21293	VMware vCenter Site Recovery Manager: Install, Configure, Manage	23 TO 27		27 TO 31		08 TO 12	05 TO 09		21 TO 24	11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21294	VMware vRealize Automation: Install, Configure, Manage		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21295	VMware vSphere: Design Workshop	16 TO 20				22 TO 24		10 TO 14	14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21296	VMware vSphere: Install, Configure, Manage			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21297	VMware vSphere: Troubleshooting Workshop	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21298	Voice over IP and SIP		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21299	Voice over IP, SIP, Security, 5G and IoT		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21300	Voice Packetization, Codecs and Voice Quality	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21301	VoIP Architectures and Implementation Choices		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21302	Windows Azure Solutions with Microsoft Visual Studio 2010	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21303	Windows PowerShell Scripting and Toolmaking			27 TO 31			05 TO 09		11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21304	Wireless Communications Principals		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21305	Wireless fiber and copper telecom equipment carriers	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21306	Wireless Fundamentals	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21307	Wireless Telecommunications		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21308	Wordpress Content Management System	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21309	Working with IP Networks				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21310	MS Excel Intermediate for Financial and Business Analysis	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21311	Advanced Project Management Incl. Microsoft Project		13 TO 17			08 TO 12			11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21312	Basic to Advanced Microsoft Excel VBA	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21313	Emerging Technology in Business		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ITMS21314	Information Systems Analysis and Design		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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ITMS21315	Information Systems Security Management	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21316	Industry Research Project	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21317	Managing Information Systems		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21318	CompTIA Cybersecurity Analyst (CySA+)	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21319	Autodesk Civil 3D	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21320	Autodesk Inventor		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21321	Microsoft Power Platform	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21322	Microsoft Security		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21323	Database Management Techniques	23 TO 27					13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21324	Introduction to System and Network Security			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21325	Management Information System and Data Management		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21326	Law of Data Security and Investigation	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21327	Microsoft SharePoint Designer		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21328	Microsoft Windows	16 TO 20		09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21329	Network Security Administration and Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21330	Endpoint Security and Network access security		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21331	Advanced Computer Skills for Personal Assistants	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21332	Advanced HTML Programming		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21333	Digital Crime Investigation	23 TO 27					13 TO 15	05 TO 07		27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21334	Social Engineering Deception and Defences			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21335	Effective Virtual Presentation Skills		27 TO 03		11 TO 14	15 TO 17		05 TO 07	10 TO 11	21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21336	Cybersecurity Awareness	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ITMS21337	Digital Transformation and Artificial Intelligence		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



# LEADERSHIP, PLANNING AND STRATEGY.

2023 TRAINING CALENDAR

# 11

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
LPSM21001	Achieving Leadership Excellence	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21002	Achieving Leadership Success through People & Innovation	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21003	Achieving Supervisory Excellence		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21004	Adaptive Leadership				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21005	Advanced Communication & Problem Solving	16 TO 20		08 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21006	Advanced Enterprise Risk Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21007	Advanced High Performance Leadership		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21008	Advanced Leadership Skills for Managers	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21009	Advanced Management & Leadership Programme		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21010	Advanced Management Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21011	Advanced Negotiation Skills			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21012	Advanced Problem Solving & Decision Making		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21013	Advanced Public Speaking and Presentation Skills			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21014	Advanced Safety Leadership	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21015	Advanced Strategic Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21016	Advanced Supervisory Skills	23 TO 27		14 TO 17		15 TO 17			10 TO 11		15 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21017	Advanced Teamwork & Cooperation Skills				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21018	An Introvert's Guide to Great Leadership	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21019	Analytical Thinking and Evidence Based Decision Making		13 TO 17			08 TO 12				11 TO 15		18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21020	ASQ Approved Lean Six Sigma Green Belt	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21021	Assertiveness, Influencing Skills and Conflict Management for Women		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21022	Authentic Leadership: Courage, Coaching & Ethics		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21023	Becoming An Effective Supervisory Manager	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21024	Behavioural Management and Emotional Intelligence	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21025	Benchmarking: Comparing Your Performance with the Best		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21026	Best Practice Employment Interviews for Employers			08 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21027	Best Practice in Quality Management			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21028	Best Practices in Multi-shift Operations		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21029	Branch Management Skills	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21030	Budgeting and Forecasting for Non Financial Professionals	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21031	Building a Successful Business Case		13 TO 17			08 TO 12				11 TO 15				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21032	Building and Presenting a Powerful Business Case	09 TO 13			24 TO 28			10 TO 14				06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21033	Building High Performance Board	23 TO 27		27 TO 31		08 TO 12			21 TO 24				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21034	Building Personal Leadership Skills		27 TO 03		11 TO 14			05 TO 07				14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21035	Building Skills for Working In Teams	23 TO 27			03 TO 06		05 TO 09					03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21036	Building Task Leadership Skills			27 TO 31					21 TO 24				13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21037	Building Team Excellence			14 TO 17		29 TO 31						03 TO 06	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21038	Building your Executive Voice and Presence	09 TO 13			24 TO 28			31 TO 04				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21039	Building, Managing and Motivating High Performance Teams			27 TO 31			05 TO 09			11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21040	Business Acumen Skills		13 TO 17		17 TO 21			10 TO 14				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21041	Business Analysis			14 TO 17		15 TO 17			10 TO 11			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21042	Business Development Programme For Area & Regional Managers	16 TO 20						10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21043	Business Development Skills		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21044	Business Fundamentals		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21045	Business Improvement & Quality Techniques	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21046	Business Literacy - Mastering The Dynamics Of Business Drivers				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21047	Business Performance Management - Control Frameworks and Dashboards			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21048	Business Presentation and Public Speaking		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21049	Business Process Design & Re-engineering			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21050	Business System Analysis	23 TO 27			11 TO 14			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21051	Business Writing Skills (Proposals, Reports, Memos and Emails)		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21052	Business-Case Writing for New Products		22 TO 24				05 TO 09		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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LPSM21053	Change Leadership & People Management	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21054	Change Management and Leadership Skills		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21055	Coaching and Mentoring Skills for Managers and Supervisors			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21056	Collaborative Intelligence	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21057	Communicating With Tact, Diplomacy and Professionalism		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21058	Communication, Coordination & Leadership	23 TO 27			11 TO 14	15 TO 17			10 TO 11					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21059	Compensation, Benefit Administration & Reward Management	23 TO 27					05 TO 09			11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21060	Competencies: Design, Development and Implementation		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21061	Complex Negotiation Skills	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21062	Compliance Regulatory Professionals			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21063	Conduct inquiry proceedings and performance evaluation reports	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21064	Conducting Investigations & Interviews		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21065	Conflict Management and Negotiation Skills	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21066	Conflict Management and Resolution		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21067	Continuous Innovation & Process Improvement	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21068	Corporate & Employee Best Practices		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21069	Corporate Communications Redefined	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21070	Corporate Governance & Risk Management for State & Public Sector Organisations		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21071	Corporate Governance and Board Competency			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21072	Corporate Governance and Board Leadership	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21073	Corporate Governance for Councillors		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21074	Corporate Governance in The Public Service				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21075	Corporate Governance Principles, Policies and Best Practices	16 TO 20		08 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21076	Corporate Governance, Business ethics and Social Responsibility in the Public Services				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21077	Corporate Governance: Principles, Policies and Best Practices	23 TO 27		27 TO 31		08 TO 12			21 TO 24				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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LPSM21078	Corporate Identity & Brand Management		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21079	Corporate Risk & Crisis Management	16 TO 20				22 TO 24		10 TO 14	14 TO 17				13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21080	Corporate Social Responsibility			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21081	Cost Accounting and Cost Management	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21082	Creating a Culture of Innovation		27 TO 03				05 TO 09		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21083	Creating a Marketing Plan for Business-to-Business		06 TO 10	22 TO 23			13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21084	Creative Leadership and Innovative Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21085	Creative Strategic Planning & Leadership		27 TO 03				05 TO 09				25 TO 27		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21086	Critical and Strategic Problem Solving	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21087	Critical Thinking & Problem Solving for Public Service Leaders	23 TO 27				08 TO 12				11 TO 15	03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21088	Cross-Functional Management: Principles, Processes and Success		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21089	Customer Experience Perfection for Modern Managers	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21090	Customer Focused Management			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21091	Customer Profiling Techniques & Procedures	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21092	Customer Service Excellence for Managers ISO aligned		22 TO 24				05 TO 09		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21093	Dealing with difficult & different personalities	16 TO 20			11 TO 14			31 TO 04		11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21094	Decision-making skills/Decisiveness		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21095	Decisions, Dynamics & Leadership Styles	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21096	Defusing Angry & Abusive People		27 TO 03				05 TO 09					29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21097	Design Thinking – The Next Competitive Advantage	23 TO 27				15 TO 17			10 TO 11			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21098	Designing and Implementing a Performance Management System		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21099	Developing & Implementing Strategic Marketing Plans			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21100	Developing and Implementing the Business Plan		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21101	Developing and Managing a Learning Organization			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21102	Developing Assertiveness & Self Confidence at Work	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21103	Developing Effective Public Policy & Policy Delivery		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21104	Developing Excellence in People Leadership		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21105	Developing Key Leadership Skills to Deliver Better Projects	16 TO 20			11 TO 14	15 TO 17				11 TO 15			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21106	Developing Leadership Competencies		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21107	Developing Leadership Presence and Power			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21108	Developing Leadership Talent	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21109	Developing Personal Effectiveness with Positive Skills		27 TO 03				05 TO 09				25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21110	Diplomatic Protocol and Etiquette Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21111	Dispute Management & Avoidance in the Energy Sector			27 TO 31			05 TO 09		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21112	Due Diligence in Business Development		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21113	Due Diligence: Appraisal and Management of Potential Investors and Partners	16 TO 20				22 TO 24				14 TO 17		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21114	E-Government Digital Transformation in Government, Innovating Public Policy & Service			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21115	Economic Analysis and Attracting Foreign Direct Investment	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21116	Effective Business to Business (B2B) Marketing		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21117	Effective Corporate Communication				11 TO 14			31 TO 04		11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21118	Effective Government Relations		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21119	Effective Leadership Skills	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21120	Effective Management Skills		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21121	Effective Meeting Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21122	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21123	Effective Organisational Leadership	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21124	Effective People Skills		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21125	Effective Self-Management		06 TO 10			22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21126	Effective Supervisory and Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21127	Effective Supervisory Skills		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21128	Effective Time, Task & Work Planning		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21129	Emerging Leaders in a Digital Age	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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LPSM21130	Emotional Intelligence for Leaders		27 TO 03				05 TO 09					25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21131	Emotional Intelligence for Workplace Success	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21132	Emotional Intelligence Skills for Managers			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21133	Empowering the Workplace for Greater Impact	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21134	Endorsed Planning Specialist		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21135	Endorsed Professional Leader	16 TO 20			11 TO 14			31 TO 04		11 TO 15			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21136	Endorsed Talented Professional Manager		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21137	Essential Core Skills of a Leader	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21138	Essential Management Skills for Administrators		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21139	Essential Skills for Managers & Supervisors	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21140	Essentials for Effective Management			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21141	Essentials of Balanced Scorecard	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21142	Essentials of Quality Assurance		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21143	Evaluating Collaborative Development Opportunities	16 TO 20				15 TO 17				11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21144	Evidence Based Management & Leadership		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21145	Excelling as a Highly Effective Team Leader	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21146	Excelling as a Manager or Supervisor		13 TO 17		11 TO 14	15 TO 17				04 TO 06			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21147	Excelling in Your Leadership & Business Skills	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21148	Executive Leadership Skills		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21149	Executive Leadership Development	16 TO 20		14 TO 17		15 TO 17					03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21150	Feasibility Studies and Business Planning	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21151	Feasibility Studies: Preparation, Analysis & Evaluation		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21152	First Line Manager				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21153	Foundations of Everyday Leadership	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21154	Frontline Management Skills	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21155	Frontline Merging Leadership		27 TO 03				05 TO 09				25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21156	Frontline Supervisory Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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LPSM21157	Fundamentals of Risk Management			27 TO 31		22 TO 24	13 TO 15		28 TO 01	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21158	Fundamentals Of Stakeholder Engagement Process And Management	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21159	Global Business Leadership & International Relations		22 TO 24			05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21160	Goal Setting, Planning & Decision Making				11 TO 14	15 TO 17		31 TO 04		11 TO 15		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21161	Good to Great Management: The Road Ahead		06 TO 10	22 TO 23		22 TO 24				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21162	Governance Arms of Risk Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21163	Governance, Risk & Compliance Executive		27 TO 03			05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21164	Great Leadership Skills	23 TO 27			11 TO 14	15 TO 17		10 TO 11		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21165	Guiding Change through Corporate Communications			14 TO 17		15 TO 17		10 TO 11		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21166	High Impact Business Communication	16 TO 20			11 TO 14			10 TO 14		04 TO 06	20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21167	High Performance Leadership for Corporate Leaders		27 TO 03			13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21168	HR The Ground Running As A New Manager Get Fast On The Right Track	16 TO 20			11 TO 14			31 TO 04		11 TO 15	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21169	How to Supervise Bad Attitudes and Negative Behaviors		27 TO 03			05 TO 09		28 TO 01		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21170	HR as a Strategic Partner	09 TO 13		27 TO 31		13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21171	HR Metrics & Analytics		13 TO 17		11 TO 14	15 TO 17			04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21172	HR Processes, Culture & Change Management Programme	23 TO 27			17 TO 21			10 TO 14		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21173	HR Strategy		22 TO 24			08 TO 12		19 TO 21		11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21174	Improve your Effectiveness at Work				17 TO 21		19 TO 23		28 TO 01	16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21175	Improving Business Leadership through Technology			22 TO 23		26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21176	Improving Leadership, Governance and Risk Management in Nonprofit Organisations Specialisation	16 TO 20				22 TO 24		24 TO 28			30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21177	Improving Operation Performance and Productivity		13 TO 17		24 TO 28		05 TO 09			27 TO 29			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21178	Improving Organisational Performance through Sustainable Leadership			27 TO 31					21 TO 24			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21179	Improving Productivity through Quality Enhancement and Cost Reduction		22 TO 24			08 TO 12		19 TO 21		11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21180	Improving Public Sector Performance in the 21st Century				17 TO 21		19 TO 23		28 TO 01	16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
LPSM21181	Incident & Crisis Response Communication Skills			22 TO 23			26 TO 28			18 TO 22		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		

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LPSM2182	Information Systems and Organization Strategy	16 TO 20				22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2183	Innovation & Productivity in the Workplace	16 TO 20			24 TO 28			14 TO 17			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2184	Innovative Root Cause Analysis		13 TO 17			29 TO 31		24 TO 28				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2185	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	16 TO 20		27 TO 31			05 TO 09	14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2186	Internal Consultancy Skills at Work		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2187	International Business Management	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2188	International Dispute Resolution and Arbitration		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2189	Introduction to Public-Private Partnerships (PPPs)			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2190	Key Managerial Skills for New Managers and Supervisors		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2191	Key Performance Indicators (KPIs)	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2192	Leadership & Management Excellence		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2193	Leadership and Communication	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2194	Leadership and Management Change		06 TO 10	22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2195	Leadership and Policy Implementation			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2196	Leadership Best Practices	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2197	Leadership Development and Succession Strategist			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2198	Leadership Development for Engineers Specialisation	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2199	Leadership Development for Women	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2200	Leadership Excellence in Handling Pressure & Stress	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2201	Leadership for Administrative Professionals				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2202	Leadership in a Digital Age			22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2203	Leadership Mastery	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2204	Leadership Program for Senior Executives	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2205	Leadership Skills for Managers				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2206	Leadership, Communications & Interpersonal Skills	16 TO 20	09 TO 10			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2207	Leadership, Creativity & Peak Performance	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM2208	Leadership, Influence & Trust		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21209	Leadership, Innovation & Enterprise Skills	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21210	Leading & Managing for Results		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21211	Leading & Managing through Strategic Planning & Innovation		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21212	Leading a High Performance Organization	16 TO 20			24 TO 28			31 TO 04				03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21213	Leading and Managing Change		27 TO 03				05 TO 09			04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21214	Leading at the Senior Management Level		13 TO 17			29 TO 31				11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21215	Leading for Strategic Success	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21216	Leading Global Organisations		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21217	Leading High Performing Teams	23 TO 27		22 TO 23	17 TO 21			10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21218	Leading Innovation and Organizational Transformation		06 TO 10			15 TO 17			21 TO 24				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21219	Leading People & Innovation	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21220	Leading Project Team		13 TO 17	27 TO 31		22 TO 24			14 TO 17					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21221	Leading Strategic HR Transformation	23 TO 27		27 TO 31			13 TO 15		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21222	Leading Under Pressure		06 TO 10		11 TO 14			10 TO 14	10 TO 11				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21223	Leading with Emotional Intelligence	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21224	Lean Six Sigma Green Belt		06 TO 10			22 TO 24			28 TO 01					18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21225	Lean Thinking: A Strategy for Operational Excellence			27 TO 31	24 TO 28			31 TO 04				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21226	Learning and Development Strategies for a High Performing Organisation			14 TO 17		29 TO 31		10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21227	Line Manager Skills	09 TO 13	13 TO 17		24 TO 28				10 TO 11			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21228	Local Government Strategic Capability and Leadership Skills			27 TO 31			05 TO 09	05 TO 07		27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21229	Management & Leadership Development		13 TO 17		17 TO 21				21 TO 24			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21230	Management & Leadership Skills for Engineers and Science Based Professionals			14 TO 17		15 TO 17		05 TO 07		21 TO 24				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21231	Management & Leadership Skills for New Managers and Supervisors	16 TO 20			11 TO 14							04 TO 06	05 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21232	Management and Protection of Information (MPI)		27 TO 03				13 TO 15	10 TO 14		10 TO 11				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21233	Management Of The Workforce	16 TO 20			24 TO 28				10 TO 11			16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21234	Management Skills and Techniques		13 TO 17			29 TO 31		10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21235	Management Skills and Techniques for Engineers				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21236	Management Skills for Managers, Team Leaders and Supervisors	16 TO 20	27 TO 03			22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21237	Management Skills for New Managers, Team Leaders and Supervisors				03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21238	Management Systems Auditor Training		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21239	Manager of Quality/Organizational Excellence Refresher			22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21240	Managerial Decision Making and Problem Solving	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21241	Managerial Skills Appreciation - First Level Managers Programme		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21242	Managing & Motivating Towards Excellence	23 TO 27			11 TO 14	15 TO 17		10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21243	Managing a Multi-Generational Workforce		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21244	Managing and Leading in a Diverse Workplace	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21245	Managing and Measuring Training, Learning and Development		06 TO 10		17 TO 21	26 TO 28			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21246	Managing Business Requirements Using a Project Framework			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21247	Managing Collaborative Development		13 TO 17		24 TO 28	05 TO 09			27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21248	Managing Conflict in the Workplace			27 TO 31				21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21249	Managing Conflicts & Difficult Situations		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21250	Managing Cultural Diversity in the Workplace				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21251	Managing Customers for Competitive Advantage			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21252	Managing Emotion, Conflict and Change	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21253	Managing Employee Performance	16 TO 20			24 TO 28				14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21254	Managing for Results		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21255	Managing Fraud in a Digitized World	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21256	Managing Multiple Tasks, Priorities & Deadlines		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21257	Managing Political Risk	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21258	Managing Restructuring & Redundancies		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21259	Managing Self and Leading Others			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21260	Managing Time & Performance		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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LPSM21261	Managing Virtual and Remote Employees and Teams	09 TO 13		27 TO 31			13 TO 15				11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21262	Managing Virtual Business Meetings		13 TO 17							04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21263	Managing Virtual Employees	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21264	Managing Virtual Teams		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21265	Managing Work Place Conflicts			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21266	Managing Workplace Attitudes & Stress	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21267	Mastering People Management & Team Leadership			27 TO 31				21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21268	Mastering Personal & Interpersonal Skills	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21269	Mastering the Transition from Technical Expert to Leader	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21270	Mastering Workflow	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21271	Matrix Management				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21272	Maximising Your Leadership Effectiveness		06 TO 10			22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21273	Maximizing Productivity with Microsoft® Teams	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21274	Measuring and Managing Customer Satisfaction: ISO 9001 and Beyond	23 TO 27		27 TO 03			05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21275	Middle Management Skills				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21276	Mind, Attitude and Motivation Power	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21277	Motivating Employees in Times of Crisis	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21278	Negotiate to Win; Secrets to Improve Your Negotiation Effectiveness		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21279	Negotiation and Conflict Management in Organisations	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21280	New Leaders Development Programme			27 TO 03		15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21281	Operation management		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21282	Operational Excellence Practices for Work Efficiency & Reduced Cost	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21283	Operational Excellence: Managing Performance		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21284	Operations, Risk Management and Mitigation	16 TO 20			24 TO 28			31 TO 04	11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21285	Organisation Development & Change			27 TO 03			05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21286	Organizational Change – the Ultimate Persuasive Leadership Tool for Managers and Leaders	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21287	Organizational Leadership			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21288	Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21289	People Analytics	16 TO 20		14 TO 17		15 TO 17			10 TO 11					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21290	People Management for Public Sector Managers	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21291	People Management Skills for Technical Professionals		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21292	People Management skills; Managing Different Personalities			24 TO 28				31 TO 04				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21293	Performance Management System in Government and Accountability of Public Officers	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21294	Performance Measurement in Government	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21295	Performance Measurements, Continuous Improvement & Benchmarking		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21296	Personal Effectiveness & Influencing Skills		27 TO 03		24 TO 28			31 TO 04				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21297	Personal Leadership Development		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21298	Planning for Successful Change - A Change Management Guide	09 TO 13			24 TO 28			10 TO 14	21 TO 24			06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21299	Planning Specialist		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21300	Planning, Problem Solving & Decision Making				11 TO 14		13 TO 15	05 TO 07		27 TO 29		29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21301	Political / Administrative Alignment in the Public Sector			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21302	Portfolio Management Professional				11 TO 14	15 TO 17		05 TO 07		21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21303	Power Purchase Agreement from Commercial and Legal Perspective	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21304	Powerful Leadership Communication & Influence Management		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21305	Practical Econometrics for Managerial Decision Making	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21306	Practical Tools for Effective Leadership				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21307	Presentation Skills for a Virtual Audience (MS Teams/ Zoom)	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21308	Priority Management				24 TO 28		05 TO 09			27 TO 29		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21309	Problem Solving & Decision Making Skills for Engineers and Technical Professionals	23 TO 27				08 TO 12			21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21310	Process Management: Mapping and Improvement		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21311	Professional Conflict & Change Management	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21312	Professional Results-based Management – Planning, Monitoring and Evaluation		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21313	Project Management Essentials	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21314	Public Enterprises Strategic Marketing Planning (An in-depth course on SDEs Strategic Marketing Planning)		27 TO 03				15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21315	Public Policy Development	23 TO 27					13 TO 15				27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21316	Public Policy, Governance & Administration			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21317	Public Relations & Successful Campaigns		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21318	Public Sector Innovation and Smart Cities			27 TO 31	17 TO 21		19 TO 23		28 TO 01		16 TO 17				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21319	Public Sector Management, Governance & Fiscal Sustainability Techniques	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21320	Public Speaking and Presentation Skills		06 TO 10	22 TO 23		22 TO 24	13 TO 15					25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21321	Public Speaking and Presentation Skills using MS PowerPoint	16 TO 20			24 TO 28			31 TO 04			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21322	Purchasing Management Strategy		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21323	Quality Assurance & Control	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21324	Quality Assurance in Practice			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21325	Quality Management Professional		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21326	Quality Performance Leadership	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21327	Report Writing for Technical Professionals	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21328	Result-Based Management (RBM)		27 TO 03				22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21329	Results Based Leadership				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21330	Retirement and Employee Investment Planning	16 TO 20		08 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21331	Risk Based Operational Decision Making				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21332	Risk Champion Masterclass		27 TO 03				15 TO 17		05 TO 07	21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21333	Risk Management and Business Performance	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21334	Risk Management Professional		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21335	Risk Management, Control & Compliance (Corporate Governance)	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21336	Risk Management, Culture & Governance				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21337	Risk Management: Internal Control & Fraud Prevention	16 TO 20	27 TO 03		24 TO 28	22 TO 24		24 TO 28					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21338	Root Cause Analysis Training - Diagnosing Underlying Causes Of Problems & Undesired Events				24 TO 28		05 TO 09			27 TO 29			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21339	Root Cause Failure Analysis	23 TO 27				08 TO 12			21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21340	Sales and Operation Planning (S&OP)		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21341	Setting Priorities, Time Management & Stress Reduction	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21342	Shaping the Future: Tools for Developing Strategic Foresight		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21343	Simplification of Work Processes and Procedures	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21344	Six Sigma Yellow Belt		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21345	Smart Leadership	23 TO 27					13 TO 15			27 TO 29			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21346	Stakeholder Relationship Management			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21347	Starting a Business		22 TO 24			08 TO 12		19 TO 21				11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21348	Starting an online business			27 TO 31	17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21349	Statistical Communications	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21350	Strategic Awareness and Business Acumen			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21351	Strategic Capability and Leadership for Public Sector Managers	23 TO 27			17 TO 21			10 TO 14		27 TO 29			14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21352	Strategic Community Relations	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21353	Strategic Decision-Making Models for Managers	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21354	Strategic Event Management				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21355	Strategic Formulation, Implementation and management process		06 TO 10			22 TO 24	13 TO 15				14 TO 17		25 TO 27	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21356	Strategic HR Business Partner	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21357	Strategic Internal Communication Skills	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21358	Strategic leadership				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21359	Strategic Leadership in Government	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21360	Strategic Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21361	Strategic Negotiation & Influencing Skills		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21362	Strategic Performance Management	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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LPSM21363	Strategic Performance Management using an Executive Dashboard		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21364	Strategic Planning & Effective Budgeting		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21365	Strategic Planning & Goal Setting	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21366	Strategic Planning and Change Management		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21367	Strategic Planning and Execution; Turning Your Vision to Reality	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21368	Strategic Planning and Management in the Public Sector			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21369	Strategic Planning Using the Balanced Scorecard	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21370	Strategic Planning, Development & Implementation: Strategic Planning Professional		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21371	Strategic Planning, Execution, Negotiation & Deal Making	16 TO 20			24 TO 28				14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21372	Strategic Planning, Management Control & Effective Budgeting		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21373	Strategic Project Leadership in An Uncertain World	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21374	Strategic Quality Management		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21375	Strategic Selling & Value Propositions for Business to Business (B2B) Companies	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21376	Strategically Influencing Across the Organisation		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21377	Strategies for Leading Successful Change Initiative			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21378	Strategy & Business Analysis		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21379	Strategy Builder: From Operational to Strategic Thinking	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21380	Strategy Excellence: From Strategic Vision to Tactical Execution	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21381	Strategy Formulation, Implementation, Monitoring and Evaluation	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21382	Strategy Management in the Government and Public Sectors		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21383	Strategy, Risks, Negotiation & Leadership	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21384	Strengthening Leadership Skills for Managers			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21385	Successful Management for Business Achievement		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21386	Successful Planning, Organising, Control & Delegating				24 TO 28				31 TO 04		25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21387	Supervising and Managing Bad Attitudes and Negative Behaviors	09 TO 13		27 TO 31			05 TO 09					11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21388	Supervisory Excellence		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21389	Supervisory Skills For Executive Assistants			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21390	Supervisory Skills for New Managers	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21391	Supervisory Skills for New Supervisors		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21392	Team Building	16 TO 20			24 TO 28				14 TO 17		03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21393	The Balanced Scorecard: Achieving Performance Excellence		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21394	The Challenge of Globalisation	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21395	The Competent Manager	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21396	The Complete Course in Cultural Intelligence (Ci)		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21397	The Complete Course on How to Supervise Public Sector	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21398	The Complete Course on IPO - Learn Initial Public Offering (IPO)		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21399	The Complete Course on Leadership		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21400	The Complete Course on Management	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21401	The Director as a Strategic Leader		27 TO 03				05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21402	The Effective Team leader		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21403	The Essentials of Business Etiquette and Protocol	16 TO 20					05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21404	The Essentials of Communication and Collaboration for Leaders		06 TO 10		29 TO 31				28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21405	The Essentials of Leadership & Management	23 TO 27		22 TO 23	17 TO 21		26 TO 28				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21406	The Influential Leader		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21407	The Leadership & Management Transition	09 TO 13			11 TO 14			05 TO 07			25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21408	The Middle Manager Development Programme		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21409	The Neuroscience of Leadership & Performance	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21410	The Professional Leader		06 TO 10			15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21411	The Professional Manager	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21412	The Professional Strategist: Advanced Tools and Techniques				24 TO 28				31 TO 04			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
LPSM21413	The Strategic Leader	16 TO 20		09 TO 10		22 TO 24		14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21414	The Strategic Public Manager	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21415	The Strategy and High Impact Leadership Programme		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21416	The Team Leader	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21417	The Three-Dimensions of Leadership			27 TO 03		15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21418	Time & Priority Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21419	Time Management for Managers	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21420	Time Management for Supervisors			27 TO 03			05 TO 09			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21421	Time Management Skills for Managers & Supervisors					29 TO 31		24 TO 28		11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21422	Time Management Skills for Managers, Supervisors and Team Leaders	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21423	Total Quality Management (TQM): Tool Box for Continual Improvement		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21424	Training Management & Organisational Learning			22 TO 23	17 TO 21			10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21425	Transformational Change and Strategic Leadership		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21426	Transformational Leadership with EQ	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21427	Transformative Scenario Planning		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21428	Transitioning to Supervisor	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21429	Understanding Business Processes				11 TO 14	15 TO 17		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21430	Understanding the Dynamics of Petrochemicals Industry	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21431	Understanding the Emerging Blockchain Business Model			27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21432	Understanding, Developing & Maintaining Quality Management Systems				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21433	Using Balanced Scorecard (BSC) as a Performance Management System (PMS)	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21434	Value-Based Leadership	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21435	Wholesale and Retail Operations Supervision				11 TO 14	15 TO 17		05 TO 07		21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21436	Women in Leadership	09 TO 13		27 TO 31			05 TO 09					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21437	Work Smarter: Advanced Time, Stress Management and Prioritization		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21438	Working Safely with the Public - Dealing with Confrontation, Intimidation and Aggression	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LPSM21439	Working, Managing and Leading Remotely				11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21440	Workshop on Aligning Training and Strategy in Your Business	16 TO 20		27 TO 03		22 TO 24		24 TO 28					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21441	World Class Business Sustainability				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21442	Writing Effective Policies & Procedures	23 TO 27		27 TO 31					21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21443	Professional Business Analysis			27 TO 03	11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21444	Improving Operational Performance and Productivity	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21445	Setting Priorities , Time Management & Stress Reduction		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21446	Complex Negotiation Skills in the Oil & Gas	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21447	Improving Operational Performance and Productivity			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21448	Leading Through Resilience and Agility	23 TO 27					13 TO 15			27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LPSM21449	Sustainability Leadership and Corporate Responsibility			27 TO 31					21 TO 24				13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21450	The Future Managers		22 TO 24			08 TO 12		19 TO 21			11 TO 13				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21451	Transformational Leadership			27 TO 31	17 TO 21		19 TO 23			28 TO 01	16 TO 17				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21452	Entrepreneurial Leadership Strategies	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21453	Safety Leadership			27 TO 31					21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21454	Crisis Management Leadership	23 TO 27			17 TO 21			10 TO 14		27 TO 29			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21455	Coaching And Mentoring Skills For Managers And Supervisors				17 TO 21		19 TO 23		10 TO 11			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21456	Management & Leadership Skills For First-Time Supervisors & Managers	23 TO 27		22 TO 23			26 TO 28			11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21457	Team Leadership - Successful Team Communication And Personal Effectiveness Skills				17 TO 21			10 TO 14			16 TO 19		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21458	Managing Chaos: Tools To Set Priorities And Make Decisions Under Pressure		06 TO 10	22 TO 23			13 TO 15			14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21459	Front Line Supervisor				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21460	Successfully Make The Transition To Supervisor	23 TO 27		27 TO 03			05 TO 09					25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21461	Feasibility Study Course Preparation, Analysis And Evaluation				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LPSM21462	Strategies for Effective Board Membership	16 TO 20		09 TO 10		22 TO 24				14 TO 17		14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES





**LEGAL AND CONTRACTS  
MANAGEMENT.**

2023 TRAINING CALENDAR

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LCM21001	Administrative Law: Fair Hearing			27 TO 31					21 TO 24				13 TO 15	ONLINE	YES
LCM21002	Administrative Law: High Volume			14 TO 17		29 TO 31						03 TO 06	13 TO 15	ONLINE	YES
LCM21003	Administrative Law: Unemployment Compensation	09 TO 13			24 TO 28			31 TO 04				25 TO 27		ONLINE	YES
LCM21004	Administrative Law: Utility Regulatory Adjudication			27 TO 31			05 TO 09			11 TO 15			13 TO 15	ONLINE	YES
LCM21005	Administrative Law: Workers' Compensation		13 TO 17		17 TO 21			10 TO 14					29 TO 01	ONLINE	YES
LCM21006	Advanced Bench Skills: Procedural Fairness			14 TO 17		15 TO 17			10 TO 11				29 TO 01	ONLINE	YES
LCM21007	Advanced Contract Law for Non Lawyers	16 TO 20						10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21008	Advanced Contracts and Project Management			27 TO 03			13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21009	Advanced Contracts and Purchasing Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21010	Advanced Contracts Management	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21011	Advanced Evidence				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21012	Advanced Intellectual Property Rights and Competition Law			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21013	Advanced Issues in Cases Involving Co-Occurring Mental and Substance Abuse Disorders		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21014	Advanced Judicial Writing			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	ONLINE	YES
LCM21015	Advanced Mediation: Practical Skills and Techniques	23 TO 27			11 TO 14			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21016	Advanced Skills for Appellate Judges			27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21017	Advanced Tribal Bench Skills: Competence, Confidence and Control		21 TO 24				05 TO 09		21 TO 24		03 TO 06			ONLINE	YES
LCM21018	Advanced Tribal Court Management	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			ONLINE	YES
LCM21019	Alternative Dispute Resolution - Dispute Management and Negotiation Skills			27 TO 03			05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21020	Alternative Dispute Resolution (ADR), Legal Mediation and Arbitration			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21021	Analysing and Drafting Commercial Contracts	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21022	Anti-Money Laundering (AML) Compliance			27 TO 03			05 TO 09				25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21023	Appellate Skills for Tribal Judges	23 TO 27			11 TO 14	15 TO 17			10 TO 11					ONLINE	YES
LCM21024	Arbitration and Dispute Resolution	23 TO 27					05 TO 09			11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21025	Auditing of Projects and Contractors: Terminology, Concept & Applications			27 TO 03	11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
LCM21026	Basic Analyzing and Interpret a patent document for a competing product	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21027	Basic Legal Affairs Reporting for Journalists			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21028	Best Practices in Handling Cases with Self-Represented Litigants	23 TO 27	21 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21029	Business and Commercial Law		21 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21030	Case Management	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21031	Chairing & Conducting Effective Disciplinary Hearings		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21032	Civil Mediation	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21033	Combating Risk & Fraud in Procurement		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21034	Commercial and Business Contracts	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21035	Commercial Arbitration and Adjudication		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21036	Commercial Contract Drafting And Negotiations (Review And Minimize Risk)			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21037	Commercial Contract Essentials & Dispute Procedures	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21038	Commercial Contracts and Negotiation Skills		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21039	Commercial Contracts Drafting: - Review, Draft and Minimise Risk				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21040	Competition Law Workshop for Public Sector Enterprises	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21041	Computer Uses for Judges				24 TO 28		05 TO 09			27 TO 29		20 TO 24		ONLINE		YES
LCM21042	Computer Uses for Judges: Advanced	23 TO 27		27 TO 31		08 TO 12			21 TO 24				04 TO 08	ONLINE		YES
LCM21043	Conducting the Trial		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		ONLINE		YES
LCM21044	Confidential Information and Intellectual Property	16 TO 20				22 TO 24		10 TO 14	14 TO 17				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21045	Construction Contracts Masterclass			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21046	Consumers and National Competition ACT	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21047	Contract & Project Management Skills for Non-Professionals	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21048	Contract & Project Risk Management & Compliance		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21049	Contract Administration: An Intensive Workshop				24 TO 28			31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21050	Contract Administration: Understanding and Implementing Contractual Obligations	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
LCM21051	Contract Cost and Price Analysis	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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LCM21052	Contract Essentials & Dispute Procedures		13 TO 17			08 TO 12					11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21053	Contract Law for Business & Non- Lawyers	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21054	Contract Law for Non Lawyers			27 TO 03		15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21055	Contract management	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21056	Contract Management for Non-Contract Professionals			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21057	Contract Management from Principles to Action		13 TO 17		17 TO 21			10 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21058	Contract Planning, Strategy and Claims Management			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21059	Contract Risk Management & Compliance	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21060	Contract Suspension, Dispute Resolution & Termination			27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21061	Contracts Administration: From Award to Completion	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21062	Contracts Management Professional				11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21063	Contracts Management: Procurement, Partnering & Tendering	16 TO 20		27 TO 03		22 TO 24		24 TO 28					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21064	Contractual Risk, Insurance and Indemnities		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21065	Corporate Liability Provision: Anti Bribery & Corruption	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21066	Court Management for Judges and Court Administrators			27 TO 03		15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21067	Court Management for Tribal Court Judges and Personnel		06 TO 10	22 TO 23		22 TO 24	13 TO 15							ONLINE	YES
LCM21068	Criminal Evidence	16 TO 20			24 TO 28				31 TO 04		03 TO 06		04 TO 08	ONLINE	YES
LCM21069	Custom and Tradition in Contemporary Tribal Justice Systems	09 TO 13		14 TO 17				05 TO 07					04 TO 08	ONLINE	YES
LCM21070	Debt Recovery and Legal Process		06 TO 10			02 TO 03	05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21071	Development strategies for protecting and maximizing brands with a comprehensive trademark strategy			09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21072	Dispute Management & Avoidance in the Energy Sector			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21073	Dispute Resolution Skills		13 TO 17		17 TO 21			10 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21074	Dispute Resolution Techniques for Tribal Justice Systems	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06			ONLINE	YES
LCM21075	Downstream Regulations	23 TO 27			03 TO 06		05 TO 09					03 TO 06	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LCM21076	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21077	Drafting Commercial Contracts: Tenancies & Lawful Evictions	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21078	Drafting Contracts and Writing Scope of Work			14 TO 17		15 TO 17			10 TO 11			03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21079	Effective Caseload Management	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21080	Effective Contract Preparation		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21081	Effective Contractor Management in Maintenance & Technical Projects				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21082	Effective Project Contracting	16 TO 20		08 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21083	Effective Purchasing and Contract Negotiation Strategies				24 TO 28		05 TO 09			27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21084	Effective Purchasing, Tendering & Supplier Selection	23 TO 27		27 TO 31		08 TO 12			21 TO 24			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21085	Effective Team Court Management		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21086	Electronic Discovery: What Every Judge Needs to Know	16 TO 20				22 TO 24		10 TO 14	14 TO 17			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21087	Enhancing Judicial Bench Skills			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			ONLINE	YES
LCM21088	EPCIC Contract Management in Offshore & Marine	23 TO 27	21 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21089	Essential Court Teamwork in Dealing with the Media		27 TO 03				05 TO 09		28 TO 01			29 TO 01		ONLINE	YES
LCM21090	Essential Skills for Administrative Law Judges		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17		ONLINE	YES
LCM21091	Essential Skills for Contract Professionals	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21092	Essential Skills for Lay Advocates in Tribal Court		27 TO 03				05 TO 09				25 TO 27	29 TO 01		ONLINE	YES
LCM21093	Essential Skills for the Unemployment Adjudicator	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		ONLINE	YES
LCM21094	Essential Skills for Tribal Court Judges	23 TO 27				08 TO 12				11 TO 15	03 TO 06	04 TO 08		ONLINE	YES
LCM21095	Ethics and Judging: Reaching Higher Ground		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		ONLINE	YES
LCM21096	Ethics for the Administrative Law Judge	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	ONLINE	YES
LCM21097	Evaluation options for protecting creative innovations with copyright law			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			ONLINE	YES
LCM21098	Evidence Challenges for Administrative Law Judges	23 TO 27	21 TO 24		24 TO 28			10 TO 14				29 TO 01		ONLINE	YES
LCM21099	Evidence in a Courtroom Setting		21 TO 24				05 TO 09		21 TO 24		03 TO 06			ONLINE	YES
LCM21100	FIDIC Claims: Management of Claims and Resolution of Disputes	16 TO 20			11 TO 14			31 TO 04		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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LCM21101	FIDIC Contracts Management: Practical Use of FIDIC Contracts		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21102	Financial Management for Projects & Contracts	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21103	First Amendment and Media Issues for Judges		27 TO 03				05 TO 09					29 TO 01		ONLINE	YES	
LCM21104	Forensic Evidence: When Science Comes to Court	23 TO 27				15 TO 17		10 TO 11				29 TO 01		ONLINE	YES	
LCM21105	Forensic Evidence: When Science Is Presented in Hearings		13 TO 17		17 TO 21			10 TO 14				20 TO 24		ONLINE	YES	
LCM21106	Fundamentals of Contracting			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21107	Fundamentals of Evidence		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21108	Fundamentals of Risks Associated with Commercial Contracts Administration			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21109	Governance, Risk & Compliance	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21110	Handling Domestic Violence Cases in Tribal Court		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			ONLINE	YES	
LCM21111	Handling Inquiries from the Media: A Primer for Judges		21 TO 24				05 TO 09		21 TO 24		03 TO 06			ONLINE	YES	
LCM21112	Handling Small Claims Cases Effectively	16 TO 20			11 TO 14	15 TO 17				11 TO 15		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21113	how to deal with others using your trademark		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21114	How to register and renew a trademark			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21115	Identifying Different types of patents	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21116	Identifying the types of intellectual property protection available in Namibia		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21117	Implementing and Evaluating a Court-Connected Alternative Dispute Resolution Program		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21118	Intellectual Property Law and Policy	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21119	Intellectual Property Laws and Regulations			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21120	Intellectual Property Rights	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21121	Intellectual Property Rights: A Management Perspective		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21122	International Arbitration, Mediation and Dispute Resolution	16 TO 20				15 TO 17				11 TO 15	25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21123	International Contracting		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21124	International Dispute Resolution and Arbitration	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21125	International Law Essentials		13 TO 17		11 TO 14	15 TO 17				04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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LCM21126	Introduction to Intellectual Property	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21127	Joint Venture and Other Collaboration Agreement		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21128	Judging in the Digital Age: Conquering Discovery and Admission of Electronically Stored Information	16 TO 20		14 TO 17		15 TO 17					03 TO 06		04 TO 08	ONLINE	YES	
LCM21129	Judicial Security: Protecting the Court and the Judge	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		ONLINE	YES	
LCM21130	Judicial Writing		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			ONLINE	YES	
LCM21131	Law and Biology: Impact on the Courts				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21132	Leadership for Judges	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21133	Learn the Patent and Trademark process	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21134	Legal Contract Drafting and Negotiation		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21135	Legal Writing and Drafting Skills	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21136	Local Content Management			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21137	Logic and Opinion Writing	23 TO 27	21 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21138	Maintenance Contracting & Outsourcing		21 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21139	Management of Contracts and Contract Claims				11 TO 14	15 TO 17		31 TO 04		11 TO 15		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21140	Management Skills for Presiding Judges		06 TO 10	22 TO 23		22 TO 24					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21141	Managing & Negotiating with Consultants & Contractors	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21142	Managing Cases Involving Commercial Drivers Licenses		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21143	Managing Change Orders and Contractual Claims	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21144	Managing Complex Litigation		14 TO 17			15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21145	Managing Sex Offenders	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21146	Managing Tenders, Specifications & Contracts		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21147	Managing Vendor Qualification, Performance & Contract Compliance	16 TO 20			11 TO 14			31 TO 04		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21148	Mastering Contracts Management		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21149	Media Issues for Judges in the Information Age	09 TO 13		27 TO 31			13 TO 15			11 TO 15				ONLINE	YES	
LCM21150	Mediation for Administrative Law Judges			27 TO 31	24 TO 28			31 TO 04			11 TO 13			ONLINE	YES	
LCM21151	Mergers and Acquisitions	09 TO 13				29 TO 31				11 TO 15		20 TO 24		ONLINE		

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LCM21152	Mindfulness for Judges			27 TO 31					21 TO 24		03 TO 06		13 TO 15	ONLINE	YES
LCM21153	Negotiating and Managing PPP Contracts	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21154	Negotiating Contracts Successfully	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21155	Oil & Gas Contracts	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21156	Overview of trademarks				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21157	Patent rights and the basics of patent law			22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21158	Peace Officers Refresher Course	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21159	Practical Approaches to Family Issues in Tribal Courts	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21160	Prevent System Incompatibilities				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21161	Probate Matters: Education for Judicial Officers	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		ONLINE	YES
LCM21162	Project Appraisal Identification, Policy Analysis & Selection	23 TO 27			03 TO 06		05 TO 09			03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21163	Project Management for Contract Professionals		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21164	Project Risk Management & Compliance	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21165	Properly and Effectively Adjudicating Drugged Drivers		27 TO 03			15 TO 17			10 TO 11	18 TO 22				ONLINE	YES
LCM21166	Public – Private Partnership in the Road Sector		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21167	Scientific Evidence and Expert Testimony	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21168	Selected Criminal Evidence Issues		27 TO 03			05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21169	Service Level Agreements		13 TO 17			29 TO 31				11 TO 15		14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21170	Service Level Agreements (SLA); Understanding Buyers & Vendor Roles	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21171	Settlement Techniques	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21172	Social Insurance and Risk Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21173	Special Considerations for the Rural Court Judge			27 TO 31	24 TO 28			31 TO 04			11 TO 13			ONLINE	YES
LCM21174	Statutory, Legal and Compliance Requirements	09 TO 13				29 TO 31				11 TO 15		20 TO 24		ONLINE	YES
LCM21175	Strategic Contract Management			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
LCM21176	Taking the Bench: An Online Course for New Judges	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		ONLINE	YES
LCM21177	Tendering: Contract Preparation and Bid Evaluation	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		ONLINE	YES
LCM21178	The 3 Phases of Contract Management	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



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LCM21179	The Contracts & Project Management			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21180	Traffic Adjudication for Administrative Law Judges		21 TO 24			08 TO 12		19 TO 21			11 TO 13			ONLINE	YES	
LCM21181	Trial Advocacy & Evidence for Tribal Prosecutors				17 TO 21		19 TO 23		28 TO 01		15 TO 17			ONLINE	YES	
LCM21182	Tribal Court Development: Fundamental Considerations for Tribal Leadership			22 TO 23			26 TO 28			18 TO 22		20 TO 24		ONLINE	YES	
LCM21183	Tribal Court Management of Alcohol and Drug Cases	16 TO 20				22 TO 24		24 TO 28				30 TO 01		ONLINE	YES	
LCM21184	Tribal Court Technology	16 TO 20			24 TO 28				14 TO 17			14 TO 17		ONLINE	YES	
LCM21185	Understanding Energy Contracts		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21186	Unruly Passenger Prevention and Response	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21187	Upstream Petroleum Contracts		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21188	Upstream Petroleum Contracts, Accounting & Auditing Policies and Procedures	23 TO 27			17 TO 21		26 TO 28	10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21189	Writing effective legal document commercial contract		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21190	Writing for Tribal Judges			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21191	Law of Contract for Business		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21192	Commercial and Business Contract Drafting	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
LCM21193	Government Contracting		13 TO 17			15 TO 17				04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	



**MAINTENANCE AND  
ENGINEERING.**

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ME21001	Achieving CMMS Data Integrity				24 TO 28		05 TO 09				27 TO 29		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21002	Advanced Circuit Breaker Operation and Maintenance	23 TO 27		27 TO 31						21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21003	Advanced Data Analysis Techniques			27 TO 03	11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21004	Advanced Electrical Training	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21005	Advanced Heavy Lifting & Transportation Techniques for Onshore & Offshore Projects		13 TO 17				08 TO 12					11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21006	Advanced Maintenance Management	09 TO 13			24 TO 28				10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21007	Advanced Technical Report Writing and Presentation Skills			27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21008	Advanced Wastewater Treatment Control: Secondary Treatment Processes	23 TO 27						13 TO 15				27 TO 29		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21009	Advanced Water Treatment Control: Coagulation & Flocculation			27 TO 31						21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21010	Applied Asset Management and ISO 55000		22 TO 24				08 TO 12		19 TO 21				11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21011	ARC Flash Hazard Analysis Impact, Control & Safety			27 TO 31	17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21012	Artificial Intelligence (AI): Transforming Business with New Technologies	23 TO 27			17 TO 21				10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21013	Asset Management			27 TO 31						21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21014	AutoCAD Civil 3D Fundamentals	23 TO 27			17 TO 21				10 TO 14			27 TO 29		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21015	AutoCAD Fundamentals				17 TO 21		19 TO 23			10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21016	AutoCAD Intermediate Skills	23 TO 27		22 TO 23			26 TO 28					11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21017	Basic Electrical Safety Training				17 TO 21				10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21018	Basic Electrical Training		06 TO 10	22 TO 23			13 TO 15					14 TO 17		25 TO 27	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21019	Basic Plumbing Training for Labourers, Workhand and Artisans				11 TO 14				10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21020	Best Practices in Revenue Protection	23 TO 27		27 TO 03			05 TO 09						25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21021	Blended Occupancy Specialist				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21022	Boilers: Operation, Maintenance, Inspection, Control and Troubleshooting	16 TO 20		09 TO 10			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21023	Building control skills		13 TO 17		17 TO 21				10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21024	Building Inspection Skills Training and Familiarization: Includes tablets			14 TO 17			15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21025	Building Plans Scrutinizing and Administrative Skills	23 TO 27			11 TO 14				10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ME21026	Building Services Maintenance and Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21027	Business Writing For Engineers		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21028	Cathodic Protection Systems	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21029	Centrifugal Compressor & Steam Turbine		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21030	Certified Occupancy Specialist			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21031	Chiller Design, Installation, Maintenance & Troubleshooting	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21032	Commissioning & Start-Up with API RP 11FC Foundation		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21033	Competency Development & Managerial Excellence for Operation & Production Supervisors	23 TO 27			11 TO 14	15 TO 17			10 TO 11					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21034	Competency Development & Managerial Excellence for Plant Supervisors	23 TO 27					05 TO 09			11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21035	Competency Development and Managerial Excellence for Maintenance Supervisors		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21036	Construction & Civil Engineering Fundamentals for Non-Civil Engineers	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21037	Construction Administration for Engineers			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21038	Control Valves & Actuators	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21039	Cooling Towers: Operation, Maintenance and Troubleshooting		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21040	Cost Effective Maintenance	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21041	Couplings & Shaft Alignment		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21042	Creating Maintenance Excellence	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21043	Data Analysis Techniques		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21044	Data Collection Techniques	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21045	Data Visualization		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21046	Diesel Engine			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21047	Economic & Technical Evaluations in Engineering & Maintenance Projects			27 TO 31					21 TO 24			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21048	Effective Communication, Creative Thinking and Problem Solving for Engineers			14 TO 17		29 TO 31					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21049	Effective Supply Chain, Warehouse and Inventory Management	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21050	Electric Heating Control			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ME21051	Electric Submersible Pumps (ESPs)		13 TO 17		17 TO 21			10 TO 14						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21052	Electrical & Instrumentation Design, Installation & Operation			14 TO 17		15 TO 17			10 TO 11					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21053	Electrical Control panels Designing	16 TO 20						10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21054	Electrical Distribution Equipment Operation & Maintenance		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21055	Electrical Drawings and Control Circuits		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21056	Electrical Engineering Advanced Workshop	16 TO 20		14 TO 17				10 TO 11		03 TO 06			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21057	Electrical Equipment & Control Systems Commissioning, Testing & Start-Up of Electrical Systems				11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21058	Electrical Installations & Maintenance			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21059	Electrical Installations in Hazardous Areas		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21060	Electrical Motor Installation and Protection		27 TO 03		24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21061	Electrical Protection		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21062	Electrical Protection for Electrical Systems	09 TO 13			24 TO 28			10 TO 14	21 TO 24			06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21063	Electrical Safety Advanced		27 TO 03			15 TO 17			10 TO 11	18 TO 22	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21064	Electrical Safety Basic				11 TO 14		13 TO 15	05 TO 07		27 TO 29			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21065	Electrical safety standards			27 TO 31			05 TO 09		21 TO 24		03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21066	Electrical wiring system				11 TO 14	15 TO 17		05 TO 07		21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21067	Electrical Wiring Troubleshooting	09 TO 13		27 TO 31			05 TO 09				04 TO 06	06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21068	Energy Isolation: Standards, Techniques and Best Practices		13 TO 17		17 TO 21			10 TO 14		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21069	Engineering Electronic Document Management Systems (EDMS)	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21070	Enterprise Income Verification Specialist				11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21071	Excellence in Maintenance and Reliability Management	16 TO 20	27 TO 03			22 TO 24		24 TO 28					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21072	Facility Planning and Management				24 TO 28		05 TO 09			27 TO 29		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21073	Failure Mode Effect and Criticality Analysis (FMECA) Facilitator Skills Training	23 TO 27				08 TO 12			21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21074	Fair Housing Specialist		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21075	FIDIC Claims: Management of Claims and Resolution of Disputes	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ME21076	FIDIC Contracts Management: Practical Use of FIDIC Contracts		13 TO 17			08 TO 12						11 TO 15		18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21077	Fired Heaters and Heat Exchangers	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21078	Fitness for Service Assessment of Pressure Vessels, Tanks and Piping Systems Using API 579-1 and ASME FFS Standards			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21079	Flores and Relief Systems: Efficient Design, Safe Operation & Maintenance	23 TO 27					13 TO 15				27 TO 29		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21080	Fundamentals of Asset Management			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21081	Fundamentals of Renewable Energy		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21082	Fundamentals of Reservoir Engineering			27 TO 31	17 TO 21		19 TO 23			28 TO 01	16 TO 17				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21083	Gas Turbine Technology	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21084	Generator Excitation Systems			27 TO 31		22 TO 24	13 TO 15			28 TO 01	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21085	GIS and Data Analysis for WASH (Water Sanitation and Hygiene)	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21086	GIS for Monitoring and Evaluation Skills	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21087	Grounding Systems Design & Application		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21088	Heavy Duty Diesel Engine (HDD) Operation and Maintenance				24 TO 28			31 TO 04				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21089	Hydraulic Systems	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21090	Implementing Effective Preventive & Predictive Maintenance Programmes	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21091	Industrial Instrumentation and Modern Control Systems		13 TO 17			08 TO 12					11 TO 15		18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21092	Innovative Root Cause Analysis	09 TO 13			24 TO 28			10 TO 14				06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21093	Inspect, Service and Repair Components of the Water Treatment Plant			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21094	Intermediate Electrical Safety Training	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21095	ISO 50001: Energy Management Systems			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21096	IT Governance for Water Utility Sector		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21097	Landscaping			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21098	LV, MV and HV Circuit Breakers:	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21099	Machinery Diagnostics and Root Cause Failure Analysis			27 TO 03		22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21100	Machinery Failure, Vibration & Predictive Maintenance	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ME2101	Maintain the Treatment Plant Systems				11 TO 14			10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2102	Maintenance & Reliability Best Practices	16 TO 20	27 TO 03			22 TO 24		24 TO 28					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2103	Maintenance Audit and Site Inspection		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2104	Maintenance Auditing and Continuous Improvement	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2105	Maintenance Auditing Specialist		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2106	Maintenance Errors		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2107	Maintenance Management Professional	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2108	Maintenance Planning, Scheduling & Control	09 TO 13		14 TO 17				05 TO 07					04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2109	Maintenance Strategy Development and Cost Effective Implementation		06 TO 10			02 TO 03	05 TO 09			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2110	Management Occupancy Review Specialist			09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2111	Managing Efficient Shutdowns & Turnarounds			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2112	Managing Shutdowns, Turnarounds and Outages		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2113	Mastering Maintenance Audits			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2114	Materials of Construction for Process Equipment & Piping Systems			14 TO 17		29 TO 31						03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2115	Mentoring for Supervising Civil Engineers and Delegated Engineers	09 TO 13			24 TO 28			31 TO 04			25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2116	Mobile Lifting Equipment Operation and Maintenance			27 TO 31			05 TO 09			11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2117	Modern Electrical Power Systems		13 TO 17		17 TO 21			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2118	Modern Maintenance Technologies			14 TO 17		15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2119	Modern plumbing and pipefitting	16 TO 20						10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2120	Modern Power System Protective Relaying		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2121	Modern Valve Technology		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2122	Operation, Diagnostics and Maintenance of Equipment for Production	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2123	Optimising Equipment Maintenance & Replacement Decisions				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2124	Overview of Wastewater Treatment – Recapping baseline knowledge			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME2125	People Management Skills for Technical Professionals		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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ME21126	Power & Distribution Transformers			14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21127	Power Quality, Harmonics Mitigation & Reactive Power Management	23 TO 27			11 TO 14			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21128	Power, Electricity and Industry Infrastructure		27 TO 03			22 TO 24	13 TO 15		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21129	Practical Pump & Valve Technology		22 TO 24				05 TO 09		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21130	Preventive and Predictive Maintenance	16 TO 20			11 TO 14	15 TO 17				11 TO 15		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21131	Principles, Applications and Performance of Pumps, Compressors and Turbines		27 TO 03				05 TO 09		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21132	Problem Solving & Decision Making Skills for Engineers and Technical Professionals			22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21133	Process Control Cybersecurity	16 TO 20			24 TO 28			31 TO 04		11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21134	Process Plant Optimization Technology and Continual Improvement		27 TO 03				05 TO 09					25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21135	Process Plant Start-up, Commissioning and Troubleshooting	23 TO 27			11 TO 14	15 TO 17			10 TO 11						Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21136	Process Troubleshooting and Problem Solving	23 TO 27					05 TO 09			11 TO 15		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21137	Proposal Writing Skills – Business and Technical		27 TO 03		11 TO 14			05 TO 07				03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21138	Protective Control Relay Systems and Automation	16 TO 20				22 TO 24			14 TO 17				14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21139	Pumps, Compressors & Turbines		27 TO 31			22 TO 24	13 TO 15		28 TO 01			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21140	Reducing Costs through Spares Optimisation and Rationalisation	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21141	Refinery Critical Equipment Operation for Compressors, Turbines and Pumps		22 TO 24				05 TO 09		21 TO 24			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21142	Reliability Engineering Excellence	16 TO 20			11 TO 14	15 TO 17				11 TO 15		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21143	Risk Based Strategies for Inspection & Maintenance (RBI & RBM)		06 TO 10	22 TO 23		22 TO 24	13 TO 15						14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21144	Root Cause Analysis (RCA) Facilitator Training	16 TO 20			24 TO 28			31 TO 04		11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21145	Root Cause Failure Analysis		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21146	Rural Housing Specialist			27 TO 31	24 TO 28			31 TO 04				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21147	Safety Awareness of High-Pressure Water Jetting Equipment	09 TO 13				29 TO 31				11 TO 15			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21148	Safety in Process Equipment Design & Operation			27 TO 31					21 TO 24			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21149	Scheduled Waste Management	23 TO 27			17 TO 21			10 TO 14		27 TO 29			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
ME21150	Security Management, Planning and Asset Protection with Integrated Security Solutions	16 TO 20			17 TO 21		19 TO 23		10 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ME21151	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	23 TO 27		22 TO 23			26 TO 28				11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21152	Solar & Solar Heater Installation		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21153	Solar Gysler Installation & Maintenance		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21154	Solar Installation & Systems Maintenance Skills	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21155	Solar Water Heater Installation & Systems Maintenance Skills				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21156	Solid Waste Disposal & Management for Local Authorities			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21157	Start-up, Commissioning & Testing of Electrical Systems		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21158	Starting-up Plant (SC & GC)			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21159	Steam Boilers	23 TO 27			11 TO 14			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21160	Storage Tank Design, Construction & Maintenance		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21161	Strategic Thinking and Leadership for Engineers		22 TO 24				05 TO 09		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21162	Substation Design & Operation	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21163	TAMCO High Voltage Switchgears	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21164	Technical Project Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21165	Technical Report Writing	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21166	Technical Report Writing in the Maritime & Offshore Industry		27 TO 03				05 TO 09					29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21167	Transformer Operational Principles, Selection & Troubleshooting	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21168	Transmission & Distribution Operation & Design Calculations			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21169	Transport Infrastructure Performance and Maintenance		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21170	Troubleshooting & Maintenance of Electrical Equipment	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21171	Troubleshooting Process Operation	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21172	Understanding and Preventing Process Equipment Failures		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21173	Uninterruptible Power Supply (UPS)				24 TO 28			31 TO 04				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21174	Value Engineering				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21175	Valves, Actuators and Steam Traps:	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ME21176	Variable Frequency Drives (VFDs)		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21177	Wastewater Treatment Technology	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21178	Water Quality Management			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21179	Writing Effective Maintenance Procedures		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21180	Fundamentals of electrical control	16 TO 20			24 TO 28			31 TO 04			03 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21181	Intelligent Transportation System	09 TO 13		14 TO 17				05 TO 07						04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21182	Motors, Controls & Circuits Build-Up		06 TO 10			02 TO 03	05 TO 09			04 TO 06					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21183	Service Level Agreements			09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21184	Safety in Process Equipment Design & Operation			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21185	Writing Effective Maintenance Procedures		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21186	Facilities Management and Maintenance			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21187	Implementing Effective Preventive & Predictive Maintenance Programmes			14 TO 17		29 TO 31					03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21188	Preventive Maintenance of HVAC	09 TO 13			24 TO 28			31 TO 04			25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21189	Understanding and Preventing Process Equipment Failures			27 TO 31			05 TO 09			11 TO 15				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21190	Couplings & Shaft Alignment		13 TO 17		17 TO 21			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21191	Best Practices Property Management			14 TO 17		15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21192	Efficiency Management Procedures, Reporting & Implementation	16 TO 20						10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
ME21193	Basics of Industrial Controls and Automation	09 TO 13		14 TO 17				05 TO 07						04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



**MARKETING AND  
SALES.**

2023 TRAINING CALENDAR

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CODE	COURSE TITLE	DATES												COUNTRY	
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MS21001	Advanced Digital Marketing	09 TO 13			11 TO 14			04 TO 07		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21002	Blockchain and other Emerging Technologies		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21003	Brand Development and Management	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21004	Brand Manager		06 TO 10		11 TO 14			10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21005	Business Development Professional	16 TO 20		22 TO 23			26 TO 28				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21006	Business Development Skills		06 TO 10			22 TO 24			28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21007	Content marketing Essential Skills			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21008	Core Marketing and Sales Skills for Business Professionals			14 TO 17		29 TO 31		10 TO 14			06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21009	Creating an Effective Strategic Communications Plan	09 TO 13	13 TO 17		24 TO 28				10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21010	Crisis Communication Skills			27 TO 31			05 TO 09	04 TO 07		27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21011	Customer Experience (CX) and Brand Activation Professional		13 TO 17		17 TO 21				21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21012	Customer Experience Mapping			14 TO 17		15 TO 17		04 TO 07		21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21013	Customer Profiling Techniques & Procedures	16 TO 20			11 TO 14						04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21014	Demand Planning and Forecasting		27 TO 03				13 TO 15	10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21015	Design and Implementation of Service Delivery Surveys	16 TO 20			24 TO 28				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21016	Digital and Social Media Marketing		13 TO 17			29 TO 31		10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21017	Digital Marketing Hands-on Masterclass			24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21018	Digital Marketing Skills	16 TO 20	27 TO 03			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21019	Effective Content Marketing				03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21020	Effective Customer Care Skills		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21021	Essential Events Management, Protocol Etiquette & Travel Management			22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21022	Events Management	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21023	From Sales Management to Leadership		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21024	Fundamentals of Marketing	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21025	Key Account Management: Best Practices		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21026	Market Leadership & Marketing Strategies	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21027	Market Research and Intelligence		06 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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MS21028	Marketing Communications and Media Planning			14 TO 17		29 TO 31		24 TO 28				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21029	Marketing for Non Marketers		13 TO 17		24 TO 28		05 TO 09					27 TO 29			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21030	Marketing Professional			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21031	Online & New Media Marketing Campaigns		22 TO 24			08 TO 12		18 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21032	Products Sales, Marketing, Trading and Risk Management	23 TO 27			17 TO 21			10 TO 14				27 TO 29		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21033	Protocol, Public Relations and Events Management	16 TO 20			17 TO 21		19 TO 23		10 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21034	Public Enterprises Strategic Marketing Planning (An in-depth course on SOEs Strategic Marketing Planning)	23 TO 27		22 TO 23			26 TO 28				11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21035	Public Relations (PR) and Communication			27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21036	Public Relations and Media Skills		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21037	Public Relations Campaigns: From Planning to Execution	16 TO 20		14 TO 17					10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21038	Public Relations Professional				11 TO 14			10 TO 14				04 TO 06	20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21039	Research Methodology & Report Writing			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21040	Research Methods, Data Analysis, And Reporting		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21041	Sales & Marketing Management			14 TO 17		15 TO 17			10 TO 11				03 TO 06	04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21042	Sales & Negotiation Skills	23 TO 27			11 TO 14			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21043	Sales Management Best Practices for Building a World-Class Sales Team			27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21044	Sales Manager Training		22 TO 24					05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21045	Sales Negotiation for Results	16 TO 20			11 TO 14	15 TO 17					11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21046	Sales Professional Training	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21047	Social Media Marketing and Brand Development		06 TO 10	22 TO 23		22 TO 24	13 TO 15						14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21048	Social Media Marketing; Setup, Manage And Optimise Social Media Campaigns Effectively	16 TO 20			24 TO 28				31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21049	Strategic Account Management			27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21050	Strategic Pricing	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21051	The Art of Solution Selling			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21052	The Essentials of Business Etiquette and Protocol		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21053	The New Venture Development Process	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21054	The Strategic Marketing Plan		06 TO 10				02 TO 03	05 TO 09				04 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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MS21055	Understanding the Emerging Blockchain Business Model			09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21056	Value Added Marketing - Advanced Marketing Strategies			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21057	Writing for the Web		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21058	Business-Case Writing for New Products			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21059	Business Relationship Management Professional Training (BRMP)			14 TO 17		29 TO 31					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21060	Communication Skills for Leaders in the Digital Age	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21061	Communication Strategies for Senior Leadership			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21062	Corporate Identity & Brand Management		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21063	Creating a Marketing Plan for Business to Business			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21064	Developing & Implementing Strategic Marketing Plans	16 TO 20						10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21065	Effective Business to Business (B2B) Marketing		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21066	Effective Events Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21067	Managing Customers for Competitive Advantage	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21068	Marketing Recovery				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21069	Product Management for Business to Business(B2B) Companies			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21070	Sales and Operation Planning (S&OP)		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21071	Strategic Key Account Management		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21072	Strategic Selling & Value Propositions for Business to Business (B2B) Companies		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21073	Successful Technical Innovation	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
MS21074	Advanced sales skills		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



**PROCUREMENT & SUPPLY  
CHAIN MANAGEMENT  
AND TRANSPORT.**

2023 TRAINING CALENDAR

**15**

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
PSCM21001	A-CDM in Airport and Ground Operations	23 TO 27			17 TO 21			10 TO 14			27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21002	ACC3 Aviation Security Independent Validator	16 TO 20			17 TO 21		19 TO 23		10 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21003	Accounting and Finance for Non-Finance Managers	23 TO 27		22 TO 23			26 TO 28			11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21004	Advanced Bid Evaluation and Tendering Procedures				17 TO 21			10 TO 14			16 TO 19		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21005	Advanced Fleet Management		06 TO 10			22 TO 24	13 TO 15			14 TO 17			25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21006	Advanced Inventory Management	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21007	Advanced Logistics & Material Management	23 TO 27	27 TO 03					05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21008	Advanced Safety Management Systems (SMS) in Civil Aviation				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21009	Advanced Tendering Procedures & Bid Evaluation	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21010	Advanced Warehouse Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21011	Advanced Warehouse Management, Warehousing Performance Measures, Storage Control & Safety		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21012	Aeronautical Information Management (AIM)	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21013	Aeronautical Information Services (AIS)		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21014	Air Cargo Law and Convention		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21015	Air Cargo Management	23 TO 27			17 TO 21			10 TO 14		03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21016	Air Cargo Security		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21017	Air Transport Economics	16 TO 20			24 TO 28			31 TO 04			11 TO 15		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21018	Air Transport Statistics		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21019	Air Transportation Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21020	Aircraft Acquisition and Financing	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21021	Aircraft Airworthiness and Air Carrier Certification		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21022	Aircraft De-icing Operations Management	23 TO 27		22 TO 23	17 TO 21			10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21023	Aircraft Financing for Airline Finance		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21024	Aircraft Marshalling and Ramp Hand Signals with RampVR	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21025	Aircraft Recovery		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21026	Aircraft Turnaround Coordination and Loading Supervision	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21027	Aircraft Turnaround Coordination and Loading Supervision with RampVR		06 TO 10		11 TO 14			10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
PSCM21028	Aircraft Weight & Balance Refresher	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21029	Aircraft Weight and Balance		06 TO 10			22 TO 24			28 TO 01					18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21030	Airline Business Foundations			27 TO 31	24 TO 28			31 TO 04				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21031	Airline Business Models and Competitive Strategies - virtual simulation program			14 TO 17		29 TO 31		10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21032	Airline Contract Law	09 TO 13	13 TO 17		24 TO 28				10 TO 11			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21033	Airline Customer Service			27 TO 31			05 TO 09	05 TO 07		27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21034	Airline Customer Service: Strategy Design and Implementation		13 TO 17		17 TO 21				21 TO 24			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21035	Airline Distribution Strategies and e-Commerce			14 TO 17		15 TO 17		05 TO 07		21 TO 24				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21036	Airline Financial Management	16 TO 20			11 TO 14							04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21037	Airline Leading Practices and Cost Reduction Strategies		27 TO 03				13 TO 15	10 TO 14		10 TO 11				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21038	Airline Marketing	16 TO 20			24 TO 28				10 TO 11			16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21039	Airline Revenue Management		13 TO 17			29 TO 31		10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21040	Airline Safety Investigation				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21041	Airline Sales and Key Account Management	16 TO 20	27 TO 03			22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21042	Airline Sales Strategies				03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21043	Airline Security Operations Optimization		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21044	Airline Social Media Strategy			22 TO 23		22 TO 24	13 TO 15					25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21045	Airlines Understanding and Adopting NDC	16 TO 20			24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21046	Airport Certification and Infrastructure Standards		27 TO 03				05 TO 09			27 TO 29	03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21047	Airport Development and Infrastructure Design	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21048	Airport Extreme Weather Operations and Planning		13 TO 17				13 TO 15			27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21049	Airport Financial Management	16 TO 20		14 TO 17		29 TO 31		31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21050	Airport Marketing & Corporate Communications Strategies		06 TO 10		17 TO 21		26 TO 28				04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21051	Airport Master Planning			14 TO 17		29 TO 31		24 TO 28				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21052	Airport Operations - Advanced		13 TO 17		24 TO 28		05 TO 09			27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21053	Airport Privatization and Transfer of Ownership			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21054	Airport Route Development and Commercial Management		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21056	Airport Services - Passenger Handling			22 TO 23			26 TO 28				18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21057	Airport Slots and Coordination	16 TO 20				22 TO 24		24 TO 28				30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21058	Airport Strategic Management with Business Simulation	16 TO 20			24 TO 28				14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21059	Airport Terminal Planning and Design		13 TO 17				29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21060	Airport Total Quality Management (TQM) for Airports			27 TO 31						21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21061	Airside Operations - Safety Compliance		22 TO 24				08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21062	Ancillary Revenue Strategies			27 TO 31	17 TO 21		19 TO 23			28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21063	ATC Team Resource Management (TRM) and Safety	23 TO 27			17 TO 21				10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21064	Audit, Quality and Risk Management for Temperature Controlled Cargo			27 TO 31		22 TO 24	13 TO 15			28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21065	Aviation Cyber Security	16 TO 20		14 TO 17						10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21066	Aviation English Language Solution - Training	16 TO 20			11 TO 14				10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21067	Aviation Internal Auditor		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21068	Aviation Law for Managers (non-lawyers)				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21069	Aviation Law for Route Network Development	16 TO 20		09 TO 10		22 TO 24				14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21070	Aviation Lead Auditor	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21071	Aviation Leadership Development Program		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21072	Aviation Policy and Advocacy	09 TO 13			24 TO 28				10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21073	Aviation Security Crisis Management Simulation		27 TO 03			15 TO 17				10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21074	Aviation Security Management	23 TO 27			11 TO 14	15 TO 17				10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21075	Aviation Security Management - Advanced			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21076	Aviation Security Train the Trainer		13 TO 17		17 TO 21				10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21077	Aviation Strategy Execution Program			14 TO 17		15 TO 17				10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21078	Aviation System Block Upgrades (ASBus) Implementation	16 TO 20			11 TO 14				10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21079	AVSEC Background Vetting and Insider Threat Mitigation		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21080	Baggage Claims and Proration	23 TO 27		14 TO 17		15 TO 17				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21081	Baggage Handling Services and Systems				11 TO 14				10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21082	Baggage Tracking - Implementation and Compliance	09 TO 13			11 TO 14				05 TO 07		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21083	Behavioral Analysis and Predictive Screening Strategies		13 TO 17	27 TO 31		22 TO 24		14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21084	Benchmarking and Best Practices for Air Navigation Service Providers	23 TO 27		27 TO 31			13 TO 15	28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21085	Best Practices for Optimizing Warehouse Safety		06 TO 10		11 TO 14		10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21086	Bid, Tender and Specification Writing	16 TO 20		22 TO 23			26 TO 28			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21087	Big Data Analytics for Supply Chain Optimization		06 TO 10			22 TO 24		28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21088	BSP and BSPLink Training for Airlines			27 TO 31	24 TO 28			31 TO 04		11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21089	BSP and BSPLink Training for Travel Agents			14 TO 17		29 TO 31	10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21090	Building Teamwork and Stakeholder Management	09 TO 13	13 TO 17		24 TO 28			10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21091	Business Aviation Handling and Fixed-Base Operations, FBO			27 TO 31			05 TO 09	05 TO 07		27 TO 29			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21092	Business Ethics		13 TO 17		17 TO 21			21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21093	Business Partnering for Airline Finance			14 TO 17		15 TO 17		05 TO 07		21 TO 24		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21094	Business Publishing	16 TO 20			11 TO 14					04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21095	Business Transformation for ANS Providers		27 TO 03				13 TO 15	10 TO 14		10 TO 11		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21096	CAA Compliance with ICAO SARPS	16 TO 20			24 TO 28			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21097	Card Payment Policies and Fraud Prevention		13 TO 17			29 TO 31	10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21098	Cargo Accident Investigation and Prevention				24 TO 28			31 TO 04			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21099	Cargo Airline Customer Service	16 TO 20	27 TO 03			22 TO 24		14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21100	Cargo Airline Management with Business Simulation				03 TO 06		05 TO 09			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21101	Cargo Business Development for Airports		13 TO 17			08 TO 12			11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21102	Cargo Business Intelligence (BI) and Competition Analysis			22 TO 23		22 TO 24	13 TO 15			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21103	Cargo Business Strategy and Planning Management	16 TO 20			24 TO 28			31 TO 04			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21104	Cargo Claims and Complaint Handling		27 TO 03				05 TO 09		27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21105	Cargo Marketing and Advertising	23 TO 27			11 TO 14	15 TO 17		10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21106	Cargo Operations Oversight for Airports		13 TO 17				13 TO 15		27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21107	Cargo Proration	16 TO 20		14 TO 17		29 TO 31		31 TO 04			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21108	Cargo Revenue Accounting Procedures		06 TO 10		17 TO 21		26 TO 28		04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PSCM21109	Cargo Revenue Management with Optimization Simulations			14 TO 17		29 TO 31		24 TO 28		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		

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PSCM2110	Cargo Route Development Optimization		13 TO 17		24 TO 28		05 TO 09				27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2111	Cargo Sales and Key Account Management			27 TO 31						21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2112	Cargo Skills and Procedures		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2113	Cargo Warehouse Operations	23 TO 27			17 TO 21			10 TO 14			27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2114	Cargo XML Messaging and Standards	16 TO 20			17 TO 21		19 TO 23		10 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2115	CEIV Pharma Refresher course for Key Personnel			09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2116	Change Management			27 TO 31			05 TO 09				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2117	Change Management for Airline Finance		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2118	Civil Aviation Management			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2119	CHS/ATM Planning Master Class			14 TO 17			29 TO 31					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2120	Collaborative Decision Making (CDM) and Air Traffic Flow Management (ATFM)	09 TO 13			24 TO 28				31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2121	Complex Procurement & Vendor Management			27 TO 31			05 TO 09				11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2122	Consumer Protection in Air Transport		13 TO 17		17 TO 21			10 TO 14					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2123	Contract and Procurement			14 TO 17		15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2124	Corporate Risk Management	16 TO 20						10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2125	Cost Management for Airline Finance		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2126	Cost Reduction Strategies for Air Navigation Service Providers (ANSPs)		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2127	Cost Reduction techniques for effective Procurement	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2128	Crew Resource Management (CRM) Implementation				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2129	Crew Resources Management for Instructors (CRM)			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2130	Crisis Communications and Media Response for Airport and Station Managers		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2131	Customer Service - An Aviation Perspective			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2132	Customer Service for Civil Aviation Authorities (CAA) and Air Navigation Service (ANS) Providers	23 TO 27			11 TO 14			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2133	Dangerous Goods Management and Regulatory Updates		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2134	Dangerous Goods Regulations (DGR) - Instructor Refresher		22 TO 24				05 TO 09		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM2135	Dangerous Goods Regulations (DGR) - Shippers and Packers - Category 1, 2	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21136	Dangerous Goods Regulations (DGR) for Auditors and Inspectors		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21137	Dangerous Goods Regulations (DGR) for Cabin Crew, Passenger Handling			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21138	Dangerous Goods Regulations (DGR) for Flight Crew and Load Planners	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21139	Dangerous Goods Regulations (DGR) for General Cargo Acceptance Personnel		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21140	Dangerous Goods Regulations (DGR) for Ramp and Warehouse Personnel	23 TO 27			11 TO 14	15 TO 17		10 TO 11						Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21141	Dangerous Goods Regulations (DGR) Initial Category 3	23 TO 27					05 TO 09			11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21142	Dangerous Goods Regulations (DGR) Initial Category 6		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21143	Dangerous Goods Regulations (DGR) Recurrent Category 3	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21144	Dangerous Goods Regulations (DGR) Recurrent Category 6	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21145	Data Management, Security and Warehousing	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21146	Data Protection – Key Principles and International Framework		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21147	Decision Support and Analytics for Airline Finance				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21148	Demand Management in the Public Sector	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21149	Demand Planning and Forecasting	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21150	Deregulation and Open Skies, Alliances, Equity Partnerships and Strategic		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21151	Developing an Effective Safety Culture	09 TO 13			24 TO 28			10 TO 14				05 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21152	Developing Proficiencies in Procurement Management		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21153	Developing Purchasing Policies, Processes and SLAs	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21154	Distribution & Warehousing			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21155	Document Control Systems		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21156	Dynamic Simulation of Supply Chain and Logistics			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21157	e-Cargo Business Process and Standards	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21158	e-Procurement : Developing, Implementing and Managing the Complete Process		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21159	Effective Expediting in the Supply Chain	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PSCM21161	Effective Fleet Operation and Management	16 TO 20	27 TO 03			22 TO 24		24 TO 28					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21162	Effective Inventory & Store Management		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21163	Effective Procurement Management	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21164	Effective Stock Taking, Warehouse and Logistics Management		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21165	Effective Stores & Inventory Control		06 TO 10	22 TO 23		22 TO 24	13 TO 15							Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21166	Effective Tender Preparation and Evaluation Techniques	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21167	Emergency Planning and Response for Airlines	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21168	Emergency Planning and Response for Airports and GSPs		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21169	Emergency Response Planning (ERP) for Civil Aviation Authorities (CAAs) and Air Navigation Service Providers			09 TO 10		22 TO 24		10 TO 14	14 TO 17				14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21170	Estimating and Costing for Imports and Exports			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21171	Excellence in Warehouse and Inventory		13 TO 17		17 TO 21			10 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21172	Executive Aviation Policy	16 TO 20		14 TO 17		15 TO 17			10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21173	Fatigue Risk Management Systems (FRMS)	23 TO 27			03 TO 06		05 TO 09			03 TO 06			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21174	Fatigue Risk Management Systems (FRMS) and Safety Case Training for Regulators		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21175	Fatigue Risk Management Systems (FRMS) for ANS Providers	09 TO 13			24 TO 28			10 TO 14					06 TO 09	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21176	Financial Risk Management for Airline Finance			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21177	Fleet & Road Freight Management – Critical Resources	23 TO 27			11 TO 14			10 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21178	Fleet and Transport Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21179	Fleet Management Safety Management Training			24 TO 28				31 TO 04					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21180	Fleet management skills	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21181	Fleet Operations, Maintenance and Management				24 TO 28		05 TO 09			27 TO 29			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21182	Forecasting and Inventory Management	23 TO 27		27 TO 31		08 TO 12			21 TO 24				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21183	Foundations in Leadership Program		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21184	Foundations of CNS/ATM	16 TO 20				22 TO 24		10 TO 14	14 TO 17				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21185	Frequent Flyer Programs (FFPs), Customer Loyalty Management with Fraud			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27					

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PSCM2186	General Inventory and procurement management	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2187	Global Aviation Competition/Antitrust Law		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2188	Global Procurement & Supply Chain Management		06 TO 10	22 TO 23			13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2189	Global Sourcing Strategy & Smart International Procurement	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2190	Human Factors in Aviation		27 TO 03				05 TO 09					25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2191	Human Factors in Ground Operations	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2192	IATA Trained NDC Consultant	23 TO 27				08 TO 12				11 TO 15	03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2193	IGOM Implementation and Standardized Procedures		27 TO 03		11 TO 14			05 TO 07			03 TO 06	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2194	Importing, Exporting and Transportation	16 TO 20				22 TO 24			14 TO 17			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2195	In-flight Security			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2196	Infectious Substances Shipping Guidelines	23 TO 27	22 TO 24		24 TO 28			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2197	Infectious Substances Transport		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2198	Infectious Substances Transport - Train the Trainer	16 TO 20			11 TO 14			31 TO 04		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM2199	Instructional Design	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21200	Instructional Techniques		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21201	Instructional Techniques for DGR - Categories 4, 5, 7, 8, 9, 10, 11, 12		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21202	Integrated Approach to Passenger Revenue Accounting and Control	16 TO 20			11 TO 14	15 TO 17				11 TO 15			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21203	Integrated Aviation Management System - IAMS		27 TO 03				05 TO 09		28 TO 01				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21204	International Air Law for Lawyers and Legal Professionals			22 TO 23		22 TO 24	13 TO 15				25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21205	International Freight Management	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21206	International Negotiation Skills		27 TO 03				05 TO 09				25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21207	Introduction to Flight Operations Management		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21208	Introduction to the Airline Industry	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21209	Inventory & Stock Control Management			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21210	IOSA Airline Auditor – Flight Operations (FLT) Discipline	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21211	IOSA Airline Auditor – Operational Control and Flight Dispatch (OSP) Discipline		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21212	IOSA Airline Auditor Training	16 TO 20				15 TO 17				11 TO 15	25 TO 27		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PSCM21213	IOSA-SMS Requirements		27 TO 03				05 TO 09		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21214	ISAGO for Auditors	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21215	ISAGO for Ground Service Providers		13 TO 17		11 TO 14	15 TO 17				04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21216	Law of Aviation Insurance	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21217	Leadership Development and Succession Planning		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21218	Leadership in Procurement	16 TO 20		14 TO 17		15 TO 17					03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21219	Leading & Managing Vendor Relations	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21220	Lean - Six Sigma In Aviation		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21221	Legal and Financial Issues for Air Navigation Service Providers				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21222	Legal Aspects in Supply Chain Management & Procurement Contract Law for buyers	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21223	Liquidity Planning for Airline Finance	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21224	Live Animals Transportation		27 TO 03				05 TO 09				25 TO 27	29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21225	Logistics & Supply Chain Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21226	Logistics and Transport Management			27 TO 31		22 TO 24	13 TO 15		28 TO 01		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21227	Logistics Management & Supply Chain (Integrated Global Perspective)	23 TO 27	22 TO 24		24 TO 28			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21228	Low Cost Carrier (LCC) Business Models		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21229	Management and Control of Logistics				11 TO 14	15 TO 17		31 TO 04		11 TO 15		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21230	Management of Air Navigation Services		06 TO 10	22 TO 23		22 TO 24					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21231	Management of Aviation Facilitation	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21232	Management of Aviation Quality and Service		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21233	Management of Live Animals Logistics	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21234	Management of Training			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21235	Managing Accident Prevention and Investigation	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21236	Managing Across Cultures		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21237	Managing Air Cargo Operations	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21238	Managing ATM & the Environment		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21239	Managing Aviation Policy and Regulation		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	



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PSCM21240	Managing Inventory & Cycle Counts	16 TO 20			11 TO 14	15 TO 17					11 TO 15			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21241	Managing People and Teams		27 TO 03				05 TO 09			28 TO 01			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21242	Managing Procurement Contracts: Bid Evaluation, Contract Preparation and Administration			22 TO 23		22 TO 24	13 TO 15					25 TO 27	14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21243	Managing the Creation of Autonomous Civil Aviation Authorities	16 TO 20			24 TO 28				31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21244	Managing the Safety Oversight Function		27 TO 03				05 TO 09					25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21245	Managing Vendor Qualification, Performance & Contract Compliance		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21246	Material Cataloguing, Specifications and Storage Planning	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21247	Materials (Stock) and Warehouse Management			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21248	Materials and Supply Chain Management	16 TO 20			11 TO 14			10 TO 14			04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21249	Medical Issues in Aviation		27 TO 03				13 TO 15		21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21250	Monitoring and Controlling Multiple Projects	16 TO 20				15 TO 17					11 TO 15	25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21251	Namibian Procurement Act Training		27 TO 03				05 TO 09			28 TO 01			29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21252	NDC Awareness for Airline Sales Account Managers	09 TO 13		27 TO 31			13 TO 15				11 TO 15			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21253	NDC Extensive Training for Airlines		13 TO 17		11 TO 14	15 TO 17					04 TO 06		29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21254	Negotiate to Win; Secrets to Improve Your Negotiation Effectiveness	23 TO 27			17 TO 21			10 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21255	Negotiating & Contracting in Procurement & Supply		13 TO 17		17 TO 21			10 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21256	Negotiation Strategies for Better Purchasing Value	16 TO 20		14 TO 17		15 TO 17					03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21257	Network, Fleet and Schedule Planning	23 TO 27			11 TO 14			10 TO 14			04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21258	New Distribution Capability Readiness		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21259	Operational Risk Management (ORM) in Civil Aviation				24 TO 28				31 TO 04				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21260	Operations Management Masterclass	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21261	Optimising Warehouse Performance	23 TO 27			11 TO 14			10 TO 14			04 TO 06		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21262	Passenger Assessment and Travel Document Checks		27 TO 03				05 TO 09					25 TO 27	29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21263	Passenger Data Exchange Programs (API/PNR)	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21264	Passenger Itinerary Accounting and Control	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21265	Passenger Processing Design and Implementation	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSCM21266	Passenger Proration - Advanced	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PSCM21267	Passenger Proration - Fundamentals				17 TO 21			10 TO 14				16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21268	Payment for Airline Finance			22 TO 23		22 TO 24	13 TO 15				14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21269	Performance-Based Navigation (PBN) I	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21270	Performance-Based Navigation (PBN) II	23 TO 27		27 TO 03			05 TO 09						25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21271	Performance-Based Navigation (PBN) Implementation Workshop				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21272	Performance-based Navigation (PBN) Operational Approvals for CAAs and Airlines	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21273	Performing a Procurement GAP Analysis	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21274	Perishable Cargo Transportation		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21275	Phraseology and Safety Training for Air Traffic Controllers and Pilots	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21276	Planning and Strategic Direction in Civil Aviation			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21277	Planning Simulation: Managing Supply and Demand		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21278	Portfolio Management and Corporate Finance Principles	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21279	Process Management for Airline Finance			27 TO 03			05 TO 09			04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21280	Procurement Act Training (Procurement of Goods, Works and Non-Consultancy)		13 TO 17			29 TO 31				11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21281	Procurement and Contracts Management	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21282	Procurement and Supply Chain Management: Best Practices		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21283	Procurement and Vendor Management	23 TO 27		22 TO 23	17 TO 21			10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21284	Procurement Best Practices		06 TO 10			15 TO 17			21 TO 24				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21285	Procurement Bid Evaluation (Procurement Act)	09 TO 13			11 TO 14			05 TO 07		11 TO 15		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21286	Procurement Fraud Audit and Investigation		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21287	Procurement Management	23 TO 27		27 TO 31			13 TO 15		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21288	Procurement Management and Bid Evaluation for Goods, Works, Consultancy and Non-Consultancy (Procurement Act)		06 TO 10		11 TO 14			10 TO 14	10 TO 11				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21289	Procurement Management of Equipment and Works for World Bank Aided Projects	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21290	Procurement of Goods, Works and Non-Consultancy Services (Procurement Act)		06 TO 10			22 TO 24			28 TO 01				18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21291	Procurement Planning Process, Bid Management, Tender and Specification Writing			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21292	The Procurement Professional			14 TO 17		29 TO 31		10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21293	Production Management and Material Requirements Planning	09 TO 13	13 TO 17		24 TO 28				10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21294	Professional Skills for DGR Instructors - Categories 1,2,3,6			27 TO 31			05 TO 09	05 TO 07		27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21295	Project Management for Airline Finance		13 TO 17		17 TO 21				21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21296	Public Procurement Processes & Management - (Procurement of Goods, Works and Non-Consultancy Services)			14 TO 17		15 TO 17		05 TO 07		21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21297	Purchasing and Materials Flow Management	16 TO 20			11 TO 14						04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21298	Purchasing Management and Cost Saving Techniques		27 TO 03				13 TO 15	10 TO 14		10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21299	Purchasing Procurement Inventory Management and Procurement Act	16 TO 20			24 TO 28				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21300	Purchasing, Procurement & Inventory Management		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21301	Quality Management (QMS) for Airlines	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21302	Quality Management System (QMS) Awareness	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21303	Quality Management Systems (QMS) for Civil Aviation Authorities (CAA)	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21304	Quality Management Systems (QMS) Implementation		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21305	Re-imagining Passenger Experience Through Design Thinking		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21306	Recurrent Aviation Security Training	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21307	Revenue Management and Pricing with simulation				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21308	Revenue Management Expert Training with the Revenue Management simulator			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21309	Revenue Management for Practitioners with simulation		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21310	Risk Management Implementation			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21311	Risk Management in the Supply Chain	23 TO 27			11 TO 14			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21312	Root Cause Analysis		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21313	Root Cause Analysis for Civil Aviation Authorities and Air Navigation Service Providers		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21314	Route Forecasting and Development	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21316	Safety (SMS) and Quality Management (QMS) Processes in Civil Aviation		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21317	Safety Interviewing of Aviation Agents and Witnesses	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21318	Safety Management System (SMS) Recurrent		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21319	Safety Management Systems (SMS) - Implementation and Control	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21320	Safety Management Systems (SMS) - Train the Trainer			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21321	Safety Management Systems (SMS) for Airlines		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21322	Safety Management Systems (SMS) for Airports	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21323	Safety Management Systems (SMS) for Cargo Airline		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21324	Safety Management Systems (SMS) for Civil Aviation			09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21325	Safety Performance Indicators			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21326	Safety Risk Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21327	Safety, Legal and Regulatory Aspects of Unmanned Aircraft Systems (UAS)			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21328	Sales Accounting and Control			14 TO 17		29 TO 31					03 TO 06	13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21329	SAP SCM Inventory Management	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21330	Security Audit and Quality Control			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21331	Security Checkpoint Management		13 TO 17		17 TO 21			10 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21332	Security Financial Planning and Optimization			14 TO 17		15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21333	Security Management Systems	16 TO 20						10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21334	Security Risk and Crisis Management			27 TO 03			13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21335	Security X-ray Screening Operations		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21336	Senior Civil Aviation Management	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21337	Service Level Agreements (SLA); Understanding Buyers & Vendor Roles				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21338	SGHA Version 2018 & SLA Refresh			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21339	SGHA-SLA and Effective Negotiation Behaviors		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21340	Ship Chartering, Laytime & Demurrage Masterclass		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21341	Shipping Lithium Batteries by Air		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21342	Standard Line Maintenance Agreements	16 TO 20		14 TO 17				10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21343	State Safety Program (SSP)		13 TO 17		17 TO 21			10 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21344	Station / Ground Handling Management	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21345	Station Operations Control		06 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21346	Stock & Warehouse Management			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21347	Stock Control and Stores Management Skills		13 TO 17		24 TO 28		05 TO 09			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21348	Stock Management, Forecasting and Demand Planning			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21349	Store Keeping and Inventory Management		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21350	Strategic Cost and Value Management in the Supply Chain				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21351	Strategic Management for Civil Aviation Authorities			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21352	Strategic Procurement & Vendor Negotiation Skills	16 TO 20				22 TO 24		24 TO 28			30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21353	Strategic Procurement, Projects & Contracts Management	16 TO 20			24 TO 28				14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21354	Strategic Skills for Procurement		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21355	Strategic Sourcing and Commodity Management	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21356	Strategic Sourcing: 7 Steps for Better Procurement Value		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21357	Strategic Sourcing: The Optimum Approach to Buying	23 TO 27			17 TO 21			10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21358	Supplier Relationship Management (SRM) and Operational Excellence		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21359	Supply Chain and Logistics Management			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21360	Supply Chain Effectiveness Audit		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21361	Supply Chain Management	09 TO 13		27 TO 31			13 TO 15			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21362	Supply Chain Management Bid Committees		13 TO 17				26 TO 28		04 TO 06			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21363	Supply Chain Management for Junior Practitioners	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21364	Supply Chain Management for Junior Procurement Officers	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21365	Supply Chain Management for Public Officials		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21366	Supply Chain Management for Senior Practitioners			09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21367	Supply Chain Operations: Principles for Continuity and Sustainability			27 TO 31				05 TO 09			11 TO 15	25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21368	Supply Chain Risk Management: Identify, Analyze, Respond and Manage Risks		13 TO 17		17 TO 21			10 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21369	Supply Market Analysis	16 TO 20		14 TO 17		15 TO 17			10 TO 11			03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21370	System Wide Information Management (SWIM)	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21371	Tax Planning and Compliance for International Airline Professionals		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21372	Temperature Controlled Cargo Operations	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21373	Temperature-Controlled Container Operations	23 TO 27			17 TO 21			10 TO 14		27 TO 29			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21374	Tendering: Contract Preparation and Bid Evaluation	16 TO 20			17 TO 21		19 TO 23		10 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21375	The Effective Procurement Manager	23 TO 27		22 TO 23			26 TO 28				11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21376	The Successful Buyer				17 TO 21			10 TO 14			16 TO 19			14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21377	Threat and Error Management (TEM) in ATM			22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21378	Train the Trainer for CNS, AIS and MET	16 TO 20			11 TO 14			10 TO 14		04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21379	Transforming Customer Satisfaction Data into Actionable Insight	23 TO 27		27 TO 03			05 TO 09						25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21380	Transport of Dangerous Goods by Sea				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21381	Transportation and Warehousing	16 TO 20		09 TO 10		22 TO 24			14 TO 17				14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21382	Understanding NDC	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21383	Understanding NDC Architecture		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21384	Vehicle Fleet Development & Management	09 TO 13			24 TO 28			10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21385	Warehouse and Stores Management			27 TO 03		15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21386	Warehousing and Inventory Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21387	Waste Management	16 TO 20			24 TO 28				31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21388	Winning Tenders, Bids and Proposals			27 TO 03			05 TO 09			04 TO 06			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21389	Advanced Logistics and Supply Chain Management		13 TO 17			29 TO 31				11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21390	Contract Drafting, Negotiation Skills and Procurement Management	16 TO 20		27 TO 31			05 TO 09		14 TO 17			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21391	E-Procurement		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21392	Environmental Procurement	23 TO 27		22 TO 23	17 TO 21			10 TO 14				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21393	Evaluating, Rating and Selecting Suppliers		06 TO 10			15 TO 17				21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PSCM21384	Logistics and Facility Management	09 TO 13			11 TO 14			05 TO 07			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21395	Managing Logistics in the Supply Chain		13 TO 17	27 TO 31		22 TO 24				14 TO 17				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21396	Managing the Contract & Supplier Relationships	23 TO 27		27 TO 31			13 TO 15			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21397	Procurement Management for World Bank Funded Projects		06 TO 10		11 TO 14			10 TO 14	10 TO 11				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21398	Procurement Policy Implementation	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21399	Production Planning & Inventory Control		06 TO 10			22 TO 24				28 TO 01				18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21400	Purchasing & Supply Management			27 TO 31	24 TO 28			31 TO 04				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21401	Purchasing and Cost Saving Techniques			14 TO 17		29 TO 31		10 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21402	Specifying Requirements & Planning Supply	09 TO 13	13 TO 17		24 TO 28					10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21403	Stores and Inventory Control Management			27 TO 31			05 TO 09	05 TO 07			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21404	Strategic Logistics: Planning and Management		13 TO 17		17 TO 21					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21405	Understanding the Corporate Environment			14 TO 17		15 TO 17		05 TO 07		21 TO 24				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21406	Warehouse and Retail Logistics	16 TO 20			11 TO 14							04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21407	Warehouse Operations and Management			27 TO 03			13 TO 15	10 TO 14			10 TO 11			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21408	Project Procurement, Contracting and Tendering	16 TO 20			24 TO 28					10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21409	Purchasing Management, Tendering & Supplier Selection		13 TO 17			29 TO 31		10 TO 14			04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSCM21410	Purchasing, Procurement And Inventory Management				24 TO 28			31 TO 04					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



**PROJECT  
MANAGEMENT.**

2023 TRAINING CALENDAR

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PM21001	Advanced Intelligent Transportation Systems	16 TO 20	27 TO 03			22 TO 24		14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21002	Advanced Monitoring & Evaluation				03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21003	Advanced Project Economics & Risk Management for Professionals		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21004	Advanced Project Economics, Risk & Decision Analysis			22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21005	Advanced Project Management	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21006	Advanced Project Management Incl. MS Projects	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21007	Applying Project Control	23 TO 27		22 TO 23		26 TO 28				11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21008	Auditing of Projects and Contractors: Terminology, Concept & Applications				17 TO 21			10 TO 14			16 TO 19		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21009	Best Practices in Projects Technical Library & Digitalization		06 TO 10			22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21010	Business Analysis for Project Success	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21011	Business Analysis within a Project Environment	23 TO 27		27 TO 03				05 TO 09				25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21012	Construction Project Management				24 TO 28				31 TO 04				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21013	Construction Supervision Skills	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21014	Cost Analysis of Plug and Abandonment Operations	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21015	Decision Making in Projects		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21016	Decision Making in Projects (Engineering)	09 TO 13			24 TO 28			10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21017	Delivering Successful Projects			27 TO 03		15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21018	Developing Key Leadership Skills to Deliver Better Projects		06 TO 10	22 TO 23		22 TO 24	13 TO 15						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21019	Developing Project Strategy	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21020	Development Projects, Concepts and Facilities		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21021	Effective Project Coordination & Management	16 TO 20			24 TO 28				31 TO 04	11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21022	Feasibility Analysis			27 TO 03			05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21023	Feasibility Studies: Preparation, Analysis and Evaluation	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21024	Grant Project Proposal Drafting			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21025	Improved Lean Project Management Practices for Offshore and Marine Developments		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21026	Log-framer training	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PM21027	Managing Agile Projects	23 TO 27			11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21028	Managing Business Requirements Using a Project Framework		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21029	Managing IT Projects Effectively				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21030	Managing Multiple Projects, Objectives and Deadlines	09 TO 13			11 TO 14			04 TO 07		11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21031	Managing Project Control		13 TO 17	27 TO 31		22 TO 24			14 TO 17			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21032	Managing Projects with MS Project 2016	23 TO 27		27 TO 31			13 TO 15		28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21033	Mastering Project Management		06 TO 10		11 TO 14			10 TO 14	10 TO 11			06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21034	Mastering Project Metrics, KPIs and Dashboards	16 TO 20		22 TO 23		26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21035	Microsoft Project (MS Project)		06 TO 10			22 TO 24			28 TO 01			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21036	Monitoring and Evaluation (M&E)			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21037	Monitoring And Evaluation (M&E) Of Government Projects			14 TO 17		29 TO 31		10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21038	Offshore & Marine Projects Risks Management	09 TO 13	13 TO 17		24 TO 28				10 TO 11		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21039	Offshore Project Assessment			27 TO 31			05 TO 09	04 TO 07		27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21040	Outcomes-Based Monitoring and Evaluation Implementation		13 TO 17		17 TO 21				21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21041	Petroleum Project Economics & Risk Analysis			14 TO 17		15 TO 17		04 TO 07		21 TO 24			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21042	Planning, Organising & Controlling Projects	16 TO 20			11 TO 14						04 TO 06	06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21043	Policies Development for Monitoring and Evaluation (M&E)		27 TO 03				13 TO 15	10 TO 14		10 TO 11		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21044	Portfolio Management Professional	16 TO 20			24 TO 28				10 TO 11		16 TO 19			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21045	Professional Project Analyst		13 TO 17			29 TO 31		10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21046	Project & Event Management Masterclass				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21047	Project Analysis: Tools & Techniques for Managing Risk & Uncertainty	16 TO 20	27 TO 03			22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21048	Project Budgeting & Cost Management				03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21049	Project Cost Management - Estimating, Budgeting and Value		13 TO 17			08 TO 12				11 TO 15		18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21050	Project Estimating and Procurement			22 TO 23		22 TO 24	13 TO 15				25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21051	Project Execution	16 TO 20			24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21052	Project Financial Control & Project Management		27 TO 03				05 TO 09			27 TO 29	03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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PM21053	Project Management (Basic to Intermediate)	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21054	Project Management & Compliance		13 TO 17				13 TO 15			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21055	Project Management and Implementation; Going Practical and Beyond PMI Best Practices	16 TO 20		14 TO 17		29 TO 31		31 TO 04				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES		
PM21056	Project Management Essentials		06 TO 10		17 TO 21		26 TO 28			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21057	Project Management for Donor Funded Projects			14 TO 17		29 TO 31		24 TO 28			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21058	Project Management for Non-Project Professionals		13 TO 17		24 TO 28		05 TO 09			27 TO 29				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21059	Project Management for Transport Infrastructure			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21060	Project Management PRINCE 2		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21061	Project Management Principles and Practices in Organisations	23 TO 27			17 TO 21			10 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21062	Project Management Professional	16 TO 20			17 TO 21		19 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21063	Project Management Skills	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21064	Project Management: - Going Practical and Beyond PMI Best Practices		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21065	Project Management: - Scope, Communication, Budget, Monitoring, Control, Execution and Project Closure Management		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21066	Project Monitoring and Evaluation (M&E)	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21067	Project Performance Measurement and Management				11 TO 14			10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21068	Project Planning, Monitoring and Evaluation			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21069	Project Policy & Financial Appraisal		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21070	Project Quality Management Workshop			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21071	Project Risk Management	23 TO 27			11 TO 14			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21072	Protocol, Public Relations and Events Management		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21073	Results-Based Monitoring and Evaluation		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21074	Risk Management Professional	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21075	Road Geometric Design	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21076	Stakeholders Management-Achieving Consensus for Successful Project Execution		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21077	Strategic Project Leadership in An Uncertain World	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PM21078	Technical Project Management		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PM21079	The Project Management Professional	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21080	Understanding and Analyzing the Public Sector Budget			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21081	Vehicle Control Systems		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21082	Working Effectively in Project Teams	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21083	Advanced Project Monitoring and Evaluation		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21084	Advanced Project Analysis and Evaluation			09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21085	Advanced project finances Analysis			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21086	Advanced Project Monitoring and Evaluation for Development Projects		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21087	Effective Planning & Scheduling			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21088	Gender Sensitive Project Planning and Management			14 TO 17			29 TO 31				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21089	Methods and tools for project monitoring and evaluation	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21090	Monitoring and evaluation of community and development project projects			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21091	Negotiation Skills on Energy Projects and Supervision of International Contracts		22 TO 24			08 TO 12		19 TO 21				11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21092	Participatory project planning and Management				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21093	Private Public Partnerships for Development Projects			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21094	Project Design Planning and Management	16 TO 20				22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21095	Project Design, Proposal Writing and Fund Raising	16 TO 20			24 TO 28				14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21096	Project Finance Analysis		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21097	Project Cycle Management	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21098	Project Management for PAs, Secretaries and Administrators		06 TO 10			29 TO 31			28 TO 01			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21099	Project Management Skills for Non-Project Managers	23 TO 27			17 TO 21			10 TO 14			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21100	Project planning and management for NGOs		06 TO 10			15 TO 17			21 TO 24			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21101	Results Based Monitoring and Evaluation of development projects			14 TO 17				24 TO 28		04 TO 06			04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21102	Strategic financial management of NGO Projects		13 TO 17		24 TO 28				10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21103	Sustainable Development Projects in Rural Communities	09 TO 13		27 TO 31				13 TO 15		11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
PM21104	Project Portfolio Management		13 TO 17				26 TO 28			04 TO 06		29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21105	Advanced Project Management Incl. Microsoft Project	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PM21106	Agile Project Management Basics	09 TO 13		14 TO 17				04 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES



**PUBLIC SECTOR  
MANAGEMENT.**

2023 TRAINING CALENDAR

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
PSM21001	Advanced Intelligent Transportation Systems	23 TO 27	22 TO 24		24 TO 28			13 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21002	Advanced Public Relations and Customer Care		22 TO 24				05 TO 09		21 TO 24			03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21003	Asset Management for the Public Sector	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21004	Audit Readiness: Reporting on Predetermined Objectives		06 TO 10	22 TO 23		22 TO 24	13 TO 15						14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21005	Best Practices for Protocol Officers	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21006	Board Induction Training		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21007	Building Inspection Skills			27 TO 31	24 TO 28			31 TO 04				11 TO 13		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21008	Building Inspection Skills Advanced	09 TO 13					29 TO 31				11 TO 15		20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21009	Building Inspection Skills Training and Familiarization			27 TO 31					21 TO 24			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21010	Building Plans Scrutinizing and Administrative Skills	23 TO 27			17 TO 21			13 TO 14		27 TO 29			14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21011	Business Presentation and Public Speaking in the Public Sector	16 TO 20			17 TO 21		20 TO 23		10 TO 11				20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21012	Communicating With Tact, Diplomacy and Professionalism	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21013	Competition Act Workshop for Public Sector Enterprises		27 TO 03				13 TO 15		21 TO 24			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21014	Consultation, engagement & stakeholder management		13 TO 17		17 TO 21			13 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21015	Corporate Governance and Board Competency	16 TO 20		14 TO 17					10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21016	Corporate Governance and Board Leadership				11 TO 14			13 TO 14		04 TO 06			20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21017	Corporate Governance for Councilors			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21018	Corporate Governance in The Public Service		13 TO 17		17 TO 21			13 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21019	Corporate Governance Principles, Policies and Best Practices			14 TO 17		15 TO 17			10 TO 11			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21020	Corporate Governance, Business ethics and Social Responsibility in the Public Services	23 TO 27			11 TO 14			13 TO 14					20 TO 24	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21021	Crucial Written Communications For Public Service Officers		27 TO 03				22 TO 24	13 TO 15		21 TO 24		03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21022	Customer Care, Stress Management, Etiquette and Protocol Skills		22 TO 24				05 TO 09		21 TO 24			03 TO 06		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21023	Customer Service for the Public Sector	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	
PSM21024	Developing Effective Public Policy & Policy Delivery	23 TO 27			17 TO 21			13 TO 14				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21025	Diplomatic Protocol and Etiquette Skills		06 TO 10	22 TO 23		22 TO 24	13 TO 15						14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES	

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PSM21026	Effective Disciplinary Hearings as Per Public Service Act 13 Of 1995 Workshop	16 TO 20			24 TO 28			31 TO 04			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES
PSM21027	Effective Fleet & Transport Management Skills in the Public Sector		27 TO 03				05 TO 09						29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES
PSM21028	Effective Government Relations	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES
PSM21029	Effective Policy Analysis & Development			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES
PSM21030	Effective utilisation of legislative and municipal committees		13 TO 17		17 TO 21			13 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES
PSM21031	Empowering Responsible Leaders in Local Government	16 TO 20		14 TO 17		15 TO 17			10 TO 11				04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21032	Executive Development Programme For Local Government Leadership	23 TO 27			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21033	Finance & Accounting Essentials for the Non-Financial Manager in the Public Sector		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21034	Good Governance In Public Service				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21035	Governance and Leadership in Public Sector Management				11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21036	GRAP/IPSAS Financial Reporting	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21037	Implementation of Public Service Standards	16 TO 20			17 TO 21		20 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21038	Improving Public Sector Performance in the 21st Century	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21039	Information Management for Senior Manager				17 TO 21			13 TO 14			16 TO 18		14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21040	Intelligent Transportation Systems Architecture, Engineering Processes & Standards			22 TO 23		22 TO 24	13 TO 15			14 TO 17		25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21041	International Protocol and Diplomacy Skills	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21042	IPSAS (International Public Sector Accounting Standards)	23 TO 27	27 TO 03				05 TO 09					25 TO 27		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21043	Local Authority Billing Skills				24 TO 28			31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21044	Local Government Councilors Training	16 TO 20		09 TO 10		22 TO 24			14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21045	Local Government Debt Management	23 TO 27			03 TO 06		05 TO 09				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21046	Local Government Ethics, Budgeting and Risk Management		13 TO 17			08 TO 12				11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21047	Local Government Strategic Capability and Leadership Skills	09 TO 13			24 TO 28			13 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21048	Management And Protection Of Information (MPI)		27 TO 03			15 TO 17			10 TO 11	18 TO 22				Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21049	Management of Informal Trading		06 TO 10	22 TO 23		22 TO 24	13 TO 15					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	
PSM21050	Managing Policy Projects	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola; Kenya		YES	



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PSM21051	Megaproject Management in Traffic Engineering		27 TO 03				05 TO 09				04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21052	Monitoring And Evaluation (M&E) Of Government Projects		13 TO 17			29 TO 31				11 TO 15			14 TO 17	13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21053	Monitoring and Evaluation for the Public Sector	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21054	Municipal Cash Handling and Customer Care		06 TO 10			29 TO 31			28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21055	Municipal Finance Management	23 TO 27		22 TO 23	17 TO 21			13 TO 14			25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21056	Municipal Integrated Development Planning		06 TO 10			15 TO 17			21 TO 24				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21057	Municipal Public Accounts Committee	09 TO 13			11 TO 14			05 TO 07		11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21058	Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders		13 TO 17	27 TO 31		22 TO 24			14 TO 17				04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21059	Peace Officers Refresher Training	23 TO 27		27 TO 31			13 TO 15		28 TO 01				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21060	People Management and Empowerment for Senior Managers		06 TO 10		11 TO 14			13 TO 14	10 TO 11				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21061	People Management for Public Sector Managers	16 TO 20		22 TO 23			26 TO 28					11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21062	Performance Management System in Government and Accountability of Public Officers		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21063	Policy Development and Analysis in Public Sector	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21064	Policy Management, Implementation and Analysis in the Public Sector			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21065	Political / Administrative Alignment in the Public Sector		13 TO 17		17 TO 21			13 TO 14					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21066	Procurement and Supply Chain Management in the Public Sector			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21067	Project Management for Public Officials	16 TO 20			11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
PSM21068	Public Enterprises Strategic Marketing Planning (An in-depth course on SOEs Strategic Marketing Planning)		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21069	Public Finance Refresher And Appropriation Programme	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21070	Public Financial Management				11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
PSM21071	Public Financial Management for Non-Financial Managers	16 TO 20	27 TO 03			22 TO 24	24 TO 28					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES	
PSM21072	Public Financial Management for Public Sector Managers		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21073	Public Policy, Problem Solving and Analysis for Public Sector Managers	09 TO 13			24 TO 28			13 TO 14					06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21074	Public Procurement Act - Namibia		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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PSM21076	Public Sector Innovation and Smart Cities	16 TO 20			24 TO 28			31 TO 04			03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21077	Public Sector Risk Management	09 TO 13		14 TO 17				05 TO 07					04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21078	Road Asset Management		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21079	Smart City Mobility Applications			09 TO 10		22 TO 24		13 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21080	SME Development			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21081	Solid Waste Disposal & Management for Local Authorities		13 TO 17		17 TO 21			13 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21082	Spatial Planning, Land Use Management and Urban Development Dynamics			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21083	Strategic Capability and Leadership for Public Sector Managers			14 TO 17		29 TO 31					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21084	Strategic Leadership in Government	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21085	Strategic Planning and Policy Formulation for Public Officials			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21086	Supply Chain Management Bid Committee		13 TO 17		17 TO 21			13 TO 14				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21087	Supply Chain Management for Public Officials			14 TO 17		15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21088	The Complete Course on How to Supervise Public Sector	16 TO 20						13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21089	Tourism, Marketing and Town development		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21090	Traffic Project –From Idea to Construction		13 TO 17		17 TO 21			13 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21091	Urban Town planning	16 TO 20		14 TO 17					10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21092	Working Safely with the Public - Dealing with Confrontation, Intimidation and Aggression				11 TO 14			13 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21093	Writing Effective Policies & Procedures			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21094	Written Communications Skills for Public Service Officers		13 TO 17		17 TO 21			13 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21095	Digital Government Transformation			14 TO 17		15 TO 17			10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21096	E-Government and E-Governance: Digital Government in Public Service Course	23 TO 27			11 TO 14			13 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21097	Government and Organizational Transparency in Information, Communication and Business		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21098	Economic Regulation and Pricing		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES
PSM21099	Economic Analysis and Data Analytics	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya		YES

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PSM21100	Public Administration, Policy Analysis and Governance	23 TO 27	22 TO 24		24 TO 28			13 TO 14					29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21101	Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21102	Public Administration, Policy Analysis and Governance	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21103	Public Debt Management		06 TO 10	22 TO 23		22 TO 24	13 TO 15						14 TO 17	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21104	Public Sector Management Strategies and Policies	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21105	Research Methodology and Analysis for Government Officers		27 TO 03				05 TO 09						29 TO 01	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21106	Local Authorities Resources Mobilization and Management			27 TO 31	24 TO 28			31 TO 04			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21107	Government Relations and Public Affairs	09 TO 13				29 TO 31				11 TO 15		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21108	Public Policy Analysis, Formulation And Management			27 TO 31					21 TO 24		03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21109	E-Governance And Challenges Of E-Service Delivery In The Public Service	23 TO 27			17 TO 21			13 TO 14		27 TO 29		14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21110	Result-Based Management (Rbm) For The Public Sector	16 TO 20			17 TO 21		20 TO 23		10 TO 11			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21111	Government Relations and Public Affairs	23 TO 27		22 TO 23			26 TO 28			11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
PSM21112	Meter Reading & Customer Service		27 TO 03				13 TO 15		21 TO 24		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

The SAP logo is displayed in white, bold, uppercase letters. The letter 'A' is stylized with a red dot above it. The background of the entire page features a series of curved, parallel lines in various shades of red and black, creating a sense of motion and depth.

**SAP.**

2023 TRAINING CALENDAR

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CODE	COURSE TITLE	DATES												COUNTRY	ONLINE	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
SAP21001	SAP AC Accounting Customizing II: Special G/L Transactions, Document Parking, Validation & Substitution, Archiving	16 TO 20		14 TO 17						10 TO 11		03 TO 06		04 TO 08	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21002	SAP AC Asset Accounting	16 TO 20			11 TO 14				10 TO 14		04 TO 06		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21003	SAP AC Basics of Customizing for Financial Accounting: General Ledger, Accounts Receivable, Accounts Payable		27 TO 03			22 TO 24	13 TO 15			21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21004	SAP AC Business Processes in Financial Accounting				24 TO 28				31 TO 04				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21005	SAP AC Business Processes in Management Accounting (Controlling) for Service Industries and Public Sector	16 TO 20		09 TO 10		22 TO 24				14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21006	SAP AC Cash Management	23 TO 27			03 TO 06		05 TO 09					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21007	SAP AC Financial Accounting Customizing I (Payment Run, Dunning Run, Correspondence)		13 TO 17			08 TO 12					11 TO 15			18 TO 22	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21008	SAP AC Financial Closing	09 TO 13			24 TO 28				10 TO 14				06 TO 09		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21009	SAP AC New General Ledger Accounting (in SAP ERP)		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21010	SAP AC Parallel Accounting Standards / New GL	23 TO 27			11 TO 14	15 TO 17			10 TO 11				29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21011	SAP Advanced Planning and Optimization			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21012	SAP Basis		13 TO 17		17 TO 21			10 TO 14				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21013	SAP Business Intelligence			14 TO 17		15 TO 17			10 TO 11	03 TO 06		04 TO 08			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21014	SAP CA Reporting in Financials	16 TO 20			11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21015	SAP Controlling		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21016	SAP Customer Relation Management	23 TO 27		14 TO 17		15 TO 17			10 TO 11		16 TO 19				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21017	SAP ERP – Human Capital Management Training				11 TO 14			10 TO 14		04 TO 06		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21018	SAP ERP Fundamentals	16 TO 20	27 TO 03			22 TO 24		24 TO 28				29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21019	SAP ERP Human Capital Management (HCM) Overview		13 TO 17			08 TO 12				11 TO 15			18 TO 22		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21020	SAP ERP Procurement I	09 TO 13			24 TO 28			10 TO 14				06 TO 09			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21021	SAP ERP Procurement II		27 TO 03			15 TO 17			10 TO 11	18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21022	SAP Financial Accounting I		06 TO 10	22 TO 23		22 TO 24	13 TO 15								Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21023	SAP Financial Accounting II	16 TO 20			24 TO 28				31 TO 04		03 TO 06		04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21024	SAP Financials	09 TO 13		14 TO 17				05 TO 07					04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
SAP21025	SAP HCM Business Processes in SAP ERP	23 TO 27			11 TO 14			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21026	SAP HCM Management & Administration I		27 TO 03			22 TO 24	13 TO 15		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21027	SAP HCM Management & Administration II		22 TO 24				05 TO 09		21 TO 24		03 TO 06			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21028	SAP HCM Organizational Management	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21029	SAP HCM Payroll	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21030	SAP HCM Processes and Forms		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21031	SAP Human Capital Management (HCM) for Consultants	16 TO 20			24 TO 28			31 TO 04		11 TO 15		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21032	SAP NetWeaver Process Integration		27 TO 03				05 TO 09					29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21033	SAP Plant Maintenance – Analytics in Enterprise Asset Management	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21034	SAP Plant Maintenance – Business Processes in Plant Maintenance			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21035	SAP Plant Maintenance – Maintenance and Service Processing: Preventive		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21036	SAP Plant Maintenance – Maintenance Processing: Operational Functions	16 TO 20		14 TO 17		15 TO 17			10 TO 11			04 TO 08		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21037	SAP Plant Maintenance – Managing Technical Objects		06 TO 10			02 TO 03	05 TO 09			04 TO 06				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21038	SAP Process Integration			09 TO 10		22 TO 24		10 TO 14	14 TO 17			14 TO 17		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21039	SAP Production Planning/Manufacturing I			27 TO 31			05 TO 09			11 TO 15	25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21040	SAP Production Planning/Manufacturing II		13 TO 17		17 TO 21			10 TO 14				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21041	SAP Project System			27 TO 31					21 TO 24				13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21042	SAP Quality Management			14 TO 17		29 TO 31					03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21043	SAP Sales and Distribution	09 TO 13			24 TO 28			31 TO 04			25 TO 27			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21044	SAP SCM Consumption-Based Planning and Forecasting			27 TO 31			05 TO 09			11 TO 15			13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21045	SAP SCM Inventory Management		22 TO 24			08 TO 12		19 TO 21			11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21046	SAP SCM Inventory Management and Physical Inventory				17 TO 21		19 TO 23		28 TO 01		16 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21047	SAP SCM Processes in Procurement			22 TO 23			26 TO 28			18 TO 22		20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21048	SAP SCM Purchasing	16 TO 20				22 TO 24		24 TO 28				30 TO 01		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES

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SAP21052	SAP TM Optimizer Planning and Execution in SAP Transportation Management			14 TO 17		29 TO 31		24 TO 28				03 TO 06		13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21053	SAP TM Order Management and Planning Basics in SAP Transportation Management		13 TO 17		24 TO 28		05 TO 09			27 TO 29					Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21054	SAP TM Processes in Transportation Management			27 TO 31					21 TO 24					13 TO 15	Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21055	SAP TM Transportation Management for LSP		22 TO 24			08 TO 12		19 TO 21				11 TO 13			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21056	SAP Activate Project Manager				17 TO 21		19 TO 23		28 TO 01		16 TO 17				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21057	SAP Financial Accounting			22 TO 23			26 TO 28			18 TO 22			20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21058	SAP Financial Accounting (FI)	16 TO 20				22 TO 24		24 TO 28				30 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21059	SAP Controlling (CO)	16 TO 20			24 TO 28				14 TO 17			14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21060	Finance and Controlling (FICO)		13 TO 17			29 TO 31		24 TO 28		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21061	Activities Involved in SAP	16 TO 20		27 TO 31			05 TO 09		14 TO 17		25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21062	SD Logistic Execution (LE)	16 TO 20			11 TO 14	15 TO 17				11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21063	Customer Relationship Management (CRM)	23 TO 27			17 TO 21			10 TO 14			03 TO 06		13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21064	Human Resource (HR)		06 TO 10	22 TO 23		22 TO 24	13 TO 15					14 TO 17			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21065	SAP Sales and Distribution (SD)	16 TO 20			24 TO 28			31 TO 04		11 TO 15			13 TO 15		Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21066	SAP Production Planning (PP)		27 TO 03				05 TO 09					29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21067	SAP Materials Management (MM)	23 TO 27			11 TO 14	15 TO 17			10 TO 11			29 TO 01			Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES
SAP21068	SAP Quality Management (QM)			27 TO 31			05 TO 09			11 TO 15	25 TO 27				Namibia; Zambia; South Africa; Botswana; Angola, Kenya	YES







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