

Resource Management and Financial Policies	Construction Supervision and Leadership
Good governance and social welfare	Contract Administration workshop
Cyber Crime	Fundamentals of Research Methodology.
Aid Coordination and Raising Funds from Donor and Organizations	Projects Proposal-(Preparation and appraisal)
Crisis Management and contingency Planning	Personal Influencing Skills
HIV/AIDS and Development	Negotiating Skills
Energy management	Providing Exceptional Customer Service
Environmental leadership programme	Dealing with Difficult Customers
Occupational safety, health and environment	Analyse & Present Research Information
Environmental Impact Assessment and Environmental Audit	Effective Secretaries and Personal Assistants
Logistics Management	Advanced Management Skills for Personal Assistants
Records management	Dynamic Office Management and Administration
Management of Customers and Front Office Public Relations	Executive Secretaries and Directors' Personal Assistants
Crisis, Reputation and Issues Management	Marketing for Non-Marketing Executives
Crisis, Reputation and Issues Management	Customer Relationships
Digital Marketing	Corporate PR Strategies
Performance Management, Motivation and Development	PR: The Big Picture
Interviewing Skills, Recruitment and Selection	PR: Theory and Practice
Encouraging Staff Performance and Building Reward Systems	21 st Century Marketing
Develop & Implement Marketing Strategies	Health, Safety and Contingency Planning
Establish Strategic Networks	Policy Analysis and Policy Implementation
Implementing Sustainability Across the Business	How Smart Women Manage Their Career
Develop & Implement Marketing Strategies	Personal Brand and Social Identity
Marketing for Non-Marketing Executives	Managing Stress and Personal Wellbeing
Strategic Public Relations Management	Administrative Skills Course
Strategic Public Relations, Protocol and Travel	Management and Performance Development

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Short Courses for 2021/2022

TITTLES FOR IN – HOUSE TRAINING - SHORT COURSES

Strategic Business Development	Project Management – Effective Design
Advanced Business Management Skills	Procurement, Contract Management and Effective Negotiation
Master class in Business Success	Total Quality Management
Corporate Legal Advisers and Chartered Company Secretaries	Stores Management, Inventory Planning and Control
Corporate Governance	Effective Tendering and Supplier Relationship Management
Corporate Social Responsibility	Participatory Monitoring and Evaluation
Disaster Recovery and Business Continuity Management (BCM)	Public Procurement.
Security Risk Management	Microsoft® Project for Project Management
Management Skills for the Modern Day Manager	Managing Successful Programmes®(MSP)
Management Skills for Excellence	Time Management with Technology
Inspirational Communication and Presentations	Contract Management
Motivational Leadership and Building Successful Teams	Principles and Best Practice for Supply Chain Management
Influencing Skills, Assertiveness and Negotiation	IT for Non-IT Executives
Corporate Social Responsibility	Quality Management - Implementation of a Quality Management System According to ISO 9001
Advanced Supervisory Skills	Benchmarking for Improved Performance
Supervisory Skills in Action	Value Based Leadership
Crisis and Change Management –Strategic Planning	Accounts, Budgets and Finance for Non-financial Managers
Advanced Supervisory Skills	Advanced Accounts, Budgets and Finance for Non-financial Managers
	Advanced Financial Analysis, Evaluation and Budgeting
Quality Management - Implementation of a Quality Management System According to ISO 9001	Corporate Financial Planning
Benchmarking for Improved Performance	Credit Control and Debt Management
Value Based Leadership	International Public Sector Accounting Standards
Generating Value from Procurement	Advanced Company Valuation & Financial Modeling
Principles and Best Practice for Supply Chain Management	Improving Management Performance through Budgeting and Cost Control
Internal Auditing – Procedures and Controls	Accounting Principles for Tax Officers
International Financial Reporting Standards	International Financial reporting Standards
Financial Risk Management	Making and Implementing Anti Fraud and Transparency Policies

Financial Modelling	Forensic Auditing and accounting
Capital Markets and Regulation	Creating and Managing Compliance
Internal Auditing – Procedures and Controls	Auditing Contracts
Economic Crime and Fraud Prevention	Modernizing the Internal Audit Function
Financial Statement Adjustments & Ratios	Bank Internal Audit
Making and Implementing Anti Fraud and Transparency Policies	Building a Continuous Risk Assessment Model
Money Laundering	Data Mining for Auditors
Mastering Financial Negotiations	Understanding and Auditing Investments and Derivatives
Economic Crime and Fraud Prevention	Public Private Partnerships Fundamentals
Managing & Measuring Operational Risk	Performance and Accountability in Public Service
Risk Evaluation and Management	Treasury Management
Managing International PPP Projects	Combating Money Laundering and Funding of Terrorism
PPP and Public Infrastructure	Tax Management for profit and not - for – profit organizations
Project Finance and PPP	Public Private Partnerships Fundamentals
Developing PPP Programmes and Initiatives	Evidence Gathering and Interviewing Skills
Setting and Managing PPP Performance	Fraud Detection in Government Accounting
Public Private Partnerships Fundamentals	Averting Financial and Economic Fraud
Performance and Accountability in Public Service	Effective Business Analysis
Analyzing Financial Statements	Process Excellence in Financial Services
Portfolio Management	Advanced Strategic Human Resources Management
Modernizing the Internal Audit Function	Strategic Human Resources and Organizational Behavior
Credit Risk Management	Human Resources Management
Cyber Crime	Disasters Management and Risk Reduction
Fraud Detection in Government Accounting	Professional Grant Development: Master the Techniques of Writing Superiors and Winning Proposals
Setting Standards in Public Service	Effective Grant Management