



MANAGEMENT DEVELOPMENT AND PRODUCTIVITY INTERNATIONAL

**MANAGEMENT DEVELOPMENT AND PRODUCTIVITY INTERNATIONAL
2013 MANAGEMENT TRAINING PROGRAMME**

NO	DESCRIPTION OF COURSE	DATES				DURATION	TUTION US \$
1	Procurement, Logistics and Operations Management Programme	07Jan-01Feb	06May-31May	29Jul-23Aug	04Nov-29Nov	4 Weeks	
2	Government Accounting Programme	07Jan-01Feb	13May-07Jun	26Aug-20Sept	07Oct-01Nov	4 Weeks	
3	Gender Issues in Management	07Jan-25Jan	29Apr-17May	22Jul-09Aug	04Nov-22Nov	3 Weeks	
4	Design and Management of Rural Credit Schemes	07Jan-25Jan	29Apr-17May	12Aug-30Aug	28Oct-15Nov	3 Weeks	
5	Pension Fund Administration Programme	07Jan-25Jan	10Jun-28Jun	01Jul-19Jul	18Nov-06Dec	3 Weeks	
6	Results-Oriented Budgeting Programme	21Jan-08Feb	25Mar-12Apr	29Jul-16Aug	30Sept-18Oct	3 Weeks	
7	Customer Care Management Programme	21Jan-08Feb	06May-24May	29Jul-16Aug	14Oct-01Nov	3 Weeks	
8	Financial Reporting and Analysis Programme	21Jan-08Feb	27May-14Jun	30Jul-16Aug	18Nov-06Dec	3 Weeks	
9	Modern Office Management Skills for Secretaries	21Jan-15Feb	25Mar-19Apr	22Jul-16Aug	07Oct-01Nov	4 Weeks	
10	Corporate Restructuring Programme	21Jan-15Feb	06May-31May	26Aug-20Sept	28Oct-22Nov	4 Weeks	
11	Budgeting and Financial Management Programme	04Feb-01Mar	27May-21Jun	08Jul-02Aug	04Nov-29Nov	4 Weeks	
12	Management and Administration of Donor-Funded Projects	04Feb-22Feb	27May-14Jun	08Jul-26Jul	18Nov-06Dec	3 Weeks	
13	Financial Accounting Programme	04Feb-01Mar	06May-31 May	24Jun-19Jul	11Nov-06Dec	4 Weeks	
14	Public Relations and Customer Care Programme	04Feb-22Feb	20May-07Jun	29Jul-16Aug	30Sept-18Oct	3 Weeks	
15	Legal Advising and Legislative Drafting Programme	04Feb-15Feb	22Apr-03May	02Sept-13Sept	04Nov-15Nov	2 Weeks	
16	Information Technology Security and Control Programme	18Feb-08Mar	06May-24May	02Sept-20Sept	21Oct-08Nov	3 Weeks	
17	Advanced Management and Information Technology Skills for Executive Secretaries and Administrative Assistants	18Feb-15Mar	03Jun-28Jun	05Aug-30Aug	21Oct-15Nov	4 Weeks	
18	Audit and Internal Audit and Review Management Programme	18Feb-15Mar	06May-31May	05Aug-30Aug	21Oct-15Nov	4 Weeks	
19	Public Sector Financial Management Programme	18Feb-15Mar	13May-07Jun	22Jul-16Aug	23Sept-18Oct	4 Weeks	
20	Best Practice in Tax Administration Programme	18Feb-08Mar	22Apr-10May	01Jul-19Jul	16Sept-04Oct	3 Weeks	

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21	Management Development Course for Chief Executives	04Mar-29Mar	27May-21Jun	22Jul-16Aug	23Sept-18Oct	4 Weeks	
22	Extension Management Programme	04Mar-29Mar	27May-21Jun	05Aug-30Aug	14Oct-08Nov	4 Weeks	
23	Environmental Planning and Appraisal Programme	04Mar-22Mar	13May-31May	08Jul-26Jul	30Sept-18Oct	3 Weeks	
24	Communication Techniques for Effective Policy Making and Service Delivery	04Mar-29Mar	10Jun-05Jul	02Sept-27Sept	28Oct-22 Nov	4 Weeks	
25	Managing Human Resources for Strategic Outcomes	04Mar-22Mar	29Apr-17May	05Aug-23Aug	30Sept-18Oct	3 Weeks	
26	Programming, Systems Analysis and Design Methodology	18Mar-05Apr	10Jun-28Jun	05Aug-23Aug	28Oct-15Nov	3 Weeks	
27	Aid and Debt Management Programme	18Mar-12Apr	29Apr-24May	24Jun-19Jul	14Oct-08Nov	4 Weeks	
28	Information Technology (IT) Audit Programme	18Mar-05Apr	10Jun-28Jun	02Sept-20Sept	18Nov-06Dec	3 Weeks	
29	Office Management and Administration For Secretaries and Executive Assistants	18Mar-12Apr	13May-07Jun	24Jun-19Jul	14Oct-08Nov	4 Weeks	
30	Advanced Financial Auditing and Control Programme	18Mar-12Apr	10Jun-05Jul	16Sept-11Oct	11Nov-06Dec	4 Weeks	
31	Micro-Finance for Poverty Reduction	01Apr-19Apr	27May-14Jun	22Jul-09Aug	28Oct-15Nov	3 Weeks	
32	Leadership and Team Management Programme	01Apr-19Apr	27May-14Jun	22Jul-09Aug	16Sept-04Oct	3 Weeks	
33	Anti-Money Laundering, Prevention, Analysis and Detection of Financial Crime and Corporate Governance	01Apr-26Apr	14Jan-08Feb	02Sept-27Sept	28Oct-22Nov	4 Weeks	
34	Best Practice in Financial Management and Control Programme	01Apr-26Apr	27May-21Jun	05Aug-30Aug	30Sept-25Oct	4 Weeks	
35	Forensic and Investigative Accounting Programme	01Apr-19Apr	04Feb-22Feb	22Jul-09Aug	14Oct-01Nov	3 Weeks	
36	Management of Pensions and Social Security Programme	15Apr-03May	01Jul-19Jul	02Sept-20Sept	28Oct-15Nov	3 Weeks	
37	Accounting and Auditing for Public Sector Organisations	15Apr-10May	04Feb-01Mar	29Jul-23Aug	07Oct-01Nov	4 Weeks	
38	Training the Trainer	15Apr-03May	08Jul-26Jul	02Sept-20Sept	28Oct-15Nov	3 Weeks	
39	Forensic Auditing Programme for Internal Auditors	15Apr-10May	24Jun-19Jul	02Sept-27Sept	28Oct-22Nov	4 Weeks	
40	Risk-Based Auditing Programme	15Apr-10May	01Jul-26Jul	02Sept-27Sept	18Nov-13Dec	4 Weeks	

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41	Micro Finance and Credit Management Programme	29Apr-17May	07Jan-25Jan	22Jul-09Aug	28Oct-15Nov	3 Weeks	
42	Advanced Project Analysis and Management Programme	29Apr-24May	28Jan-22Feb	29Jul-23Aug	14Oct-08Nov	4 Weeks	
43	Gender Equality for Sustainable Development	29Apr-17May	18Feb-08Mar	10Jun-28Jun	02Sept-20Sept	3 Weeks	
44	Strategic Human Resources Management and Development Programme	29Apr-17May	11Feb-01Mar	05Aug-23Aug	11Nov-29Nov	3 Weeks	
45	Public Private Sector Partnership Programme	29Apr-17May	21Jan-08Feb	29Jul-16Aug	14Oct-01Nov	3 Weeks	
46	Finance and Accounting Programme for the Public Sector	13May-07Jun	18Feb-15Mar	29Jul-23Aug	07Oct-01Nov	4 Weeks	
47	Advanced Management Skills for Administrative Officers	13May-07Jun	11Mar-05Apr	16Sept-11Oct	28Oct-22Nov	4 Weeks	
48	Computerised Project Management	13May-07Jun	08Jul-02Aug	26Aug-20Sept	14Oct-08Nov	4 Weeks	
49	Advanced Financial Management Programme for the Public Sector	13May-07Jun	28Jan-22Feb	19Aug-13Sept	04Nov-29Nov	4 Weeks	
50	Public Sector Budgeting and Management Programme	13May-07Jun	08Jul-02Aug	26Aug-20Sept	04Nov-29Nov	4 Weeks	
51	Project Design, Analysis and Management Course	27May-21Jun	29Jul-23Aug	30Sept-25Oct	14Oct-08Nov	4 Weeks	
52	Corporate Risk Management and Internal Control	27May-14Jun	18Feb-08Mar	12Aug-30Aug	21Oct-08Nov	3 Weeks	
53	Advanced Financial Planning and Management Programme	27May-21Jun	21Jan-15Feb	19Aug-13Sept	04Nov-29Nov	4 Weeks	
54	Pensions Fund Administration and Risk Management Programme	27May-14Jun	22Jul-09Aug	02Sept-20Sept	04Nov-22Nov	3 Weeks	
55	Institutional Development and Organisational Strengthening Programme	27May-14Jun	25Feb-15Mar	16Sept-04Oct	18Nov-06Dec	3 Weeks	
56	Programme Planning, Monitoring and Evaluation	10Jun-28Jun	18Mar-05Apr	22Jul-09Aug	16Sept-04Oct	3 Weeks	
57	Modern Office Practice Management for Secretaries	10Jun-05Jul	07Jan-01Feb	18Mar-12Apr	09Sept-04Oct	4 Weeks	
58	Procurement and Materials Management Programme	10Jun-05Jul	21Jan-15Feb	12Aug-06Sept	28Oct-22Nov	4 Weeks	
59	Estate Management Programme	10Jun-05Jul	21Jan-15Feb	12Aug-06Sept	11Nov-06Dec	4 Weeks	
60	Strategic Financial Management and Planning Programme	10Jun-05Jul	25Feb-22Mar	29Jul-23Aug	11Nov-06Dec	4 Weeks	

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61	Information Communications and Records Management Programme	24Jun-12Jul	04Mar-22Mar	02Sept-20Sept	28Oct-15Nov	3 Weeks	
62	Public Debt Management Programme	24Jun-12Jul	18Mar-05Apr	29Apr-17May	14Oct-01Nov	3 Weeks	
63	Purchasing and Supply Management Programme	24Jun-12Jul	04Feb-22Feb	29Apr-17May	18Nov-06Dec	3 Weeks	
64	Monitoring and Evaluation of Donor-Funded Projects	24Jun-12Jul	04Mar-22Mar	29Apr-17May	02Sept-20Sept	3 Weeks	
65	Managing HIV/AIDS at the Work Place	24Jun-05Jul	04Mar-15Mar	13May-24May	16Sept-27Sept	2 Weeks	
66	Audit and Managing the Internal Audit Function	08Jul-26Jul	18Feb-08Mar	29Apr-17May	30Sept-18Oct	3 Weeks	
67	Project Planning and Management	08Jul-02Aug	25Mar-19Apr	29Apr-24May	14Oct-08Nov	4 Weeks	
68	Performance Management, Appraisal and Improvement Programme	08Jul-26Jul	04Feb-22Feb	13May-31May	30Sept-18Oct	3 Weeks	
69	Budgeting and Expenditure Management Programme	08Jul-02Aug	13May-07Jun	26Aug-20Sept	04Nov-29Nov	4 Weeks	
70	Environmental Planning and Impact Assessment	08Jul-02Aug	04Mar-29Mar	13May-07Jun	30Sept-25Oct	4 Weeks	
71	Strategic Management and Planning Programme	22Jul-09Aug	18Feb-08Mar	13May-31May	14Oct-01Nov	3 Weeks	
72	Investment Analysis and Management of Projects	22Jul-16Aug	01Apr-26Apr	19Aug-13Sept	02Sept-27Sept	4 Weeks	
73	Project and Financial Management Programme	22Jul-16Aug	04Feb-01Mar	29Apr-24May	11Nov-06Dec	4 Weeks	
74	Management Development Programme for Engineers and Other Technical Personnel	22Jul-16Aug	04Mar-29Mar	29Apr-24May	11Nov-06Dec	4 Weeks	
75	Conflict Resolution, Conciliation, Mediation and Arbitration Programme	22Jul-09Aug	04Mar-22Mar	29Apr-17May	11Nov-29Nov	3 Weeks	
76	Occupational Health and Safety Programme	05Aug-30Aug	04Mar-29Mar	10Jun-05Jul	28Oct-22Nov	4 Weeks	
77	Management of Training Functions	05Aug-23Aug	14Jan-01Feb	13May-31May	11Nov-29Nov	3 Weeks	
78	Works and Goods Procurement Management Programme	05Aug-30Aug	18Feb-15Mar	27May-21Jun	28Oct-22Nov	4 Weeks	
79	Human Resource Management: Policies and Strategies	05Aug-30Aug	04Mar-29Mar	29Apr-24May	30Sept-25Oct	4 Weeks	
80	Management and Administration Programme for Executive Secretaries and Administrative Assistants	05Aug-30Aug	18Feb-15Mar	13May-07Jun	14Oct-08Nov	4 Weeks	

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81	Social Security Administration Programme	19Aug-06Sept	01Jul-19Jul	02Sept-20Sept	28Oct-15Nov	3 Weeks	
82	Accounting Programme for Governmental and Non-Governmental Entities	19Aug-13Sept	07Jan-01Feb	29Apr-24May	14Oct-08Nov	4 Weeks	
83	Performance Audit and Quality Assurance Programme	19Aug-06Sept	07Jan-25Jan	13May-31May	28Oct-15Nov	3 Weeks	
84	The Executive Secretary Programme	19Aug-13Sept	07Jan-01Feb	27May-21Jun	11Nov-06Dec	4 Weeks	
85	Public Enterprise Restructuring and Privatisation Programme	19Aug-13Sept	21Jan-15Feb	01Apr-26Apr	28Oct-22Nov	4 Weeks	
86	Pensions and Social Security Benefits Administration	02Sept-20Sept	15Apr-03May	01Jul-19Jul	28Oct-15Nov	3 Weeks	
87	Modern Records Management and Information Technology Application	02Sept-20Sept	04Mar-22Mar	24Jun-12Jul	28Oct-15Nov	3 Weeks	
88	Tax Policy, Value Added Tax and Revenue Forecasting Programme	02Sept-27Sept	22Apr-17May	24Jun-19Jul	04Nov-29Nov	4 Weeks	
89	Advanced Management Development Programme for Executive Secretaries	02Sept-27Sept	28Jan-22Feb	27May-21Jun	28Oct-22Nov	4 Weeks	
90	Accounting Information System Programme	02Sept-27Sept	18Feb-15Mar	29Apr-24May	19Aug-13Sept	4 Weeks	
91	Enhancing Financial Controls and Treasury Management for Pensions Funds	16Sept-04Oct	14Jan-01Feb	01Apr-19Apr	10Jun-28Jun	3 Weeks	
92	Marketing Management Programme	16Sept-04Oct	21Jan-08Feb	01Apr-19Apr	17Jun-05Jul	3 Weeks	
93	Project Monitoring and Evaluation Programme	16Sept-04Oct	18Mar-05Apr	10Jun-28Jun	22Jul-09Aug	3 Weeks	
94	Geographic Information Systems (GIS) Management Programme	16Sept-11Oct	04Feb-01Mar	13May-07Jun	11Nov-06Dec	4 Weeks	
95	Computer Networking and Network Administration	16Sept-04Oct	21Jan-08Feb	01Apr-19Apr	24Jun-12Jul	3 Weeks	
96	Bank Management and Financial Services Programme	30Sept-18Oct	28Jan-15Feb	13May-31May	19Aug-06Sept	3 Weeks	
97	Post-Privatisation & Restructuring Programme (Monitoring & Evaluation)	30Sept-25Oct	18Feb-15Mar	01Apr-26Apr	19Aug-13Sept	4 Weeks	
98	Advanced Public Relations Management Programme	30Sept-25Oct	04Feb-01Mar	27May-21Jun	29Jul-23Aug	4 Weeks	4200.00
99	Advanced Project Management Programme	30Sept-25Oct	14Jan-08Feb	27May-21Jun	29Jul-23Aug	4 Weeks	4200.00
100	Speech Making and Presentation Skills	30Sept-11Oct	28Jan-08Feb	29Apr-10May	15Jul-26Jul	2 Weeks	3200.00

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101	Property and Asset Management Programme	14Oct-08Nov	04Feb-01Mar	13May-07Jun	05Aug-30Aug	4 Weeks	
102	Certificate in Administration and Management	14Oct-08Nov	21Jan-15Feb	29Apr-24May	29Jul-23Aug	4 Weeks	
103	Project Management Programme for Engineers and other Technical Personnel	14Oct-08Nov	25Mar-19Apr	27May-21Jun	19Aug-13Sept	4 Weeks	
104	Project Appraisal and Management Programme	14Oct-08Nov	29Apr-24May	27May-21Jun	29Jul-23Aug	4 Weeks	
105	Computerised Financial Management Programme	14Oct-08Nov	07Jan-01Feb	29Apr-24May	19Aug-13Sept	4 Weeks	
106	Advanced Programme in Office Management Skills for Secretaries and Administrative Assistants	28Oct-22Nov	29Apr-24May	22Jul-16Aug	16Sept-11Oct	4 Weeks	
107	Project Investment Analysis and Energy Economics Programme	28Oct-22Nov	04Mar-29Mar	08Jul-02Aug	02Sept-27Sept	4 Weeks	
108	Combating Corruption and Developing Organisational Integrity	28Oct-15Nov	04Feb-22Feb	10Jun-28Jun	19Aug-13Sept	3 Weeks	
109	Senior Management Development Programme	28Oct-15Nov	04Mar-22Mar	22Jul-09Aug	02Sept-20Sept	3 Weeks	
110	Database System Design, Implementation and Management	28Oct-29Nov	18Mar-19Apr	27May-28Jun	12Aug-13Sept	5 Weeks	
111	Policy Analysis, Formulation, and Implementation Programme	11Nov-06Dec	04Feb-01Mar	13May-07Jun	01Jul-26Jul	4 Weeks	
112	Project and Financial Management for Donor-Funded Organisations	11Nov-06Dec	04Feb-01Mar	29Apr-24May	24Jun-19Jul	4 Weeks	
113	Human Resource Management (Personnel Management)	11Nov-06Dec	04Feb-01Mar	29Apr-24May	01Jul-26Jul	4 Weeks	
114	Environmental Impact Assessment Programme	11Nov-29Nov	04Mar-22Mar	06May-24May	05Aug-23Aug	3 Weeks	
115	Computerised Financial Management and Auditing Programme	11Nov-06Dec	04Feb-01Mar	13May-07Jun	22Jul-16Aug	4 Weeks	
116	Rural Development Management and Poverty Alleviation Programme	18Nov-06Dec	21Jan-09Feb	27May-14Jun	02Sept-20Sept	3 Weeks	
117	Public Expenditure Management Programme	18Nov-06Dec	04Feb-22Feb	15Apr-03May	01Jul-19Jul	3 Weeks	
118	Accounting for Non-Profit Making Organisations	18Nov-06Dec	04Feb-22Feb	01Apr-19Apr	01Jul-19Jul	3 Weeks	
119	Stores & Inventory Management Programme	18Nov-06Dec	18Mar-05Apr	27May-14Jun	05Aug-23Aug	3 Weeks	
120	Managing Employee Training and Development	18Nov-06Dec	04Mar-22Mar	13May-31May	05Aug-23Aug	3 Weeks	