CDTFA
Home of professionalism
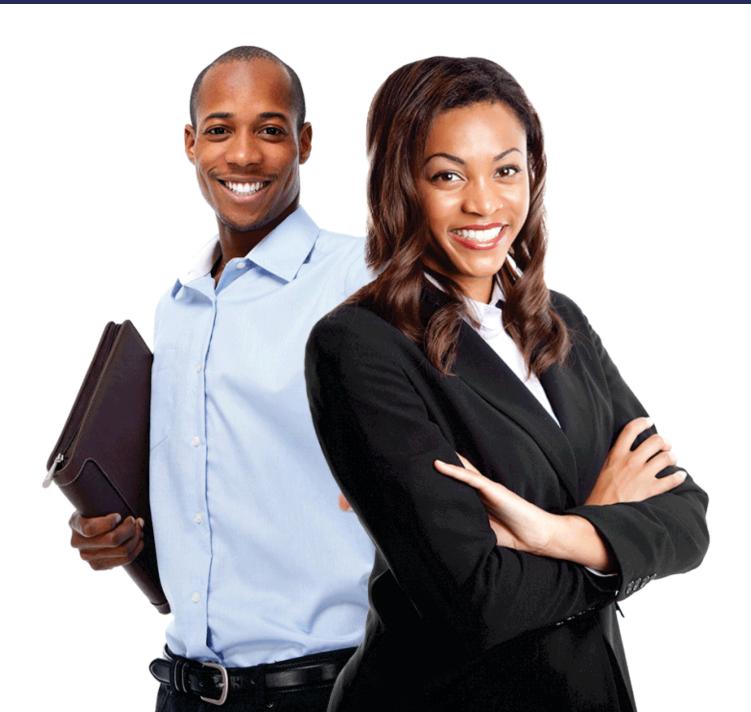
CAPACITY DEVELOPMENT TRAINING FOR AFRICA

TRAINING CALENDAR 2021 /2022

CAPACITY DEVELOPMENT TRAINING FOR AFRICA

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OTHER VENUES AVAILABLE: Rwanda- Kigali, Dubai-UAE, Swaziland-Mbabane, Kenya- Nairobi, Uganda- Kampala, Sweden-Stockholm, Seychelles- Mehe, Turkey – Istanbul, Finland, Estonia, Iceland, Netherlands

Website: www.cdmtfa.org
Email: info@cdmtfa.org

TRAINING CALENDAR 2021 /2022

CDTFA programmes are also complimented by a **FREE TAKE HOME MINI TABLET** as part of our capacity development initiative. Each delegate irrespective of the course they are participating will receive new LAPTOP based on brands that we have in stock.

COURSE DURATION
 1 WEEK
 2 WEEKS
 3 Weeks

IN- HOUSE TRAINING Available on Request
We urge you to spend some few moments to peruse through our programmes. We hope you will identify some relevant training products for your organization. As you contemplate your nominations and submissions, we assure you of our unparalleled service and professionalism as a market leader in the training frontier in Africa.

Customized Programmes are Available on Request

TABLE OF CONTENTS

GET TO KNOW CDTFA

CDTFA is a non-political, none-government self-financing international training, whose principal activities are training, consulting, and research and management development. The institution is registered and incorporated in Swaziland under the business registration act for Incorporated Companies act of 1912 (section 7) and article 323 of law no. 07 of Rwanda Development Board Kigali and Registered in Dubai   UAE.

Capacity Development Training for Africa was established to specifically address the increasing huge gaps within the public and private sector human resources skills sets, competences and expertise required to move organizations to the next level.

CDTFA strongly believes that quality and executive training provides working professionals with innovative potential to positively transform their lives, their organization and their communities.
The institute strives to deliver exceptional and high impact learning experience with outstanding competences, expertise and skills to compete in the global economic.

CDTFA offers short executive courses that are specially designed and developed to add decisive value to organizations in terms of relevance and applicability to the market.

Vision

To be the leading institute of executive training that contributes to value creation in business and society.

Mission

Our mission is to deliver skills and knowledge that significantly increase our course participants on the job productivity, thereby enhancing their contributions to the goals of their organization. We judge our success by the extent to which our delegates / participants perceive that CDTFA has made a significant difference in their organization's performance.

Objectives

- To provide high impact training that adds direct value to individuals and organizations.
- To provide innovative programmes which are globally benchmarked to adequately empower participants to meet their individual and organizational challenges.
- To impact knowledge through ground-breaking research and wealth of expertise gained from global experience.

WHY TRAIN WITH CDTFA

- Executive customized training that meets with our client's needs.
- Open courses that are uniquely designed and relevant to public and private sector.
- International partnerships in delivering programs that transform our participant's future.
- Use of problem based learning (PBL) methodology that provides innovative and experiential knowledge, which adds value to participants.
- Small interactive classes carefully composed for case study in small groups.
- Intensive personal leadership development component in all programs.
- Convenience and flexible learning schedules.

- Real-life learning, synergy, team-building elements in all programs.
- Curriculums that incorporate a emerging global trends and rapidly changing technology.

FOCUS AREAS IN TRAINING
- To ensure all training curriculum incorporates development of knowledge, skills and attitudes.
- To broaden training opportunities for our clients through the provision of training manuals, training of trainers, and the franchise system.
- To design and compliment priority training programmes in line with current needs and policies.
- To foster the use of case studies in training.
- To equip trainers with specialized knowledge and skills through a Trainer's Certificate programme.
- To provide in-house and outreach training programmes for our clients in their home

We Offer In-House Training For Our Delegates At Any Venue Of Their Choice.
The content of a training programmes or course shall:
- Be structured in accordance with written programmes that are based on the relevant in your organization
- Include such methods and media of delivery, procedures, and course material as necessary to achieve the standard of competence specified in the objective of CDTFA.
- Be conducted, monitored, evaluated and supported by persons qualified in accordance with the Mission and vision of CDTFA.

Course for In-house training
4Days
- Effective Supervisory Development
- Performance Enhancement for Secretaries
- Effective Skills for Office Administrators
- Effective Leadership Skills for Managers
- Retirement Planning Management
- Financial Management for Project Management Practitioners
- Project Fundraising and Resource Mobilization Strategy
- Sustainable Mining and Petroleum Taxation
- Environmental Impact Assessment (EIA)
- Energy Project Monitoring and Evaluation
- Energy Management and Planning
- Energy Efficiency for Financial, Corporate and Social Responsibility
- Financial Management Control
- Revenue Management
- Governance and Legislative Programmes
- Policy Analysis for Parliamentarians & Policy makers
- Public Policy and Administrative Governance
- Drafting Legal Documents
- Spreadsheet Skills for Finance Personnel
- Anti-Money Laundering Awareness Program for Senor Management
- Quality Improvement Awareness for Financial Manager

- Financial Awareness for Non-Financial Manager
- Anti-Corruption Reform on Economic Development of a Nation
- Leadership Skills for Managers
- Policy Formation, Analysis and Implementation
- Forensic Auditing Programmes
- Activity Based Budgeting in Government Department & Agencies
- Public Sector Financial Management
- Internal Control for Sector
- Fraud Management in Public Sector
- Risk Management Programmes
- Cash & Treasury Management
- Financial & Audit Management Skills for Donor Funded Projects
- Value for Money Auditing Programmes
- Public Procurement & Supply Chain Management
- Model for Service Delivery in Public Service
- Corporate Governance and Corporate Social Responsibility
- Pre-Retirement Planning

Our Core Values
- Professionalism
- To achieve a progressive public and private sector.
- Internationally competitive quality post-experience training programmes.
- Locally sensitize outreach and studies for clients.
- Provision of impartial consultancy and technical assistance to organizations and government.
- Conducting results oriented research and studies for clients.
- Arranging professional visits and study tours to places of learning.

THE ROLE OF CDTFA

CDTFA provides tools and skills for developing effective business focus on creating and reinforcing employee satisfaction to get the most out of their human capital
Our Team of Experts

CDTFA comprises a team of highly experienced professionals with strong backgrounds in Finance, Economics, Public Policy, Market Research, Consultancy, and Management, Project Planning, motivating and Evaluation and effective leadership skills for Managers. Our team of experts has acquired the necessary expertise in statistical methods, trends and pattern analysis, which are the necessary dynamics for developing innovative trainings and conducting reliable Scientific Surveys.

Each and every staff member has a passion for their work and is driven by the vision of making a positive change to public and private sector. We endeavor to ensure that proper case study approach and precisions are made from every aspect of research. CDTFA has senior consultants who are truly global in their qualifications experience giving a leading edge on over everyone else.

Consultancy

CDTFA works with clients to help identify issues and solve problems using a systematic and creative approach. CDTFA involvement varies with the nature of the situation and the request of the client. In particular, the assignment may range from ad hoc advice on a particular problem or issue to the design of comprehensive systems for the client as well as the evaluation and revision of existing systems.

After meeting with the client and agreeing the scope of the project, a team of specialized consultants starts working with the client's staff. Together they collect facts and data, which they then analyze using the latest techniques to identify practical solutions. After agreeing on the solutions, they train the client's staff, assist in the implementation, and help the client to achieve long lasting benefits.

Research
Need assessment

Need assessment is a systematic process of identifying and measuring areas for improvement in a target audience, and determining the methods to achieve improvement it exposes and develops strategies for addressing needs or "gaps" between current conditions and desired conditions. The need assessment should take place before the activity is designed in order to make decisions regarding priorities for the programme/ product / services.

WOMEN IN LEADERSHIP

Women in leadership training will examine the leadership and management roles of women in public, private sector and the community. Participants will also develop an understanding of the values and ethics that underline educational leadership training for women. This will further be a significant platform for ensuring the generation, of significant practical knowledge and expertise on the wider issues of gender mainstreaming in leadership. It will also address all important issues of gender equality as a development goal, which is critical to achieving poverty reduction and sustainability of economics

Method of Application

Participants are expected to complete the online application form after identifying the course that meets their requirement. Booking for courses can be electronically or by faxing the filled application form to the address shown below. Submit your endorsed employer application form two to three weeks before commencement of programme.

VISA REQUIREMENT

Delegates are to ensure that they obtain a valid student pass/visa for the duration of the course programme. If you are from a yellow fever region, please ensure that you have a valid yellow fever vaccination card with you.

ACCOMMODATION

CDTFA boasts of excellent accommodation facilities, we offer a fee reservation service to all participants attending our course programmes. CDTFA has formed relationships with a range of hotel, guest houses who offer special negotiated rates to ensure that delegates obtain the best discounted prices on accommodation.

Registration and Orientation
- Director's Message
- Attendance Register For Participants
- Registration And Orientation
- APPLICATION FORM
- Course Delegation Form
- End Of Programme Questionaire (Epq Form)
- Capacity Development Training For Africa
- Time Table

The institute has trained several organizations in areas such as:
- Financial Management
- Effective Leadership Skills for Managers
- Human Resource Management
- Electricity Training
- Project Management
- Secretarial Administration
- Legal Programme
- Road Construction Programme
- Energy and Mineral Resources Management
- International Relations Programme
- Computer and Information Technology Programme
- Central Bank Programme
- Risk Management Programme
- Leadership Management Programme
- Auditing for Internal Auditors awareness Training
- Professional Development Skill for Engineers
- Customer Care
- Leading and Managing Change
- Executive Strategy for Results
- Succession Planning
- HR. Auditing
- Organizational Restructuring
- Negotiating and influencing Skills for Business Manager

FINANCE AND MANAGEMENT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
PSFM01	Public Sector Financial Management	1- 3 Weeks
TFLAD02	Trade Finance Letter of Audit and Documentation	1- 3 Weeks
PDM03	Public Debt Management	1- 3 Weeks
FRMP04	Financial Risk Management Programme	1- 3 Weeks
FANFM05	Financial Awareness for Non-Financial Managers	1- 3 Weeks
CTM06	Cash and Treasury Management	1- 3 Weeks
WBDFP07	World Bank /Donor Funded Projects	1- 3 Weeks
BBCGM08	Budgeting and Budgetary Control for Government Ministries	1- 3 Weeks
ICSPPS09	Internal Control System in Public and Private Sector	1- 3 Weeks
CBFM010	Computer Based Financial Management	1- 3 Weeks
TPMP011	Taxation Planning and Management Programme	1- 3 Weeks
APM012	Assets and Portfolio Management	1- 3 Weeks
DMCCRM013	Debt Management and Credit Control Revenue Management	1- 3 Weeks
PFMP014	Pension Fund Management Programme	1- 3 Weeks
IFRS015	International Financial Reporting Standards (IFRS)	1- 3 Weeks
IPSAS016	International Public Sector Accounting Standards (IPSAS)	1- 3 Weeks
RM017	Revenue Management for Ministries and parastatals	1- 3 Weeks
CFMF018	Computerize Financial Modeling and Forecasting	1- 3 Weeks
MMFP019	Managing Micro Finance Programme	1- 3 Weeks
IAM020	Investment Analysis and Management	1- 3 Weeks
SRCM021	Supervision and Regulation of Capital Market	1- 3 Weeks
FNFO022	Finance for Non-Finance Officers	1- 3 Weeks
GRC023	Governance, Risk and Compliance	1- 3 Weeks
FCPS024	Fraud and Corruption in Public Sector	1- 3 Weeks
FA025	Forensic Auditing	1- 3 Weeks
LRM026	Loan Risk Management	1- 3 Weeks
PF027	Project Finance	1- 3 Weeks
IPSAS028	International Public Sector Accounting Standards (IPSAS)	1- 3 Weeks
IFRS029	International Financial Reporting Standards (IFRS)	1- 3 Weeks

AUDITORS PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
FMALT01	Fraud Management & Anti-Money Laundering Techniques	1- 3 Weeks
AMLAPSM02	Anti Money Laundering Awareness Program for Senior Management	1- 3 Weeks
RM03	Risk Management	1- 3 Weeks
VMAPA04	Value for Money Audit /Performance Auditing	1- 3 Weeks
APDM05	Auditing Public Debt Management	1- 3 Weeks
MIAD06	Managing Internal Audit Department	1- 3 Weeks
ICSPPS07	Internal Control System in Public and Private Sector	1- 3 Weeks
AIAP08	Auditing for Internal Auditors Programme	1- 3 Weeks
FAPS09	Forensic Auditing in Public Sector	1- 3 Weeks
AICA010	Advanced International and Computer Auditing (AICA)	1- 3 Weeks
IATPC011	Internal Auditing-The Practitioner's Course	1- 3 Weeks
IATT012	Internal Audit- Tools and Techniques	1- 3 Weeks
RBA013	Risk-based Auditing	1- 3 Weeks
FAISA014	Foundations of Auditing Information Systems for Auditors	1- 3 Weeks
IACCSC015	Internal Auditing the Corporate Culture and Soft Controls	1- 3 Weeks
ALM016	Audit Loan Management	1- 3 Weeks
PA017	Project Auditing	1- 3 Weeks
AIF018	Auditing for Internal Fraud	1- 3 Weeks
WAA019	Who Audit the Auditors	1- 3 Weeks
RAACM020	Role of Auditors in Anti-Corruption and Compliance Management	1- 3 Weeks
IITA08	Introduction to IT Auditing	1- 3 Weeks
CPDI015	Cybercrime Prevention, Detection and Investigation	1- 3 Weeks

PROJECT MANAGEMENT PROGRAMME

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
PFPPPP01	Project Finance for P.P.P Project	1- 3 Weeks
PPME02	Project Planning, Monitoring and Evaluation	1- 3 Weeks
MDFP03	Management of Donor Funded Project	1- 3 Weeks
CPM04	Computerized Project Management	1- 3 Weeks
PPAT05	Public Procumbent Awareness Training	1- 3 Weeks
MDPPM06	Management Development Programme for Project Managers	1- 3 Weeks
APFM07	Advanced Project Finance Management	1- 3 Weeks
PPWFR08	Project Proposal Writing and Fund Raising	1- 3 Weeks
RMFSP09	Research Method and Feasibility Studies for Projects	1- 3 Weeks
APSM10	Advanced Procurement and Store Management	1- 3 Weeks
PMME011	Project Management, Monitoring and Evaluation	1- 3 Weeks

PROCUREMENT MANAGEMENT PROGRAMME

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
SIM01	Store and Inventory Management	1- 3 Weeks
GEP02	Goods and Equipment Procurement	1- 3 Weeks
TPP03	Tendering for Public Procurement	1- 3 Weeks
MPO04	Management Procurement for Organizational	1- 3 Weeks
MLMPM05	Management Logistics, Material and Procurement Management	1- 3 Weeks
DPMCMP06	Diploma in Purchasing Management Contract Management Planning	1- 3 Weeks
e-P07	E-Procurement	1- 3 Weeks
PSPM08	Public Sector Procurement Management	1- 3 Weeks
AMM09	Asset Maintenance and Management	1- 3 Weeks
PFIIP010	Procurement Fraud Identification, Investigation and Prevention	1- 3 Weeks
LSCM011	Logistics and Supply Chain Management	1- 3 Weeks
PC(WB/AFDB)012	Procurement of Consultants(World Bank/AFDB)	1- 3 Weeks
ETPE013	Effective Tender Preparation and Evaluation	1- 3 Weeks
WDM014	Warehouse and Distribution Management	1- 3 Weeks
AD015	E-Procurement & EPC Contract Management	1- 3 Weeks
PCMM016	Performance Contract Management and Monitoring	1- 3 Weeks
CCM017	Commercial Contract Management	1- 3 Weeks
PGS018	Procurement of Goods and Services	1- 3 Weeks
IPP019	International Public Procurement	1- 3 Weeks

HUMAN RESOURCES AND GENERAL MANAGEMENT PROGRAM

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
GEDSD0001	Governance, Electronic Documentation and Service Delivery	1- 3 Weeks
MHRF01	Modernizing the Human Resource Function	1- 3 Weeks
ORCM02	Organizational Restructuring and Change Management	1- 3 Weeks
MSDPS03	Mode of Service Delivery in the Public Service	1- 3 Weeks
CCPR04	Customer Care and Public Relations	1- 3 Weeks
PFSGRI005	Pension Fund Strategies, Governance, Regulation and Investment	1- 3 Weeks
AHR05	Auditing Human Resources	1- 3 Weeks
MPSA06	Managing Partnership and Strategic Alliances	1- 3 Weeks
MTDF07	Managing the Training and Development Functions	1- 3 Weeks
SBSCD08	Strategic and Balance Score Card Development	1- 3 Weeks
MLSC09	Managing and Leading Strategic Change	1- 3 Weeks
CRM010	Customer Relationship Management	1- 3 Weeks
PA00101	Payroll Administration	1- 3 Weeks
SPM011	Strategic Planning Management	1- 3 Weeks
SSD012	Supervisory Skills Development	1- 3 Weeks
WPC013	Workforce Planning and Counseling	1- 3 Weeks
MPOD014	Managing Personnel for Organization Development	1- 3 Weeks
SCSD015	Successful Committee Skills Development	1- 3 Weeks
SP016	Competency-Based Succession Planning	1- 3 Weeks
ELSM017	Effective Leadership Skills for Managers	1- 3 Weeks
SWLD018	Strategic Women Leadership Development	1- 3 Weeks
PDMSM019	Policy Development and Management Skills for Managers	1- 3 Weeks
MLR020	Management/Labour Relation	1- 3 Weeks
RP021	Retirement Planning	1- 3 Weeks
ACTA022	Anti- Corruption and Transparency Awareness	1- 3 Weeks
RM023	Record Management	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
CMWP024	Compliance Management in the Work Place	1- 3 Weeks
NOEEG025	Non-Oil Export for Economic Growth	1- 3 Weeks
STM026	Strategic Talent Management	1- 3 Weeks
PAF011	Performance Appraisal and Feedback	1- 3 Weeks

ELECTRICITY TRAINING PROGRAM

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
PDE01	Power Distribution Equipment	1- 3 Weeks
ET02	Electricity Trading	1- 3 Weeks
TNS03	Trade Negotiations Skills	1- 3 Weeks
RCM04	Revenue Collection Management	1- 3 Weeks
TS05	Tariffs Setting (power sector tariff making)	1- 3 Weeks
RES06	Renewable Energy and Sustainability	1- 3 Weeks
MEDP07	Monitoring& Evaluation of Donor Projects	1- 3 Weeks
EECMP08	Energy Economics, Conflict Management Programme	1- 3 Weeks
PQR09	Power Quality and Reliability	1- 3 Weeks
ADR010	Alternative Dispute Resolution (Arbitration)	1- 3 Weeks
PSPR011	Power System Protection and Reliability	1- 3 Weeks
MVHVSOM012	Medium Voltage & High Voltage Switchgear Operations & Maintenance	1- 3 Weeks
REI013	Renewable Energy Integration	1- 3 Weeks
PPOC014	Power Plant Operations & Control	1- 3 Weeks
EDGSCPS015	Economic Dispatch & Grid Stability Constraints in Power System	1- 3 Weeks
PSP016	Power System Protection	1- 3 Weeks
EPSNE017	Electrical Power Systems for Non-Engineers	1- 3 Weeks
EF018	Electrical Faults: Causes, Analysis, Detection & Remedies	1- 3 Weeks
IRED019	Impact of Renewable Energy Sources	1- 3 Weeks
ROPEPS020	Reliability & Operational Performance of Electric Power Systems	1- 3 Weeks
ESDTC021	Electrical Substation Design, Testing and Commissioning Procedure	1- 3 Weeks
EDGSCPS022	Economic Dispatch & Grid Stability Constraints in Power System	1- 3 Weeks
UDSP023	Utility Distribution System Planning	1- 3 Weeks
SGNE024	Smart Grid for Non-Engineers	1- 3 Weeks
PSA025	Power System Analysis	1- 3 Weeks
SOMCBS026	Safe Operations & Maintenance of Circuit Breakers & Switchgears	1- 3 Weeks
PSHAMSS027	Power System Harmonics Analysis, Mitigation and Solution Strategies	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
EFMPI028	Effective Financial Modelling in the Power Industry	1- 3 Weeks
WIF029	Water Industry Fundamentals	1- 3 Weeks
IHS030	Industrial Heating Systems	1- 3 Weeks
ETRIT031	Electrical Troubleshooting , Repairs and Isolations Techniques	1- 3 Weeks
GM032	Generator Maintenance	1- 3 Weeks
PDEU033	Power Distribution Engineering For Utilities	1week
PSAENPS034	Power System Analysis In Electrical Networks Using ETAP Power Station	1- 3 Weeks
PTT035	Power Transmission Technologies	1- 3 Weeks
AESPGTU036	Application Of Electrical Science To Power Generation, Transmission and Utilization	1- 3 Weeks
BEID037	Basic Electrical and Instrumentation Design	1- 3 Weeks
BCBMS038	Boiler Control and Burner Management Systems	1- 3 Weeks
CCST039	Certified Control Systems Technician (CCST)	1- 3 Weeks
CBSIMDRT040	Circuit Breakers and Switchgears Inspection, Maintenance, Design, Repair and Troubleshooting	1- 3 Weeks
CCS041	Combustion Control System	1- 3 Weeks
CTSES042	Commissioning, Testing and Startup Of Electrical Systems	1- 3 Weeks
CMPSE043	Condition Monitoring Of Power System Equipment	1- 3 Weeks
CTSFD044	Configuring and Testing Smart Field Devices	1- 3 Weeks
DES045	Design Of Electric Switchboards (lV and MV) Only Of Design and Engineering Engineers	1- 3 Weeks
DMEDS046	Design Of Modern Electrical Distribution Systems	1- 3 Weeks
DPGMT047	Diesel Power Generating Maintenance and Troubleshooting	1- 3 Weeks
DOTLE048	Distribution Overhead Transmission Line Equipment	1- 3 Weeks
EBLSPESE049	Earthing, Bonding, Lightning and Surge Protection Of Electrical Systems and Equipment	1- 3 Weeks
EUIDS050	Earthling Of Utility and Industrial Distribution System	1- 3 Weeks
EDSE051	Electric Distribution System Equipment	1- 3 Weeks
EPDSIP052	Electric Power Distribution System For Industrial Plants	1- 3 Weeks
EPSE053	Electric Power Substation Engineering	1- 3 Weeks
ECPD054	Electrical Controls Panel Designing	1- 3 Weeks
EEPFE055	Electrical Engineering Practices For Facilities Engineer	1- 3 Weeks
EETIRUPSG056	Electrical Equipment Transformers, Inverters, Rectifiers, Uninterruptible Power Systems, Generators	1- 3 Weeks
EEH057	Electrical Equipment In Hazardous	1- 3 Weeks
EEICSCTSES058	Electrical Equipment Installation Control Systems Commissioning Testing Start Up Of Electrical System	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
EFCADR059	Electrical Faults Causes, Analysis, Detection and Remedies	1- 3 Weeks
EIT060	Electrical Inspection and Testing	1- 3 Weeks
FSCMMT061	Flow Selection Criteria and Multiphase Measurement Technology	1- 3 Weeks
FES062	Fundamentals Of Electrical Systems	1- 3 Weeks
GES063	Generator Excitation Systems	1- 3 Weeks
HAC064	Hazardous Area Classification	1- 3 Weeks
HMVSDTM065	High and Medium Voltage Substation Design, Testing and Maintenance	1- 3 Weeks
HVOSET066	High Voltage Operational Safety For Engineers and Technicians	1- 3 Weeks
MPMF067	Motors and Protection Methods For Future	1- 3 Weeks
IAu068	Industrial Automation Using PLC	1- 3 Weeks
IPMC069	Industrial Process Measurement and Control	1- 3 Weeks
IREDD070	Introduction To Reading Of Electrical Drawings and Diagrams	1- 3 Weeks
ETP071	LV MM HV Circuit Breakers (Switchgear) Inspection, Maintenance, Design, Repair and Troubleshooting	1- 3 Weeks
MTSBPS072	Maintenance and Troubleshooting Of UPS Systems and Battery Power Supplies	1- 3 Weeks
MDCS073	Modern Distributed Control Systems (DCS) - Practical Applications and Troubleshooting	1- 3 Weeks
MEPSMAPS074	Modern Electric Power Systems Design, Modelling, Analysis and Problem Solving	1- 3 Weeks
MPSPR075	Modern Power System Protective Relaying	1- 3 Weeks
EPE076	MV Circuit Breakers Design, Application and Maintenance	1- 3 Weeks
EPE077	Operation and Maintenance Of Circuit Breakers and Switchgears	1- 3 Weeks
OLMC078	Overhead Lines, Maintenance and Construction	1- 3 Weeks
PPS079	Power and Power Stations (Design, Installation and Maintenance)	1- 3 Weeks
PCASPPM080	Power Capacitors - Applications, Switching Problems, Protection and Maintenance	1- 3 Weeks
PPTEPS081	Power Plant Troubleshooting and Engineering Problem Solving	1- 3 Weeks
PSACEN082	Power System Analysis and Calculations In Electrical Networks Using ETAP Power Station	1- 3 Weeks
PSB083	Power System Blackouts (Cause and Preventive Measures)	1- 3 Weeks
PSPCS084	Power Systems Protection - Control and Stability	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
PTDMMLE085	Power Transformer Diagnostic, Method, Maintenance and Lifetime Extension	1- 3 Weeks
PDTOM086	Practical Distribution Transformers - Operation and Maintenance	1- 3 Weeks
PGBSSP087	Practical Grounding, Bonding, Shielding and Surge Protection	1- 3 Weeks
PIDCT088	Practical Industrial Data Communications and Telecommunications	1- 3 Weeks
POMTDPGP089	Practical Operation, Maintenance and Testing Of Diesel Power Generation Plants	1- 3 Weeks
PLCS090	Programmable Logic Controllers (PLC) and SCADA System	1- 3 Weeks
PSGRS091	Protection Schemes For Generators and Recommended Settings	1- 3 Weeks
SIS092	Safety Instrumented Systems (SIS) For Process Industries Using IEC 65 and IEC 6508	1- 3 Weeks
SSAPCV093	Sizing, Selecting, and Applying Process Control Valves	1- 3 Weeks
SPSTM094	Solar Power System Theory and Maintenance	1- 3 Weeks
TELCT095	Test Equipment and Link Cable Testing	1- 3 Weeks
TEECS096	Troubleshooting Of Electrical Equipment and Control Systems	1- 3 Weeks
TMPACEMD097	Troubleshooting, Maintenance and Protection Of AC Electrical Motors and Drives	1- 3 Weeks
TCLFAC098	Tuning Control Loops, Feedback and Advanced Controllers	1- 3 Weeks

INVESTMENT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
FDIMTP01	FDI Marketing Training Program	1- 3 Weeks
BCA02	Building Capacity for Advocacy	1- 3 Weeks
IPED03	Investment Promotion and Economic Development	1- 3 Weeks
CRM04	Customer Relationship Management	1- 3 Weeks
FDITT05	Foreign Direct Investment (FDI) and Technology Transfer	1- 3 Weeks
IFC06	Investment Facilitation Course	1- 3 Weeks
FDIA07	FDI Aftercare	1- 3 Weeks
ELT08	Effective Leadership Training for FDI	1- 3 Weeks
IPW010	Investment Promotion Workshop	1- 3 Weeks
IPW0102	IPA Best Practice Performance Workshop	1- 3 Weeks
IPW0103	IPA Operational Investment Promotion Programme	1- 3 Weeks
IPW0105	IPA Operational Workshop: Sales, Marketing and Aftercare to attract FDI	1- 3 Weeks
IPW0106	IPA Operational Workshop: E-Marketing for Investment Promotion Agencies	1- 3 Weeks
IPW0107	Investment Promotion and FDI for Economy Diplomacy	1- 3 Weeks
IPW0108	Feasibility Studies: Preparation, Analysis and Evaluation	1- 3 Weeks
IPW0109	In house programmes: tailor made for different content and level of experience	1- 3 Weeks

PARLIAMENT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
PAP01	Parliamentary Affairs Programme	1- 3 Weeks
PCP02	Parliamentary Committees Programme	1- 3 Weeks
PAC03	Public Accounts Committees	1- 3 Weeks
LPD04	Legislative Processes and Drafting	1- 3 Weeks
PCP05	Parliamentary Communications Programme	1- 3 Weeks
PAPP06	Parliamentary Administration Policy and Procedure	1- 3 Weeks
SIP07	Strategic Innovation in Parliaments	1- 3 Weeks
TFPA08	The Function of Parliamentary Aids	1- 3 Weeks

GOVERNANCE AND ANTI-CORRUPTION

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
GAP01	Governance and Accountability Programme	1- 3 Weeks
ACP02	Anti-Corruption, Compliance and Transparency Programme	1- 3 Weeks
TFCP03	Tackling Financial Corruption for Economic Growth Programme	1- 3 Weeks
AMLCFTP04	Anti-Money Laundering and Countering the Financing of Terrorism Programme	1- 3 Weeks
SCCEIG05	Sustainable Communities, Citizen Engagement and Inclusive Governance	1- 3 Weeks

ELECTORAL AFFAIRS PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
MEPP01	Management of Electoral Processes Programme	1- 3 Weeks
SREPP02	Strategic Reform of Electoral Processes Programme	1- 3 Weeks
EPPCEP03	Electoral Processes in Post-Conflict Environments Programme	1- 3 Weeks
ECRP04	Electoral Conflict Resolution Programme	1- 3 Weeks
PFRP05	Political Finance Regulation Programme	1- 3 Weeks
SDOSMPTGE06	Security and Detective Operation for Security of Materials and Personnel Towards General Election	1- 3 Weeks
RLGNB07	Role of Local Government in Nation Building	1- 3 Weeks
GGLGPOH08	Good Governance For Local Government Political Office Holders	1- 3 Weeks

SECURITY, DIPLOMACY & CONFLICT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
CRP01	Conflict Resolution Programme	1- 3 Weeks
TPB02	Transformation and Peace Building	1- 3 Weeks
THT03	Tackling Human Trafficking	1- 3 Weeks
PIHR04	Promotion and Implementation of Human Rights	1- 3 Weeks
IS05	International Security	1- 3 Weeks
SED06	Strategic Economic Diplomacy	1- 3 Weeks
SITPP07	Strategic International Trade: Policy and Promotion	1- 3 Weeks
CTVE08	Countering Terrorism and Violent Extremism	1- 3 Weeks
STI09	Strategic Trade and Investment	1- 3 Weeks

POLICY & PUBLIC ADMINISTRATION PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
SPPP01	Strategic Policy Planning Policy	1- 3 Weeks
IE02	Implementation and Evaluation	1- 3 Weeks
ML03	Management and Leadership	1- 3 Weeks
MPSD04	Models of Public Service Delivery	1- 3 Weeks
SPP05	Strategic Procurement Planning	1- 3 Weeks
PPM06	Project and Programme Management	1- 3 Weeks
SCM07	Strategic Change Management	1- 3 Weeks
SI08	Strategic Innovation	1- 3 Weeks
PFM09	Public Financial Management	1- 3 Weeks

REGULATION PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
IRA01	International Regulatory Affairs	1- 3 Weeks
SRR02	Strategic Regulatory Reform	1- 3 Weeks
UR03	Utilities Regulation	1- 3 Weeks
SD04	Social Development	1- 3 Weeks
II06	Industry and Infrastructure	1- 3 Weeks

ENVIRONMENTAL PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
SCCA01	Strategic Climate Change Adaptation	1- 3 Weeks
SSEP02	Strategic Sustainable Energy Planning	1- 3 Weeks
SFSP03	Strategic Food Security Planning	1- 3 Weeks
SWP04	Strategic Water Planning	1- 3 Weeks

SECRETARIAL/ADMINISTRATIVE PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
ASPAP01	Adv. Secretarial & Personal Assistant Programme	1- 3 Weeks
CRSP02	Computerized Registry Systems Programme	1- 3 Weeks
PPM03	Programme Planning and Management	1- 3 Weeks
MDPEA04	Management Development Programme for Executive Assistant	1- 3 Weeks
DRM05	Data and Records Management	1- 3 Weeks
ACPS06	Advanced Computer Programs for Secretaries	1- 3 Weeks
LDMP07	Libraries & Documentation Management Programme	1- 3 Weeks
EDRM08	Electronic Data and Records Management	1- 3 Weeks
CMPR09	Call centre Management & Public Relation	1- 3 Weeks
ALMT010	Administrative legal Management Training	1- 3 Weeks

LEGAL PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
LDAT01	Legal Drafting Awareness Training	1- 3 Weeks
CMP02	Conflict Management Programme	1- 3 Weeks
ADRP03	Alternative Disputes Resolution (Arbitration, Mediation, Conciliation & Mediation) Programmes	1- 3 Weeks
HRLAT04	Human Rights & Law Awareness Training	1- 3 Weeks
CCC05	Construction Contract Claim	1- 3 Weeks
IA0601 ADE0602	A) Insolvency Administration B) Administration of Deceased Estate	1- 3 Weeks
CSGAT07	Civil Society & Government Awareness Training	1- 3 Weeks
WCRAWAT08	Women & Children's Rights in Africa & the World Awareness Training	1- 3 Weeks
CRPPAT09	Constitutional Reform Policies and Parliamentary Awareness Training	1- 3 Weeks
PBIILRI010	Peace Building Initiatives, Intellectual Laws & Rights of Individuals	1- 3 Weeks
PMRWM011	Project Management, Report Writing & Miniting	1- 3 Weeks

ENERGY, MINE AND STEEL AND MINERAL RESOURCES MANAGEMENT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
EMPF01	Exploration, Mining & Processing Fundamental	1- 3 Weeks
IM02	Introduction to Mining	1- 3 Weeks
CM03	Cyanide Management	1- 3 Weeks
ESE04	Environmental Stewardship in Exploration	1- 3 Weeks
OMPDPP05	Open-Pit Mine Planning and Design Policy and Procedure	1- 3 Weeks
OMNOS06	Ore Minerals- Native Ores and Sulfides	1- 3 Weeks
PSEPO07	Process Safety for E&P Operations	1- 3 Weekss
RMMI08	Risk Management in the Mining Industry	1- 3 Weeks
RRMSC09	Risk and Resilience Mining Solutions Conference	1- 3 Weeks
SEP010	Strategy Energy Planning	1- 3 Weeks
EEMEDP011	Energy Economics Monitoring and Evaluation of Donor Projects	1- 3 Weeks
AERD012	Alternative Energy Research and Development	1- 3 Weeks
SEPEP013	Strategic Energy Planning and Energy Phonemics	1- 3 Weeks
PEP014	Petroleum Engineering Programs	1- 3 Weeks
PA015	Petroleum Administration	1- 3 Weeks
MEDPE016	Monitoring and Evaluation of Development Projects (Electrical)	1- 3 Weeks
TSPSTM017	Tariffs Setting (Power Sector Tariffs Making)	1- 3 Weeks
PEPRE018	Project Economics and Planning of Renewable Energy	1- 3 Weeks
PAEP019	Planning, Analysis of Energy Projects	1- 3 Weeks
EECC020	Energy Efficiency and Cost Cutting	1- 3 Weeks
IEP021	Inspection of Electricity Plants	1- 3 Weeks
FEP022	Financing of Energy Projects	1- 3 Weeks
ET023	Electricity Trading	1- 3 Weeks
EA024	Energy Auditing	1- 3 Weeks
SEP025	Strategic Energy Planning	1- 3 Weeks
MWM026	Mining Waste Management	1- 3 Weeks
MH027	Management of Hydropower	1- 3 Weeks
GISMP028	GIS for Mining Projects	1- 3 Weeks
DSDM029	Database Systems Design and Management	1- 3 Weeks
GISEP030	GIS for Energy Planning	1- 3 Weeks

RETS031	Renewable Energy Technologies and Sustainability	1- 3 Weeks
EII032	Electrical Installation Inspection	1- 3 Weeks
REISS033	Rural Electrification Implementation/Supply Systems	1- 3 Weeks
ESP034	Electric System Planning	1- 3 Weeks
LEI035	Licensing of Electrical Installations	1- 3 Weeks
PMES036	Project Management (Energy Sector)	1- 3 Weeks

DEVELOPMENT AND ENVIRONMENTAL PROJECT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
CRPS01	Communication, Research & Presentation Skills	1- 3 Weeks
DNGOLM02	Diploma in NGO Leadership & Management	1- 3 Weeks
DFSM04	Drought and Food Security Management	1- 3 Weeks
AESDM05	Agriculture Extension Services and Delivery Management	1- 3 Weeks
GYDPDM06	Gender, Youth and Disability Policy Development and Management	1- 3 Weeks
STDM07	Strategic Tourism Development and Management	1- 3 Weeks
MSSF08	Managing the Social Security Function	1- 3 Weeks
RMARP09	Research Methods for Agriculture & Rural Projects	1- 3 Weeks
REPM010	Rural Energy Planning & Management	1- 3 Weeks
RWDS011	Rural Water Development& Sustainability	1- 3 Weeks
IWRM012	Integrated Water Resources Management	1- 3 Weeks
DRAD013	Desertification & Rural Agriculture Development	1- 3 Weeks
EAIA014	Environmental Auditing & Impact Assessment	1- 3 Weeks
FSLU015	Forest Sustainability & Land Use	1- 3 Weeks
DCAHM016	Disease Control & Animal Health Management	1- 3 Weeks
ATLM017	Advanced Transport & Logistics Management	1- 3 Weeks
MDRM018	Media & Development Research Methods	1- 3 Weeks

INTERNATIONAL RELATIONS PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
PCNS01	Political Conflicts & Negotiated Settlements	1- 3 Weeks
PPCCP02	Pre & Post Conflict Counseling for Peacekeepers	1- 3 Weeks
FPDR03	Foreign Policy & Diplomatic Relations	1- 3 Weeks
ITPC04	International & Trade Protocols Conceptions	1- 3 Weeks
TPD05	Theory & Practice of Diplomacy	1- 3 Weeks
ITPC06	International Trade Protocol & Conventions	1- 3 Weeks

COMPUTER AND INFORMATION TECHNOLOGY PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
ACSD01	Advance Computer Skills Development	1- 3 Weeks
ADMPSAP3A02	Advance Database Management Programme- SAP3 Application	1- 3 Weeks
AMIS03	Advance Management Information System	1- 3 Weeks
CNA04	Computer Network and Administration	1- 3 Weeks
ITMP05	Information Technology Management Programme	1- 3 Weeks
SACP07	System Analysis and Control Programme	1- 3 Weeks
IITA08	Introduction to IT Auditing	1- 3 Weeks
APJ09	Advanced Programme with Java	1- 3 Weeks
LA010	Linux Administration	1- 3 Weeks
ODM011	Oracle Database Management	1- 3 Weeks
WDADP012	Web Design and Advanced Desktop Publishing	1- 3 Weeks
ICTPSP013	ICT Policy and Standardization Programme	1- 3 Weeks
CM014	Cost Modeling	1- 3 Weeks
CPDI015	Cybercrime Prevention, Detection and Investigation	1- 3 Weeks

RESERVE/CENTRAL BANK PROGRAMME

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
DM01	Debt Management	1- 3 Weeks
GA02	Government Accounting	1- 3 Weeks
TFLAD002	Trade Finance Letter of Audit and Documentation	1- 3 Weeks
TM03	Treasury Management	1- 3 Weeks
CBO04	Currency and Banking Operations	1- 3 Weeks
CBOO05	Cashiering and Back Office Operations	1- 3 Weeks
LRBP06	Law Relating to Banking and Practice	1- 3 Weeks
BOC07	Banking Operations Course	1- 3 Weeks
PSS08	Payment and Security Settlement	1- 3 Weeks
LCC09	Letter of Credit and Collection	1- 3 Weeks
FMI010	Financial Markets and Instruments	1- 3 Weeks
PB(II)011	Preparing for Base II Compliance and IFRS Convergence: Issues and Challenges for Banks	1- 3 Weeks
CMDR012	Credit Management and Debt Recovery	1- 3 Weeks
IBTF013	International Banking and Trade Finance	1- 3 Weeks
IBLPP015	Islamic Banking Law- Principles and Practice	1- 3 Weeks
FSBO016	Financial Stability in Banking Operation	1- 3 Weeks
CMCCM017	Cash Management and Combating Counterfeit Money	1- 3 Weeks
RCBCB018	Role of Central Banks in Commercial Bank Operation	1- 3 Weeks
ALMB019	Asset- Liability Management in Banking Operation	1- 3 Weeks
STPRPRM020	Stress Testing –Principles, Regulation and Practical use in Risk Management	1- 3 Weeks
TPMIPA021	Treasury Products- Markets, Instruments and Practical Applications	1- 3 Weeks
RMB022	Risk Management in Banking	1- 3 Weeks
ITPSS023	International Trade, Payment System and Shipping	1- 3 Weeks
FIEM024	Fundamental of Import & Export Management	1- 3 Weeks
IEODCM025	Import/Export Operations, Documentation and Compliance Management	1- 3 Weeks

RISK MANAGEMENT COURSES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
CRMBS01	Compliance and Risk Management for Banking Sector	1- 3 Weeks
RMMP001	Risk Management for Ministries and Parastatals	1- 3 Weeks
EMTCR02	Estimation and Mitigation Techniques in Credit Risk	1- 3 Weeks
RMSICB03	Risk Management and Strengthening Internal Controls in Banking	1- 3 Weeks
PAMLFCP04	Anti-Money Laundering and Financial Crime Prevention	1- 3 Weeks
CCPDI05	Cyber Crime Prevention, Detection and Investigation	1- 3 Weeks
BCPDR06	Business Continuity Planning and Disaster Recovery(BCPDR)	1- 3 Weeks
MSBFI07	Management of Security in Banks and Financial Institutions	1- 3 Weeks
CRMB08	Credit Risk and Management in Banking	1- 3 Weeks
FFDP09	Fraud and Forgeries: Detection and Preventions	1- 3 Weeks
ESHCITBP010	Effective Securities in Handling Cash In-Transit and Banking Premises	1- 3 Weeks
ISITRM011	Information System and IT Risk Management	1- 3 Weeks
MDIS012	Management of Deposit Insurance Schemes	1- 3 Weeks

LEADERSHIP MANAGEMENT COURSES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
ECRW01	Effective Communication and Report Writing	1- 3 Weeks
PADI001	Policy Analysis, Development and Implementation	1- 3 Weeks
CGCSR0012	Corporate Governance and Corporate Social Responsibility	1- 3 Weeks
CGBMD00121	Corporate Governance for Board Members and Directors	1- 3 Weeks
MSDPS0013	Model for Service Delivery in Public Service	1- 3 Weeks
ODMD0014	Organization Development in the Management Dynamics	1- 3 Weeks
ORR0015	Organization Restructuring and Redundancy	1- 3 Weeks
CMTB02	Change Management and Team Building	1- 3 Weeks
MDPMJM03	Management Development Programme for Level 14-16 SGL	1- 3 Weeks
SMCRB04	Strategic Management in Central/Reserve Bank	1- 3 Weeks
AEOASS05	Advanced Executive Officers Assistants and Secretary Seminars	1- 3 Weeks
CMTBCRB06	Change Management and Team Building of Central/Reserve Bank	1- 3 Weeks
ESBWT07	Effective Supervision and Building Working Team	1- 3 Weeks
ELSML08	Effective Leadership Skill for Managers Level 14-16 SGL	1- 3 Weeks
ECCPR09	Effective Customer Care and Public Relation	1- 3 Weeks
HRMCRB10	Human Resource Management for Central/Reserve Banks	1- 3 Weeks
PAF011	Performance Appraisal and Feedback	1- 3 Weeks

PROFESSIONAL DEVELOPMENT SKILLS FOR ENGINEERS

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
EDEO01	Evaporators: Designing, Evaluating and Operating	1- 3 Weeks
CENCE02	Chemical Engineering for Non- Chemical Engineers	1- 3 Weeks
ICO03	Industrial Crystallization Operations	1- 3 Weeks
LDODE04	Laboratory Design for Owners, Designers, and Engineers	1- 3 Weeks
PBMPAE05	Powder and Bulk Mixing: Processes, Applications and Equipment	1- 3 Weeks
SLMSM06	Successful Liquid Mixing Scale-up Methods	1- 3 Weeks
CENCE07	Chemical Engineering for Non-Chemical Engineers	1- 3 Weeks
APPTCT08	Advanced Practices in Pharmaceutical Tablet and Capsule Technology	1- 3 Weeks
ERMDBP09	Evaluating Raw Materials for the Development of Biopharmaceutical Products	1- 3 Weeks
ASPI010	Auditing Suppliers to the Pharmaceutical Industry	1- 3 Weeks
DIEPSP011	Developing and Implementing Effective Pharmaceutical Stability Programs	1- 3 Weeks
PDPM012	Pharmaceutical and Device Project Management	1- 3 Weeks
ADISPI013	Auditing Domestic and International Suppliers to the Pharmaceutical Industry	1- 3 Weeks
HFCCRSDCO014	Healthcare Facility Code Conflicts: Resolution Strategies for Design, Construction, and Operations	1- 3 Weeks
CPECPM015	Comprehensive Practices for Effective Construction Project Management	1- 3 Weeks
PPCPS016	Principles and Practices of Construction Project Scheduling	1- 3 Weeks
PPECDP017	Principles and Practices of Estimating for Construction and Design Professionals	1- 3 Weeks
RICDNTP018	Reading and Interpreting Construction Drawings- for Non-Technical professionals	1- 3 Weeks
ADNA019	Architectural Design for Non-Architects	1- 3 Weeks
PDDDCD020	Preventing and Detecting Deficiencies in Design and Construction Documents	1- 3 Weeks
CPECPM021	Comprehensive Practices for Effective Construction Project Management	1- 3 Weeks
PPCPS022	Principles and Practices of construction Project Scheduling	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
RC023	Repair of Concrete	1- 3 Weeks
PSDIWCR024	Plumbing System Design Including Water Conservation and Reclaim	1- 3 Weeks
SDNSE025	Structural Design for Non- Structural Engineers	1- 3 Weeks
FSD026	Fundamentals of Seismic Design	1- 3 Weeks
SBLLS027	Structural Bracing for Lateral Loads and Stability	1- 3 Weeks

HEALTH MANAGEMENT PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
1	Community & Primary Health Care	1- 3 Weeks
2	Family Planning & Reproductive Health	1- 3 Weeks
3	Maternal & Child Health Management	1- 3 Weeks
3. a.	Family planning and spacing	1- 3 Weeks
3. b.	WHO Antenatal Care Model	1- 3 Weeks
3. c.	Basic Emergency Obstetric care	1- 3 Weeks
3. d.	Essential New born care	1- 3 Weeks
3. e.	Child Survival	1- 3 Weeks
4	Water Supply & Sanitation Management	1- 3 Weeks
5	Medical Aid Administration & Management	1- 3 Weeks
6	HIV/AIDS Combating & Support System	1- 3 Weeks
7	HIV/AIDS Counseling & Youth Sexuality	1- 3 Weeks
8	Prevention of Maternal to Child Transfer (PMTCT) Of HIV	1- 3 Weeks
8. a.	Vulnerable children program	1- 3 Weeks
8. b.	PMTCT in Nigeria	1- 3 Weeks
8. c.	PMTCT during ANC	1- 3 Weeks
8. d.	PMTCT during labour and delivery	1- 3 Weeks
8. e.	HIV exposed infant care	1- 3 Weeks
9.	Integrated Service Delivery and Communication at LGA and Health Facility Levels	1- 3 Weeks
9. a.	Overview of LGA Integrated Based Service Delivery	1- 3 Weeks
9. b.	Approach to manage health services in the LGA	1- 3 Weeks
9. c.	People sensitivity	1- 3 Weeks
9. d.	Communication	1- 3 Weeks
9. e.	Leadership skills	1- 3 Weeks
9. f.	Health promotion	1- 3 Weeks
9. g.	Community Home Based Care	1- 3 Weeks
9. h.	Community participation and partnership	1- 3 Weeks
10.	Improving Diagnostic Accuracy in Maternal & Childhood illnesses	1- 3 Weeks

COURSE CODE	COURSE TITLE	DURATION
10. a.	Acute Diarrhea	1- 3 Weeks
10. b.	Managing Pneumonia	1- 3 Weeks
10. c.	Management of Postpartum hemorrhage (PPH)	1- 3 Weeks
10. d.	Neonatal asphyxia	1- 3 Weeks
11.	Skilled Birth Attendant	1- 3 Weeks
12.	Improving Monitoring and Evaluation of Health Programmes	1- 3 Weeks
13.	Improving Immunization Coverage	1- 3 Weeks
14.	Stress induced hypertension: prevalence and treatment of hypertension	1- 3 Weeks
15.	Comprehensive Sexuality Education towards Teenage Pregnancy Reduction	1- 3 Weeks
16.	Malaria Parasite and its Effect on Pregnant Women and Children	1- 3 Weeks
17.	Adverse Drug Reaction: A Local and Global Public Health Menace	1- 3 Weeks
18.	Management of Healthcare Waste in Health Care Facilities in Nigeria	1- 3 Weeks
19.	Effective Leadership skills for Health workers	1- 3 Weeks
20.	Corporate Governance and Corporate Social Responsibility (DNS, DDNS, CNS, PNS and other Health Workers)	3 Weeks

IN-HOUSE TRAINING /SEMINAR

![CDTFA - Home of professionalism]

IN-HOUSE TRAINING /SEMINAR

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
AMLAPSM01	Anti-Money Laundering Awareness program for Senior Management (African Summit)	1- 3 Weeks
QIAFM02	Quality improvement Awareness for Financial Managers (African Summit)	1- 3 Weeks
FANM03	Financial Awareness for Non- Financial Manager (African Summit)	1- 3 Weeks
ACREDN04	Anti-Corruption Reform on Economic Development of a Nation	1- 3 Weeks
LSM05	Leadership Skills for Managers	1- 3 Weeks
PFAI06	Policy Formation, Analysis and Implementation	1- 3 Weeks
FAP07	Forensic Auditing Programme	1- 3 Weeks
ABBGDA08	Activity Based Budgeting in Government Department & Agencies	1- 3 Weeks
PSFM09	Public Sector Financial Management	1- 3 Weeks
ICS010	Internal Control for Sector	1- 3 Weeks
FMPS011	Fraud Management in Public Sector	1- 3 Weeks
RMP012	Risk Management Programme	1- 3 Weeks
CTM013	Cash & Treasury Management	1- 3 Weeks
FAMSDFP014	Finance & Audit Management Skills for Donor Funded Projects	1- 3 Weeks
VMAP015	Value for Money Auditing Programme	1- 3 Weeks
PPSCM016	Public Procurement & Supply Chain Management	1- 3 Weeks
MSDPS015	Model for Service Delivery in Public Service	1- 3 Weeks
CGCSR016	Corporate Governance and Corporate Social Responsibility	1- 3 Weeks
RP017	Pre-Retirement Planning	1- 3 Weeks

CUSTOMIZED PROGRAMMES

EXPLORATION, MINING & PROCESSING FUNDAMENTALS

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

Overview

This course will provide a new or relatively new entrant into the mining industry with a clear understanding of the fundamentals, workings and technical components of mining in general, and its application in the African and global industry.

Participants will learn about the technical aspects of mining ranging from exploration methods, geology, resource estimation, surface mining and underground mining to mine planning, mining methods and mine closures.

You will gain a sound understanding for the terminology used within the industry and gain knowledge of the motivation and factors that influence the technical and broader industry personnel whom they interact with on a day-to-day basis.

For those who need to become experts in the mining industry, this course will provide a fundamental background and starting point, and improve communication and negotiation with peers and stakeholders.

Workshop Objectives
·   Understand the make-up of the African mining industry
·   Discover mine exploration techniques
·   Understand mine geology and ore body modelling
·   Analyse resource/reserve estimation and statutory requirements: JORC
·   Learn about mine planning and mine start-ups
·   Analyse mining methods, processes and practices – surface and underground
·   Understand mine closures, environmental, safety and legal considerations
·   Comprehend corporate governance, industry challenges and the future

Who Will Benefit
This course is not a basic level introductory course. It has a specific techno-commercial focus for technical and business oriented professionals who are either new to the mining industry or experienced in one part but could benefit from a wider perspective
·   New employees who need a good basic understanding/overview
·   Mid-level employees who have recently transferred within the industry
·   Bankers, lawyers, government, consultants, directors and other industry participants

Course Outline
·   Overview of the location of different mineral resources in Africa and their general mining methods
·   The importance of mining to Africans and its financial impact
·   Roles, responsibilities and relationships of technical staff – geologists, engineers, metallurgists, geotechnical engineers
·   The who and where of African mining and exploration companies
·   General mining industry terminology and definitions
·   The different stages of a mining project from discovery to completion

Geology
- What's a mineral?
- What's a rock?
- Examining the three main types of rocks and their creation
- Exploration techniques
- Mineral exploration – how to select where to explore based on geological and non-geological factors

Ore body modelling
- Overview of ore body modelling, its role in mining – why it's done and what it achieves
- Limitations of modelling
- Grade estimation
- Geostatistics
- Conditional simulation

Resource/reserve estimation and statutory requirements
- Reporting resources and reserves to the Stock Exchange
- The Joint Ore Reserve Committee (JORC)
- Activity: Defining a mineral resource

Surface mining – Open pit mining
- Overview of open pit mining. Why open pit?
- Examining the different surface mining equipment and their uses, including:
- Trucks and shovels
- Excavators
- Front end loaders
- Surface miners
- Trolley assist
- Drilling and blasting
- Case examples of open pit operations
- Activity: Productivity calculation of an open pit mine

Examining the open pit mining cycle
- Grade control
- The role of geologists in production

Other surface mining methods
- Strip mining
- Bucket wheel excavators
- Draglines
- Scrapers
- Dredging
- Hydraulic mining
- Materials handling on an open pit mine– conveyors, trains
- Mining method selection – how are different methods selected?
- Case examples of different mining methods
- Environmental issues associated with surface mining

Underground mining
- Examining underground mining methods and layouts
- Cut and fill
- Room and pillar
- Open stoping
- Caving
- Longwall
- Backfill
- Recovery
- Dilution
- Mining method selection
- Underground mine development
- Stope blasting
- Development blasting
- Development blasting
- Remote controlled equipment

- · Development blasting
- · Ventilation
- · Dewatering
- · Materials handling:
- · Ore passes
- · Ground and strata control
- · Overview of underground equipment
- · Jumbos
- · Raise-borers
- · Case examples of different mining methods

Activity: Choosing an underground mining method

Mine planning
- · Explanation of mine planning and its role in the mining process
- · What is ore and what is waste – cutoff grades
- · The importance of selectivity
- · Pit optimisation:
- · Lerchs-Grossman
- · Whittle
- · Scheduling – selecting the best order in which to extract a deposit
- · Measuring the quality of the rock
- · Shafts vs. declines
- · Stockpiling, blending and storage of minerals
- · Contractor vs. owner operator – how and why do you make the decision?
- · Infrastructure – FIFO
- · Mineral resources vs. ore reserves
- · How much to spend on exploration
- · Activity: Cutoff and scheduling

Mineral processing
- · What is mineral processing? What is its role in the mining process?
- · Comminution:
- · Overview of a comminution circuit
- · Crushing, grinding – exposing the mineral
- · Mine to mill optimisation
- · Why are different ores ground in different ways?
- · Examining comminution equipment:
- · Jaw crushers
- · Cone crushers
- · Gyratory crushers
- · Ball mills
- · Rod mills
- · SAG and AG mills
- · Wet vs. dry grinding
- · Bond Work Index

Mineral processing continued
- · Examination of separation methods to extract minerals:
- · Gravity concentrators
- · Spiral concentrators
- · Cyclones
- · Flotation
- · Hydro-metallurgy
- · Pyro-Metallurgy
- · Bio-leaching
- · Tailings storage facilities:
- · Discharge methods

- Upstream, downstream and centreline construction
- Daywall dam
- Case examples of different processing circuits

Industry challenges & the future

- The image of mining
- Sustainability
- Legislation
- Shortage of trade and technical staff
- Remote controlled equipment
- Undersea mining
- Continuous mining equipment

INTRODUCTION TO MINING

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

BRIEF DESCRIPTION:

The Introduction to Mining short course will provide you with fundamental knowledge and insights into mining operations and processes. Aimed at professionals who do not necessarily have a mining engineering degree or diploma, you can acquire a better understanding of mining even if you already work on a mine, work for a mine supplier or own shares in mines. The course focuses on various topics and you will be exposed to touch points of mining engineering, including hard rock mining, ventilation, rock mechanics and geology, mine planning, open-pit and underground mining methods, logistics and marketing, as well as environmental management.

Learning Outcomes:

After successfully completing the course, you will be able to

- Demonstrate a greater understanding of the operational practices that are pivotal to the mining industry
- Interpret essential terminology and feel more comfortable interacting with core mining staff
- Appreciate the significance of the mining industry
- Understand the principles of mine design, planning and optimisation
- Describe the use of open-pit and underground mining methods and equipment
- Describe the impact of rehabilitation and environmental considerations, and
- Understand the role of processing.

Course Content:

- Geology and Mine Design Approach
- Surface Mining
- Underground Mining
- Process to Customer
- Mineral and Mining Economics
- Risk management

CYANIDE MANAGEMENT

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

MEETING OBJECTIVES AND EXPECTED OUTCOMES

The long-term objectives of this initiative are to develop a voluntary industry Code of

Practice that will:

- Establish high standards of management practices and control relating to the use of cyanide by the gold-mining industry.
- drive improved performance in mines around the world;
- Provide the public with the confidence that the adopted standards meet their expectations and are being applied.
- The particular objectives of the present Workshop on the management of cyanide in the gold mining industry were,
  through a multi-stakeholder process on a global basis, to:
- identify the issues and principles that could be included in a draft industry Code of Practice and management system
  guidelines;
- Identify the issues and principles for its promotion, acceptance, implementation, verification, reporting and improvement;
- Establish a co-ordinating committee, task forces and a timetable to work out the specifics of the Code and management systems in priority areas, for consideration by a larger multi-stakeholder group;
- Develop a mechanism for the implementation of the Code that will deliver significantly improved performance in cyanide management in the mining industry that is meaningful, credible and publicly visible.

The expected outcomes of this initial meeting were for:

- issues and considerations to be identified relative to the management of cyanide in gold mining, including possible principles for the development of a Voluntary Industry Code of Practice, considerations for a Management System, verification and reporting and for
- Multi-stakeholder Task Forces, stakeholder responsibilities and schedules to be defined for the development of draft principles and a draft Voluntary Industry Code of Practice and Management System for identified priority areas.

Course Contents
Cyanide Mining

- Cyanide in context
- Gold extraction
- Alternatives to cyanide
- Cyanide treatment, recovery and reuse
- Control of process losses

CYANIDE AND THE ENVIRONMENT
- Cyanide ecotoxicology

SUSTAINABLE DEVELOPMENT AND CYANIDE MANAGEMENT
- Mining and sustainable development
- Management tools to achieve sustainable development
- The International Cyanide Management Code
- Adopting the International Cyanide Management Code

RISK MANAGEMENT OF CYANIDE USE
- Cyanide health and safety
- Case Study: Cyanide Management

ENVIRONMENTAL STEWARDSHIP IN EXPLORATION : WASTE AND RECLAMATION

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

INTRODUCTION

Environmental Stewardship in Exploration is one of a series of courses: A Framework for Responsible Exploration, a guideline developed to help exploration companies continuously improve their social, environmental and health and safety performance and to comprehensively integrate these three aspects into all of their exploration programs around the world.

These workshop seminar provides the means for members to reduce social and environmental risk to their projects, to benefit local communities and to enable companies to become world leaders in corporate social responsibility performance (CSR).

The intended audience includes:

The exploration sector, local communities, government organizations, non-governmental organizations, civil society, academia or any interested party.

These seminar includes the following titles:
- Principles and Guidance for Responsible Exploration
- Social Responsibility in Exploration
- Environmental Stewardship in Exploration
- Health and Safety in Exploration

Course Content
Environmental Stewardship in Exploration covers the following principal topics:
- Spill and Waste Management
- Guidelines for Radiation Protection during Exploration for Uranium
- Reclamation and Closure
- Check Lists and Case Histories

OPEN-PIT MINE PLANNING AND DESIGN
POLICY AND PROCEDURE
DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

BRIEF DESCRIPTION:

The Open-Pit Mine Planning and Design short course provides you with a comprehensive look into the basics and key elements of planning and designing a surface mine that uses open-cut or open- cast mining techniques. The course specifically focuses on aspects of the geological resource model right through to the reserve statement and all aspects of the open-pit mine value chain. Not only will you be equipped with a basic theory of open-pit mine design and its application, but you will also receive the opportunity to interact with and gain practical know-how from experts and peers in the field of mining.

Learning Outcomes:

After successful completion of the course, you will have a better understanding of the open pit mine planning process.

The detailed outcomes would be reached as presented in the industry syllabus, however on a broader base, the course will be aimed at developing the candidate's abilities in the six cognitive levels: knowledge, comprehension, application, analysis, synthesis and evaluation. Thus, when being examined on the topics detailed in this syllabus, candidates would be able to demonstrate their capacity for:

- Comprehending and understanding the general Open Pit Planning and Design engineering principles covered in this syllabus and applying these to real orebodies and optimising the mine designs.
- Applying fundamental scientific knowledge, comprehension and understanding to predict the behaviour of mine layouts in terms of the different types of risks in real world mining environments.
- Performing creative procedural design and synthesis of short term planning and support systems to control and influence production scheduling processes.
- Understanding the greater picture in the total value chain process and the overall evaluation thereof.
- Communicating, explaining and discussing the reasoning, methodology, results and ramifications of all the above aspects in a professional manner at all levels.

Course Content:
The value chain incorporated into the course consists of:
- Geological resource, drill samples, ore body models and block modeling
- Pit optimization
- Physical pit design
- Equipment optimisation and requirements
- Production schedule
- Mining cost modelling, mining capex and opex
- Reserve statement

Sub-topics, incorporated into the value chain, discussed during the course will include the following:

- Key factors to consider in pit design and design criteria
- Modelling techniques and calibration
- Drilling and blasting for stable pit walls
- Mine water risk in slope stability
- Monitoring and maintaining open pit slopes
- Assessing the risks with open pit mining

ORE MINERALS - NATIVE ORES AND SULFIDES

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

INTRODUCTION

Ore minerals are naturally occurring sources of metals vital to our society and way of life. This course describes the physical properties of ore minerals, how to identify them, their history, uses and importance. We cover 11 common metal-bearing and industrial minerals that belong to the native ores and yellow-coloured sulfides. This course is a companion course to Ore Minerals 2 – Sulfides and Oxides.

Of the minerals covered in this course, 6 are sources of metal for the global mining industry: silver, gold, platinum, copper, chalcopyrite and pentlandite. Another 3, namely diamond, graphite and sulfur, are sources of non-metal elements. We also look at pyrite and pyrrhotite, 2 sulfide minerals that are not ores themselves but often occur in ore deposits, making them important species to recognize and differentiate from the more valuable sulfide ores.

Diagnostic properties are given for each species to aid their identification in the field. Mining methods, mine production, global reserves and resources are also described, emphasizing the importance of ore minerals to our economy.

Learning Outcomes
- Define mineral and ore.
- Recognize the physical properties of minerals and list some of the tests used to evaluate or describe those properties.
- Describe the defining properties of common ore minerals and know which tests to use to test these properties. Note: The course is written for online learning without the need to have actual mineral specimens in front of you. For those who wish to augment the course content with the study of physical specimens, instructions are given to obtain mineral identification tools and specimen sample sets.
- Recognize where metals come from, as well as their importance and use in our society.

People who should attend
- The course is written for students with at least a high school understanding of chemistry, physics and geology.

PROCESS SAFETY FOR E&P OPERATIONS

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE DESCRIPTION

This course provides a fundamental understanding of process safety techniques and how applying these techniques can improve safety, equipment reliability, and environmental performance and reduce overall costs. It presents an overview of the elements comprising process safety, practical examples and how process safety can be integrated into day-to-day operations.

Upon completion of this course, participants will understand:
- The evolution of process safety
- Why process safety incidents still occur
- Steps needed to reduce the number of incidents
- Applicability of process safety to exploration and production operations
- The team approach for process safety
- Each of the elements of process safety
- How to implement and improve process safety at your location

Why Attend

Process safety is becoming increasingly important for maintaining the license to operate. The overall objective for process safety is to eliminate "loss of containment" events that can lead to fires, explosions or toxics being released. Implementation of process safety can result in greater equipment reliability, fewer process upsets, increased safety and fewer environmental incidents. The attendee will learn how the different elements of process safety can be easily developed and implemented for all types of E&P operations.

Who Attends

The course is intended for facility, production and drilling engineers; supervisors and managers involved with the design, construction or operation of production facilities or drilling operations. The course is applicable to all operations including onshore and offshore operations.

RISK MANAGEMENT IN THE MINING INDUSTRY

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

BRIEF DESCRIPTION:

The Short Course in Risk Management in the Mining Industry will introduce the attendee to the primary concepts, terminology and issues surrounding risk management, particularly as it applies to the industry. This educational programme includes several important models of work processes, management systems and project operations that are useful in conceptualising workplace situations and can be used to develop effective risk management strategies.

Learning Outcomes:

During the course delegates will develop the ability to make the right risk control decisions based on sound risk management principles and models.

Delegates will also have:

- A deeper practical understanding of Risk Assessment/ Risk Management concepts and methods as well as Safety Risk Management integration into the site or discipline;
- the ability to determine the quality of Safety Risk Management activities and systems;
- the ability to scope a Risk Assessment and apply appropriate techniques for comparison with good practice approaches;
- the ability to practice in practical risk assessments;
- the ability to adopt existing risk assessments;
- the ability to adopt existing risk management programs and incorporate newly acquired principles;
- the ability to produce effective controls based on a control effectiveness measurement tool; and
- the ability to produce an improvement plan in one of the following areas:

1. Risk assessment process
2. Business process
3. A step change for the total Safety Risk Management Journey

Course Content:

- This course covers the following aspects:
- Safety Risk management introduction
- Risk Management Concepts and Models
- Human Factors and Behaviour
- Human Factors and Engineering
- Risk Assessment and Analysis Background
- Risk Assessment Methods and Application
- Scoping a Risk Assessment
- Introduction to Safety Maturity Techniques
- Leading Practice 4 Layer Operational Risk Management
- Risk Acceptability and the 4 Layers
- Major Hazard Risk Management
- Integrated Risk Management
- Safety Improvement Project
- Presentation of Practical Assignments

RISK AND RESILIENCE MINING SOLUTIONS CONFERENCE

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

Mining is not risk free. This is true for resource estimates, feasibility studies, design, operations, closure, and post-closure. Risk assessment, risk management, and implementation of mitigation measures are ongoing activities throughout all phases of mining. The risks are numerous. Some risks that public and regulatory authorities are increasingly concerned about are safety during operations and closure, such as pit slope and underground stability and failures or tailings dam breaches, and the operational and post-closure releases of substances deleterious to the environment (acid mine drainage, amongst others). The conference covers risk identification and assessment; development of mitigation measures; decision making methods allowing for risk, current practices for minimizing risk, and case histories at all stages of mine life from development through closure and for major mine facilities, and activities including open pits, underground workings, tailings facilities, waste rock dumps, heap leach pads, and water supply and treatment systems. The processes of regulatory and corporate governance are important to risk management and will also be examined. Sound risk management requires means for long-term risk prevention, and recovery from any failures should they occur, and includes monitoring, maintenance, bonding and insurance to achieve operating and long-term robustness and resilience in development, operations and closure plans.

The conference is an opportunity for those involved in mining to examine the basic issues of risk in mining:
- What are the hazards?
- What is the probability of the hazards becoming reality?
- What are the consequences of things going wrong?
- How can you mitigate the chance (make robust) and consequences (make resilient) of risks?
- What risks can you tolerate as the mine owner, engineer, regulator or public?
- What regulation, corporate governance, funding and insurance is required mitigate risk?

This conference will provide an opportunity for professionals working in, and with the mining industry to explore risk, tolerance, mitigation approaches, and the robustness and resilience of practices and procedures, designs, operational methods, and mine closure measures and plans. Those involved in engineering designs and operations, environmental controls, worker safety, mine financing, financial assurance, risk communication and management, and regulation of risk in the mining industry are invited to share their experiences and to learn from each other. Keynote presentations, technical papers, and short courses will explore current practices.

Course Content
- Risk identification and mitigation during site selection, design, construction and operation of mines, including:
  - Open pits and strip mines
  - Underground mines
  - Tailings dams
  - Waste dumps and heap leach piles
  - Water management and water management structures.
- Risk identification and mitigation for mine closure and long-term post closure performance
- Risk identification and mitigation of human health and environment (other than occupational health and safety aspects)

- Risk assessment methodologies, including:
    - Failure Modes and Effects Analysis (FMEA)
    - Pathway-dose-response analyses for human health and the environment
    - Probabilistic event tree analyses
    - Bayesian or other methods\
    - Extreme event and long-term degradation assessment.

- Risk costs, financing and assurance, including:
    - Financial risk
    - Bonding
    - Insurance and long-term risk monitoring
    - Maintenance and mitigation plans.
- Risk management, including:
- Corporate and regulatory governance
- Design standards and review
- Construction and operational quality control and assurance
- Review boards, engineer of record, audits, safety inspections and continuous improvement processes.
- Corporate and mine case histories.

PUBLIC SECTOR FINANCIAL MANAGEMENT TRAINING

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE OVERVIEW

Financial management is a core competency for service line managers in the modern public sector. Many service line managers receive little or inadequate training in this competency and some may even be in denial about their important role in managing financial resources. The consequences of poor financial management can seriously harm the financial stability of the service, availability of future funding, ability to deliver services, team morale and relationships between the service and the finance team.

Training Objective?
- By the end of the Training, you'll be able to
- Explore and understand the basics of public financial management
- Interpret and reflect on simple public sector financial statements
- Explain how governments raise finance through various means
- Explain how the budget process works at national and sub-national levels
- Discuss how auditing is conducted in public sector organisations
- Explore how public sector organisations are held accountable to the public

Training benefits
- Develop core financial competencies
- Input effectively to the budget setting process
- Make more effective use of resources
- Identify and respond to financial warning signs before they become financial issues
- Improved communication with finance support staff and senior management on financial planning and control issues
- Ensure financial controls are correctly operated

What topics will you cover?
- Understanding financial statements: an examination of the information contained in common accounting terms
- Principles of Public Financial Management: Distinction of public sector entities and   implications for financial management; principles and issues in accounting in public sector entities.
- Budgeting and Budget Processes: Budget and planning cycles, principles of budgeting and financial decision-making, linking budgeting and program operation and program design and policy development processes.
- Distinction of public sector entities and implications for financial management; principles and issues in accounting in public sector entities.
- Fiscal imbalances: causes and consequences
- Understanding public sector spending: how governments spend public money to implement public policies and execute programmes and projects
- Evaluating public expenditures: understanding the effect of public spending decisions
- Cutting expenditures and the austerity agenda: how government austerity policies are used to reduce government activity

- Budget Management: Management control and risk management, cash management and control monitoring and reporting processes, governance principles in public entities.
- Common sources of public revenues, including inter-governmental transfers, and alternative sources used by governments across the world
- Taxation: an exploration of the advantages and disadvantages of taxation, custom duties and fees, and their uses, from behavioural change to stimulating business activity
- Auditing and accountability: exploring the concept of accountability and explaining the importance of corporate governance in ensuring government accountability
- Understanding public governance: exploring how the crisis of public administration has led to financial disaster

Who should attend?
- Financial Professionals In The Public Sector
- Financial Executives With Positions In Government
- This Course Would Also Be Of Interest To Those Already Working In Public Sector Management Or Simply looking for a better understanding of contemporary financial issues.

INVITATION WORKSHOP TRAINING FOR BUDGET AND BUDGETARY CONTROL IN GOVERNMENT MINISTRIES AND PARASTATALS

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

WORKSHOP OVERVIEW

As Financial Resources of Government becomes constrained as a result of multiple demands by the various arms of Governments, need for critical budget preparations and compilation has become very important. Budgets are prepared for many different purposes and the period of future forecasting varies, but most Governments budgets are prepared annually with the input from the various Government Ministries to estimate their proposed expenditure for the period, for appropriate subvention and allocations.

With this in mind budget Officers in the various ministries are challenged to exhibit high professionalism in the data mobilization for the preparation of the budgets, and to meet and comply with budget submission deadlines. Subverted Institutions also needs to effectively utilize budget funds allocated in accordance with the initial proposal submitted. This calls for the implementation of a strategic budgetary control effort by all Section Heads and Accounting Officers towards the achievement of the budget objective. This 5 days' workshop has been designed to sharpen the skills of Officers who are directly or indirectly involved in the budget preparation for their organization.

At the end of the workshop, participants will be able to:
Use the budget as a tool for control;
- Identify the various budgeting techniques;
- Evaluate the role of budgeting in decision-making process;
- Identify the challenges of budgeting; and
- Prepare master budgets.

Who should attend?
- This Course is primarily designed for the following target group in mind:
- Directors, Principal Budget officers, HR officers, Accounting Officers
- Department or Sectional Heads, Accountants, Auditors, Fraud Examiners
- Project Manager
- All others who may directly or indirectly be involved in budgeting

Workshop Outlines:

Day One
MODULE 1: THE BUDGET AND ITS COVERAGE
- Basic Definitions
- Nature of Legislation Authorizations
- Coverage of the Budget
- Budgetary Documents

MODULE 2: THE LEGAL AND INSTITUTIONAL FRAMEWORK
- Distribution of Responsibilities within the Executives
- The role of the Legislature
- Distribution of Responsibilities between different levels of Government
- The Legal Framework

Day Two
MODULE 3: BUDGET CLASSIFICATION, PRESENTATION AND PROGRAMMING
- Expenditure Classification
- Presentation of Expenditure in the Budget
- Managerialism

MODULE 4: POLICY FORMATION AND BUDGET PREPARATION
- The Macroeconomic and Policy Context
- Preparing the Macroeconomic Framework
- Conditions for sound Budget Preparation
- Budget Preparation Process

Day Three
MODULE 5: THE BUDGET EXECUTION CYCLE
- Objectives of Budget Execution
- The Expenditure Cycle
- Distribution of Responsibilities
- Budget Appropriation Management Rules

MODULE 6: THE TREASURY FUNCTI0N AND CASH MANAGEMENT
- The Treasury Function
- Cash Management
- Financial Planning and forecasts
- Management of Government Debts
- Relationship with the Central Bank

Day Four
MODULE 7: IMF CODE OF GOOD PRACTICES ON FISCAL TRANSPARENCY
- Clarity of roles and responsibilities
- Public Availability of Information
- Open Budget preparation, execution and reporting
- Independent Assurances of Integrity

MODULE 8: PROJECT REPORTING FRAMEWORK
- Principles of good practice
- Basic data analysis to generate performance information
- Reviewing administrative and management records

Day Five
- Checklist for managing regular review meetings
- Progress report and updated Plans
- Presentation of Certificate

PROJECT MANAGEMENT, MONITORING & EVALLUATION

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

Project Monitoring and Evaluation is the continuous day-to-day assessment of project implementation in relation to agreed schedules, and of the use of inputs, infrastructure, and services by project beneficiaries. It Provides managers and other stakeholders with continuous feedback on implementation. Identifies actual or potential successes and problems as early as possible to facilitate timely adjustments to project operation.

Who should attend?

Project officers, managers and professional evaluators/consultants charged with the responsibility of monitoring and evaluation of projects., Senior managers, Project leaders, researchers in programmes working in sectors such as agriculture; climate change and environment; disaster management; education; food and nutrition; health; humanitarian relief; logistics and telecommunication; recovery and reconstruction; safety and security; water sanitation and hygiene.

TRAINING OBJECTIVE

- By the end of the Training, participants will be able to:
- Identify and Formulate Critical Performance Indicators
- Participants will gain confidence to apply the acquired skills and knowledge to their M&E work
- Participants will be able to share and learn from other country experiences to strengthen their M&E systems.
- Participants will have an improved understanding of how M&E can improve the quality of their projects while promoting learning and accountability
- Design a Monitoring and Evaluation System
- Design and Conduct Monitoring and Evaluation Studies
- Monitor and Evaluate Projects
- Produce Monitoring and Evaluation Reports
- Improve their ability to gather, manage, and communicate project information.
- Adapt and apply various participatory tools and techniques in monitoring and evaluation.
- Implement project administration processes according to requirements
- Communicate, monitor and evaluate project schedules
- Identify, suggest and implement corrective actions to improve quality
- Supervise the project team to successfully deliver project objectives

COURSE CONTENT
Introduction

- A General Framework for M&E.
- Identify your project stakeholders' M&E needs
- Make a diagram of your project
- Assign project results to the links in your causal chain
- Choose indicators and data collection methods
- Address transversal issues
- Write up a draft M&E scheme
- Validate your scheme with your M&E stakeholders
- Integrate stakeholder comments into M&E design

- Execute M&E as part of the project
- Interpretation, results of M&E

What is Monitoring and evaluation?
- Definition of M&E
- Why is M&E important
- M&E and the project cycle management
- Step to implementing M&E in a project/programme
- Type of evaluations
- Methods and tools for M&E
- Challenges in M&E

Trends towards Result Based M&E
- Managing for Development Results (MfDR)
- MfDR core principles
- MfDR and Result based management (RBM)
- What is RBM?
- Emergence of RBM and its development
- Seven phases of RBM
- Performance measurement, performance indicators and performance monitoring
- Logical framework and results framework

Introduction to Result Based M&E
- Result based M&E outline
- Essential actions to build result based M&E
- Result based M&E cycle
- The power of measuring results

Situation analyses/Needs assessment
- Formative research
- Situation analysis
- Needs assessment
- Tools to conduct a needs assessment
- Illustrative examples of situation analysis and mappings

Designing the M&E system
- The result chain
- Impact path ways
- Logical framework vs Theory of change
- Developing a theory of change
- Components of a theory of change

M&E Frameworks
- Why are M&E frameworks important?
- Considerations when developing an M&E framework
- Steps in developing and M&E framework
- Results frameworks
- Logical framework

Designing indicators and evidence
- What are indicators?
- Characteristics of good indicators
- Challenges and considerations when selecting indicators
- How many indicators are enough?
- Process versus result/impact indicators
- Process indicators
- Result indicators
- Output indicators
- Outcome indicators

- Impact indicators
- Developing internationally comparable indicators

M&E Plans
- What does an M&E plan include?
- Important considerations for an M&E plan
- When should M&E be undertaken?
- When monitoring activities should be carried out?
- When should evaluations be conducted?
- Can M&E plans be amended?

Evaluation Techniques
- Evaluation questions
- Steps to developing evaluation questions
- Illustrative examples
- Designing evaluations for stakeholder benefit and use
- Choice and use of qualitative and quantitative collection instruments
- Participatory data analysis
- Communicating findings meaningfully for comprehensive stakeholder learning

Baseline Assessments
- What is baseline data and how is it collected?
- Needs assessment versus baseline study
- Questions to ask about a baseline plan
- What kind of baseline data is necessary, useful and practical to collect?
- Examples of baseline surveys

Data Collection and Analysis
- Quantitative data
- Methods for collecting quantitative data
- Challenges and limitations of quantitative methods
- Qualitative data
- Methods for collecting qualitative data
- Pre/post intervention focus group discussions
- Pre/post intervention interviews
- Illustration and example with selected participatory methods

Communicating M&E information
- Developing a communications strategy based on evaluation findings.
- Communicating findings to bring about change.
- Presenting M&E results using different media.

Use of M&E Results
- Different uses of M&E results
- To whom to give feedback
- WHEN to give feedback
- How to give feed back
- Embedding learning for personal and organizational benefit
- Becoming change agents for M&E.
- Becoming an M&E champion

PUBLIC PROCUREMENT AND DISPOSAL

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

Course Aim

To introduce participants to public procurement and disposal system. To emphasis the role of the structures in the procuring an disposing entities such as the Accounting Officer, Members of the Contracts Committee, Procurement and disposal unit and the User Departments in the public procurement and disposal system. To help participants understand the guiding principles of public procurement and disposal by sensitizing the participants on the key requirements for use of public funds in public sector procurement and disposal. The program aims at developing the participant's skills to plan and carry out procurement functions efficiently and effectively. To enhance the participant's ability to develop statements or requirements for goods, services and works and to emphasise the importance of writing appropriate statements of requirements. Equip participants with knowledge on the standard bidding documents so that they are able to use them with increased skills and confidence.

By the end of the training, participants should be able to appreciate the process of pre-qualification of providers and the bidding process. The course examines the tendering process covering the specific requirements for the procurement and disposal of goods, services and works.

The course looks at the need for contractual procedures and conditions as required. It looks at the ways of reducing risks of things going wrong and ways of setting disputes. To improve participant's effectiveness when purchasing from overseas sources .The course targets public officials who are involved in disposing of public assets

Who should attend?

- All key stakeholders in the public procurement and disposal system
- Public officers in procuring and disposing entities
- Procurement officers and other members of staff of procuring and disposing entities who write statements of requirements from time to time.
- Project coordinator/ manager, Users, procurement staff, members of contracts committee and users in government institutions and also providers to government ministries and departments
- People both from public and private sector who manage the preparation, issue and evaluation of bidding documents
- Officials who are responsible for buying products and services from overseas countries

Training Course content
Introduction to Public Procurement and Disposal Framework (module 1)

- The fundamental of the new procurement system
- The structure and Regulations
- The key players in the public procurement and disposal framework
- The public procurement and disposal cycle
- Overview of the procurement methods

Public procurement principles (module 2)

- Course content definition of public procurement
- Differences between public an private sector organization
- Difference between public and private sector purchasing
- Key principles of public sector procurement such as accountability, transparency, competition etc.

Public procurement planning (module 3)
- Legal basis for making procurement and disposal plans
- Matters to be considered in planning
- Aggregations of procurement
- Procurement of items in common use

Preparation of statement of requirements (module 4)
- Definition of the different types of statement of requirement such as specifications, terms of reference and scope of work.
- Principles of statement s of requirement
- Functions of statement of requirement
- Role of the procurement and disposal unit, user and supplier in the specification process

Standard bidding documents (module 5)
- Definition and purpose of standard bidding documents
- Structure of the standard pre-qualification document
- Contract types covered by standard bidding documents

Pre-qualification and the bidding process (module 6)
- Definition and objectives of pre-qualification
- Management of the pre-qualification process
- Bidding as part of the public procurement procedures
- The main stage of the bidding process

Bid evaluation (module 7)
- The different evaluation methodologies
- Explain the basis for the best evaluation bid
- Working methodology of evaluation terms
- Content of an evaluation report

Contracts and contract management (module 8)
- The legal framework
- Basic principles of contracting
- Obligations of the procuring and disposing entity and the provider in contract
- The various contract forms, factors involved in contract type selection, strength and weakness of each type)
- Approach to contracts management
- Dispute resolution under contract management

International public procurement (module 9)
- The nature of regional agreement affecting government
- The influence of the WTO on world trade
- Procurement sources of development finance and their impact

Disposal of public assets (module 10)
- Disposal planning
- Initiation of disposal requirement and approval for disposal
- Methods of disposal such as, sale to public officers, auctioneering etc.

Ethics in public procurement and disposal (module 11)
- Definitions of key concepts principles of public life
- Legal basis for ethics i.e Leadership code Civil servants code
- Role of the various agencies
- Benefits of managing ethics
- Identify the various forms of corruption under the procurement and disposal cycles function

E- Procurement Strategies (module 12)
- The application of E procurement to sourcing, tendering and payment
- The stages in the tendering process and how these are changed by electronic tendering
- The business advantages of electronic tendering
- The use of electronic procurement in some overseas countries
- The key considerations when planning and implementation an e- procurement system
- How e -procurement can help public procurement organizations in key success area

HUMAN RESOURCE MANAGEMENT WORKSHOP

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

In recent years, tasks that were originally thought to fall under the responsibility of the human resources department have become a part of many managers' job descriptions. The sharing and diffusion of these tasks throughout the organization has had an impact particularly on those that are not equipped with the skills or knowledge to deal with these issues. The Human Resource Management workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This workshop will provide your participants those skills and assist them with certain Human Resource situations.

The Human Resource Management course has been specifically designed to take participants through the core knowledge requirements HR professionals require for effective practice. The course includes modules that relate to real life situations in the form of case studies and discussions.

Workshop Objectives

- Describe the implications of different aspects of Human Resource Management on your daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for your employees' health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in your own workplace
- Identify three areas for further development within the Human Resources field as part of a personal action plan

Training Outline

- The course has been designed to cover the following knowledge areas;
- Business Management and Strategy
- Workforce planning, recruitment and Employment
- Human Resource Development & Performance Management
- Compensation, payroll and Benefits
- Employee and Labour Relations
- Risk Management

CDTFA offer the Human Resource Management Course in Nigeria in 3 of our study centers in Lagos, Abuja and Port Harcourt.

COMPLIANCE MANAGEMENT RESOURCE WORKSHOP

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW: COMPLIANCE MANAGEMENT

Organisations recognise the importance of compliance and acknowledge the fact that it is difficult to implement. Faced with the time constraint, limited resources, and manpower shortage, they tend to put their emphasis on the more urgent issues on hand rather than focusing on compliance. However, it is risky to disregard organisational responsibility and accountability towards the laws, requirements, and benchmarks. The inability to comply with legislation would also imply that the organisation may be challenged to fulfil customers' requirements properly. On the other hand, commitment to compliance efforts also signifies to stakeholders and customers that the organisation is serious about strengthening its competitive edge in the long run.

- Businesses and organisations have their employees complete a compliance course so they can avoid situations that may make their company legally liable. Compliance courses also help employees detect any violations of organization policies. In the end, compliance training creates a more hospitable work environment where peers respect each other and the jobs they must perform. Companies who have their employees' complete training thereby lay the groundwork for a defence should any employee wrongdoing occur.
- AETCD deliver programs or individual modules in-house, as part of your organisational training framework. The courses can be tailored to meet the specific needs of your organisation, within the parameters of the national qualification framework, ensuring optimal value for your business and employees.

Key Benefits
- Identify the key challenges for participants' organisations to maintain a compliance programme
- Build a business case for compliance management for your organisation
- Determine the nature of conflicts and change management required to overcome the critical challenges
- Develop action plan and timeline for change management to resolve the critical challenges
- Map out important areas that serve to sustain the compliance programme

Workshop Course Contents
Day One
- Overview of ISO 19600:2014 – Compliance management systems
- What is Compliance?
- Overview of common challenges for organisations to start and sustain a compliance programme
- Key aspects of conflict management and change management, with reference to case studies in your organizations

Day Two
- Risk management of areas for noncompliance, with reference to ISO 31000:2018 – Risk Management
- The Compliance Challenge
- Ways to track compliance management and instilling feedback loop

Day Three
- Identifying Compliance Requirements
- Case study of Compliance
- Compliance Implementation Approach

Day Four
- Conformity Assessment
- Developing Common Control
- Compliance Elements

Day Five
- Compliance Frameworks and Standards Landscape
- Compliance Implementation Approach
- Presentation of Attendance certificate

Workshop Methodology
- Participants will learn through group discussions on case studies, team work for quizzes, applying the tools, and individual activities

Who Should Attend?

This course is suitable for participants with prior knowledge of compliance management and no legal background. They could be working in supporting functions or activities that involve compliance management in their organizations

WORKSHOP ON GOVERNANCE, TRANSPARENCY AND ANTI-CORRUPTION REFORMS : POLICIES, EVIDENCE AND WAYS FORWARD
DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

WORKSHOP OVERVIEW

Corruption and fraudulent activities have become endemic in the public and private sectors of the Nigerian economy. To effectively cope with the inherent challenges, organizations need to be proactive and actively involved in developing control mechanisms that will curb this menace and drive anti-corruption agenda in the public and private sectors of the country.

The new focus on the performance of a country has been combined under the term 'good governance'. The contents of this concept addressing the way power is exercised in the general management of a country's affairs.

The workshop is therefore designed to equip participants on what corruption is and its combat in accordance with the anti-corruption policy.

Workshop Objectives
- Upon completion of the course, delegates will:
- Be able to explain the importance of the workshop and acknowledge why the workshop is mandatory
- Understand Governance, Transparency, also causes and effects of corruption
- Understand the national and international framework for addressing corruption
- Understand the main approaches and pillars of anticorruption in an organization
- Be able to act in corrupt environments and apply Anti-corruption Code of Conduct to achieve Transparency and Good Governance.
- Identify where and how to report suspicion or evidence of irregularities and cases of corrupt practices
- Be able to detect and mitigate anti-corruption risks in their daily work
- Recognise how to apply the zero tolerance policy in an Organization
- Learn more about roles and responsibilities of the committee on anticorruption

Target Groups

This workshop is mandatory for Anti-Corruption Committee of Ministries and Parastatals , Heads of Departments, Managers, Supervisors, Accountants, Auditors and Planning and Budget Officers, Employees in both public and private sector, as well as advisors and consultants employed. The workshop is also relevant for partners in development corporations.

Workshop Contents
Day One
- The new agenda of Good Governance and Anti-Corruption, Transparency
- Types, Causes and Consequences of Corruption in Government Establishments
- Internal Control Mechanisms

Day Two
- The empirical evidences in Nigeria as a case study
- Conventional anti-corruption policies: the "greed plus discretion" analysis

Day Three
- Conventional anti-corruption policies: the "greed plus discretion" analysis
- Case studies and discussions

Day Four
- Structural drivers of corruption
- Transparency and Good Governance: the "best practice" analysis

Day Five
- Study Tour within Kigali
- Presentation of Attendance Certificate

CYBER CRIME PREVENTION, DETECTION AND INVESTIGATION

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

The expanded use of t he Internet has facilitated rapid advances in communications, systems control, and information sharing. Those advances have created enormous   opportunities for society, commerce and trade to grow and adapt to near real time access to each to information services. Related to that growth, however, has been the intrusion of criminal actors who take advantage of the same services to commit traditional types of crimes in innovative ways that exceed by many magnitudes previous scales of theft, fraud, intimidation, and extortion. What began as disassociated efforts of individuals seeking attention or personal gain, has since become organized and syndicated activities. Those criminal activities offer speed and (some) anonymity with techniques that are difficult to keep pace with in traditional investigative methods.   To address these challenges, CDTFA create the Cyber Investigation Body of Knowledge as a standard of practice to align corporate understanding and approaches in investigation and response.

Objectives
- An overview of the knowledge, skills and techniques required by Internal and External Auditors (and executives) to understand how to identify, respond, and investigate cybercrimes will be covered including:
- Popularizing and promoting a commonsense approach concerning consistent international cybercrime investigations, not dependent upon the laws of each country.
- Offering a detailed demonstration of the positioning of other systematized customary practices, project management, computer science and digital forensics within the scope of cybercrime investigations.
- Characterizing and demonstrating the content that should be put into practice in cybercrime investigations.
- Presenting means to utilize the topics covered in this body of knowledge of cybercrime investigations collected from experienced professionals
- To provide a framework for developing training curricula and individual knowledge and skills pertaining to duties of investigators and responders

Topics
This 5day course will provide a description with supporting interactive exercises concerning the following topics:
- Introduction to CIBOK
- Cybercrime and its Investigation
- Types of Cybercrimes
- Artifacts of Cybercrime
- Scope of Cybercrime
- Sources of Evidence
- Methods of Evidence Collection
- Methods of Evidence Analysis
- Incident Resolution
- Cybercrime Information Sharing
- Management Framework

Who should take this course?
This course is designed as an executive introduction for Internal and external auditors and incident handlers who may be tasked with related risk and compliance assessments and mitigation.

WORKSHOP ON STRATEGIC TALENT MANAGEMENT

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

WORKSHOP OVERVIEW

Talent Management was initially used as an HR tool in the recruitment process. It has since developed into an essential business wide practice, used by management to cover many areas such as; succession planning, development of the organisation and individuals, performance enhancement and organisational capability.

Consequently the war for talent is global and talent acquisition, development and retention have become components of modern competition. Without a strategic approach to identifying potential talent and doing whatever it takes to develop it, and more importantly to keep it, organizations stand to lose one of their competitive advantages. In this Workshop, you will be exposed to the best practices in strategic talent management as applied by some of the most successful organizations in the world. By learning how to identify potential talent within your organization, how to develop it and how to implement strategies to retain your best people, this course will help you and your organization become better equipped to win in the war for talent. These Talent Management training course materials are suitable for any organisation no matter how far into their Talent Management journey. The talent management training will help your participants set up their Talent Management system or can be used as a health check to refocus or identify problem area

Who Should Attend?

- This innovative course is designed for HR professionals who are responsible for designing and implementing the talent management strategy within their organisation. Appropriate job titles include:
- Strategic Talent Sourcing Team
- Talent Management Managers
- Career Development Specialists
- Recruitment Managers/Executives
- Leadership and Management Development Professionals
- Mid to Senior HR Professionals responsible for developing HR strategies
- Workshop Objectives:
- At the end of this talent management training session participants will be able to:
- Recognise the business case for talent management and succession planning
- Identify the need to have talent management integrated into the strategy of their organisation in order to retain talent
- Recognise the key steps required to implement the Talent Management Continuum
- Draw up an action plan to address your talent management needs
- Identify the building blocks of talent management

The main content of the Workshop

Day One

- The key aim of the course is: To identify the key stages to successful Talent Management within organisations, to enable employees to drive business success
- Talent Management Definition – Those individuals who are of particular value to an organisation, either in view of their 'high potential' for the future or because they are fulfilling business/operation-critical roles etc.

Day Two
- Concept & Business Case – Recognising that Talent Management needs to be one of your organisations key priorities
- Conducting Talent Assessments to Create a Talent Profile
- Three phase process for creating a talent profile for your organization
- Assessment tools (Assessment Centres, Competency Models

Day Three
- Talent /management Strategy – Ensuring that the talent strategy is closely aligned with the corporate strategy must be a priority
- Retaining Your Talent – Identifying ways to help improve retention of your talent
- Management Policy – The key aspects of a robust Talent Management Policy

Day Four
- Talent Management Continuum:
- Attracting Talent – Both internally and externally
- Developing Your Talent – To meet organisational and individual needs
- Managing Your Talent – Active steps taken to retain and engage talent for the future health of the organisation and individual
- Succession Planning – Identifying and developing internal talent pools for key/critical organisational positions
- Evaluating Your Talent – High level and individual evaluations to ensure you have a robust Talent Management system in place
- Review of Session – Creating an action plan to embed learning.

Day Five
- Study Tour within Kigali
- Presentation of Attendance Certificate

EFFECTIVE LEADERSHIP SKILLS FOR MANAGERS / SUPERVISOR AND MODERNIZING HUMAN RESOURCE FUNCTION TRAINING)

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	$3,650
2 weeks	$5,500
3 weeks	$7,250

OVERVIEW

Supervisors, Team Leaders, Head of Department, and CEOs, Management Team will find the 'Leadership Skills' Seminar addresses the areas of Leadership most critical to the success of the Leader, the team and the organisation. During the Seminar, participants will gain a foundation of understanding about the principles and practices of Leadership. These insights will enhance participants' capabilities and confidence, enabling them to be effective leaders.

We will consider what 'Leadership' means, and what the role of the Leader entails. We'll investigate what makes teams successful, and the Leader's role in the team's success. Leadership requires excellent communication, and we'll enhance our questioning, listening, and rapport-building skills, as well as investigating some guidelines for successful meetings.

Delegates in the 'Leadership Skills' Awareness Seminar will gain an understanding of the importance of setting goals with team members, and how to set goals to ensure their achievement. We'll explore methods of developing and empowering people, through training, coaching, supporting and delegating. We'll discover how to inspire the best performance through recognition and reward, and adopt a supportive approach to correcting mistakes and disciplining people. During the course we'll learn how to prepare for and conduct Performance Review meetings, including content and strategy. We'll also discuss some Time Management and 'Survival tips' to maximise your effectiveness, as well as your enjoyment of the Leadership.

Course content

Leadership- Role, Skills and Styles
- Definition and the leadership Grid
- Collaborative leadership
- Transitional leadership
- Visionary leadership
- Situational leadership

Leadership and Communication
- Basics of effective communication
- Barriers to communications
- Verbal & non-verbal communication
- The art of listening
- Conducting effective meetings

Leadership and Problem- Solving
- Problem solving steps
- Identifying the problem
- Techniques for developing alternatives
- Getting consensus
- The leader as a problem solver

Leadership and Management
- Authority Vs. Responsibility
- Delegation and acceptance

- Roles and relationships
- The manager as a leader
- Being a leader: Bridging the gap

Leadership and Coaching
- The coaching cycle
- Pre-requisites for coaching &mentoring
- Coaching for performance
- The leader`s role in coaching
- Managing people issues

Leadership and Motivation
- Principles of motivation
- Motivation theories and their application
- Motivation through goal model
- Developing the change management plan
- Communicating for change

Leadership and Team Building
- Team building process
- Essential building blocks for teams
- The POPCI fundamentals for effective teams
- Purpose, Organization, Process, Culture &Influence
- Dealing with Internal and external politics
- The team Leader as a facilitator, mediator & negotiator.
- **Leadership and Decision-making**
- Common pitfalls in Decision-making
- Thinking and Decision-making processes
- Decision-making matrix –Focus &Impact
- The 3D Model-Debate, Discussion &Dialogue
- **Leadership and Ethics**
- Character and integrity
- Ethics and Values
- Building Excellence
- Emotional Intelligence
- Influencing team/organizational culture

Learning Approach

This is a highly interactive Training based on the applications of theoretical concepts of leadership to practical situations that faced by Public Sector managers. Participants will work in small groups, throughout the course to apply the learning to real issues and leadership challenges. Practical case studies will be used extensively during the training.

COMPETENCY BASED SUCCESSION PLAN

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

Gain the necessary skills to develop and implement an effective succession plan based on your organization's current and future needs. Learn how to assist your organization in transitioning from a reactive replacement plan to a proactive strategic solution. Develop the understanding that monitoring, developing, and retaining critical talent has a positive impact on the bottom line. Practice your new skills through dynamic group discussions and an extensive case study.

Planning for the succession of people to succeed an organization's leaders and managers is critical to the survival and growth of organizations. Attracting and retaining high potential employees for key positions requires an effective HR strategy. Questions to consider are: What will our organisation look like three or five years from now? What competencies will our managers need to have then? How do we ensure that we have such managers? How do we retain and motivate such employees?
A management succession plan affects an entire organisation. Planning a succession involves preparation, weighing options, initiating and managing change, overcoming obstacles and performing a thorough analysis of your staff and their skills and experience.

Succession Planning Training Course gives you an understanding of the methods and techniques of business succession planning and skill building to implement the changes smoothly and successfully with skills like conducting a SWOT analysis, drafting a succession plan and mapping employee experience and skillsets.
Whether it is preparing someone to take over a position of leadership in Organisation , succession planning is essential to the long-term survival of organisation . This course will teach you the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the organization thrives in the transition

Course Objectives
- By the end of the course, participants will be able to
- This interactive course will enable you to consider the latest methodologies and strategies related to successful engagement, career development and succession planning. The course is also designed to provide tips to create a clear career path and help build your bench. In addition, it will help you plan a succession strategy for a flexible
- To know the nature and value of a competency-based succession planning
- To identify components of a successful competency-based succession planning system
- To tell the factors to consider in implementing competency-based succession planning
- To know the steps to design and implement a competency-based succession system
- To tell whether the organization is ready to install a competency-based succession planning system
- To know and understand the nature and requirements of an effective mentoring relationship
- Identify techniques to keep successors motivated
- Demonstrate understanding of the basics of career development and succession planning
- Distinguish succession planning and management from replacement planning, talent management and human capital management
- Compare traditional HR focus with career planning oriented HR focus

- Explain the role of employee and employer in career development
- Apply innovative corporate career development initiatives
- Evaluate and operate an effective succession planning program to close the developmental gaps in the organization
- Prepare individual development plans and manage career choices
- Describe succession planning and how it aligns with and supports broader organizational and HR strategies, goals, and objective
- Recognize organizational competencies that are critical to retain in order for an organization to be successful.
- Describe succession planning approaches that meet the specific needs of your organization.
- Identify current and future organizational needs that are critical for success..
- Recognize how to analyze and evaluate the effectiveness of your organization's succession plan.

Course Outcomes

- In this course participants will:
- Learn the importance of succession planning
- Understand the process of succession planning
- Recognise the importance of mentoring as a component of your plan
- Learn to set goals using a SWOT analysis
- Draft a plan, assign responsibilities and establish monitoring systems
- Understand the importance of change management
- Learn to anticipate obstacles
- Know how to re-evaluate goals and focus on progress
- Recognise when success has been achieved

Who Should Participate

Managers who need to understand and apply HR systems, non-HR professionals who are responsible for HR activities; managers and professionals who are tasked with launching an HR department, HR professionals with less than five years of experience; and HR specialists who have limited generalist experience.

- CEO's and Directors
- Department Heads
- HR personnel
- Those responsible for providing workforce data
- Strategic planners
- Succession planners
- Anyone interested in the measurement of the Human Resource
- Those interested in transforming HR into a profit centre
- Personnel involved in either manpower planning or succession planning who wish to significantly upgrade their skills and knowledge

Why Attend

85% of organizations have no process for succession planning. This interactive course will enable you to consider the latest methodologies and strategies related to successful engagement, career development and succession planning. The course is also designed to provide tips to create a clear career path and help build your bench. In addition, it will help you plan a succession strategy for a flexible

- Use a strategic template to organise New Workforce Planning objectives and outcomes
- Understand and be able to design structures in organisations using three templates
- Use a new set of formulas that work
- Use trend and correlation information to produce predictive forecasts
- Master the new approaches to session planning, workflow design and Business Process Mapping

Organizational Impact

The ROI on this course will be achieved very shortly after delegates return from this training.

Specifically, benefits you can expect include:

- The new approach to workforce planning to add and show a measureable financial contribution to the organisation – each year
- Predictive information will allow organisations to plan more effectively – the information produced will be better focused and easier to understand
- The new approach to succession planning will add a new level of confidence to organisational continuity
- Many of the old formulas used by old type Manpower planning departments simply don't work – those attending will be armed with the latest and most practical – thus saving significant management time
- Understanding the financial implication of lost time through whatever reason is a significant factor in new workforce management – using a categorisation system you will know the three types of employees and their real value to the organisation
- The three critical measurement factors for the Human Recourse, Competency, Productivity and Reliability – those attending will have the skills to accurately measure all three

COURSE OUTLINE

Succession Planning Vs. Replacement Planning 1	**Preparing for the Planning Process 2**
- What is Business Succession Planning? - What is Replacement Planning? - Differences between Succession and Replacement - Deciding what you need - Understand the value of the workforce planning dashboard - Importance of staff satisfaction - Why do we need business process mapping?	**Should you establish a committee?** - How to gather operational data - The factors to consider in implementing a competency-based succession planning - The steps to design and implement a competency-based succession system - Assessing the readiness of the organization to install competency-based succession planning system - Successful mentoring program\ - Retaining successors; motivational techniques to use - How to draw business process maps & calculate the value of improvement
Initiating Process 3 - Develop a Mission Statement - Develop a Vision Statement - Choosing to be a mentor	**The SWOT Analysis 4** - Identifying Strengths - Identifying Weaknesses - Identifying Opportunities - Identifying Threats
Developing the Succession Plan 5 - Prioritise what the succession plan will address - Set goals and objectives - Develop a strategy for achieving goals - Draft the plan	**Executing the Plan 6** - Assign responsibility and authority - Establish a monitoring system - Identifying paths - Choosing your final approach
Gaining Support 7 - Gathering data - Addressing concerns and issues - Evaluating and adapting	**Managing the Change 8** - Developing a change management plan - Developing a communication plan - Implementing the plans - Providing constructive criticism - Encouraging growth and development
Overcoming Roadblocks 9 - Common obstacles - Re-Evaluating goals - Focusing on progress	**Reaching the End 10** - How to know when you've achieved success - Transitioning - Wrapping it all up

Course Methodology

The course uses a mix of interactive training techniques such as lectures, case studies, and group activities. The course also presents best practices in the areas of career development and succession planning and invites participants to share their organizational experiences in order to optimize the learning process.

HR AUDITING WORKSHOP TRAINING

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

WHY ATTEND?

All work in human resources has a legal and a financial impact on the organization. As such, key employees in human resources should ensure the integrity and accuracy of the data they use and the processes they follow in their departments. One way to ensure that this is actually happening is by auditing the human resources processes currently in place.

This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide on the questions to ask and in determining the minimum requirements to run processes in human resources effectively.

Course Methodology

The course is workshop based with numerous case studies and team based activities. Role plays and individual exercises are also incorporated in the course in addition to a number of presentations by participants.

Course Objectives
By the end of the course, participants will be able to:
- Organize employee records and files in an effective manner
- Identify areas of weaknesses in organizational processes related to recruitment and selection, employee records keeping, performance appraisal, and payroll
- Create a plan of action to improve HR processes in their organization
- Relate the importance of an efficient employee record keeping process to their organizational financial well being
- Develop a detailed and accuracy-focused approach to human resources

Target Audience

Managers, supervisors, specialists, team leaders, and officers in the functions of human resources. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

Target Competencies
- Deciding and initiating action
- Presenting and communicating
- Applying expertise and technology
- Following instructions and procedures
- Planning and organizing
- Achieving goals and objective

Course Outline
Human Resources Management (HRM)
- Definitions and objectives of HRM
- The main functions in HR
- Examples of HR organization charts

- The recruitment and selection cycle
- The performance management cycle
- The compensation and benefits cycle

The audit process
- History and origin of auditing
- Definition of auditing
- Conducting a good audit
- Pitfalls to watch out for
- Creating a plan to conduct an HR audit

Organizational chart audit
- Identifying the components of a good organization chart
- Conducting a proper analysis of organization charts
- Studying the current organization chart for weaknesses and strengths
- Identifying areas of improvement
- Developing possible actions
- Creating a plan for implementing improvements

Recruitment and selection process audit
- Analyzing the current workforce plan
- Modifying the workforce plan and budget to include the important elements
- Reviewing the current recruitment and hiring process as per the company's HR policy
- Analyzing the joining formalities of new employees
- Improving the joining formalities of new employees
- Creating a proper new joiners file
- The induction process

Employee administration process audit
- Reviewing and developing the probation period administration process
- Reviewing and developing the staff performance appraisal process
- Maintaining a proper leave record
- Auditing the leave administration process
- Auditing and improving the current payroll administration process
- Overtime management review
- Ensuring correct calculation of severance pay
- Ensuring compliance with pension fund regulations

Computer based data management system audit
- Evaluating current methodology for maintaining electronic employee data
- Ensuring electronic data matches employee personnel files
- Identifying best approaches for maintaining e-records for employee

Statutory compliance audit
- Pension records for national employees
- Verifying employee records and compliance of HR process with the labor law
- Checking for compliance with visa and local sponsorship processes

CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY WORKSHOP TRAINING AND DIRECTOR DEVELOPMENT

DATE: JANUARY to DECEMBER 2020-2022 (ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

OVERVIEW

Corporate Governance and Social Responsibility examines how organization responds to ethical dilemmas whilst taking stock of the needs of their various stakeholders and the expectations of national governments. This requires an understanding of the social responsibilities of business in a global environment. The roles of government regulation and community collaboration, as they impact on businesses operating across cultures, are also explored and current reforms of corporate governance are analysed.

Different organisations have different development requirements at board level, depending on the experience of their directors, their particular sector and their operating environment. Our courses cover all aspects of effective corporate governance training – for Government Ministries and Parastatals. To help narrow down the content of a corporate governance training course / workshop, this menu of modules has been developed to cover all the key issues.

Training objectives

Whatever your corporate governance training objectives, taking this flexible menu of optional modules as a starting point will ensure a programme that is as closely tailored to your particular needs as possible.

Audience

All board members (ie, including non-executive directors, chairmen, managing directors and other board members).

Outcomes of the Workshop
On successful completion of the Training Workshop Delegates will be able to:
Distinguish the various expectations and demands that emanate from stakeholders on business firms;

- Practice appropriate business responses and management approaches for dealing with social, political, environmental, technological and global issues;
- Describe the ethical as current social responsibility issues and the influence of these issues on society, management decision making, behaviour, policies and practices;
- Define governance in business and recognise the legitimacy of business as an institution in a global society;
- Evaluate the extent to which social, ethical, public and global issues must be considered from a strategic perspective.
- Engage effectively in leadership of, and participation in, group problem solving processes

Content

PART I: INTRODUCTION TO GOVERNANCE
Module 1: Corporate governance
Module 2: The business case for corporate governance
Module 3: Disclosure and transparency
Module 4: The role of shareowners and stakeholders

PART II: THE BOARD
Module 5: Board role, directors' duties and liabilities
Module 6: The effective board: composition and structure
Module 7: Board practices
Module 8: Board procedures

PART III: STRATEGIC LEADERSHIP
Module 9: The governance of strategy
Module 10: Evaluating strategy delivery and executive directors performance
Module 11: The governance of risk
Module 12: Corporate responsibility

PART IV: FINANCIAL STEWARDSHIP AND ACCOUNTABILITY
Module 13: Financial oversight
Module 14: Reporting
Module 15: Corporate finance
Module 16: The control environment

PART V: LEADING, PLANNING, IMPROVEMENT
Module 17: Leading, planning, improvement

GALLERY

Workshop Conference in Dubai

World Bank assisted Programmes with Federal Ministry of Health Nigeria

Workshop conference in Denmark

World Bank assisted Programmes with Federal Ministry of Health

Training on IPSAS for Ministry of Infrastructure Kigali, Rwanda

Governance, Transparency and Anti-Corruption Reforms in Nigeria (Federal Mortgage Bank)

Trainees receivng certificate

Workshop Conference

Training on IPSAS for Ministry of Infrastructure Kigali, Rwanda

Training on IPSAS for Ministry of Infrastructure Kigali, Rwanda

Training on IPSAS for Ministry of Infrastructure Kigali, Rwanda

Training on IPSAS for Ministry of Infrastructure Kigali, Rwanda

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