



| NO. | GENERAL MANAGEMENT   | DATES AND VENUE  |   |
|-----|--|--|---|
| 1.  | MANAGEMENT DEVELOPMENT PROGRAM FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS | <b>FEBRUARY 10<sup>th</sup> -14<sup>th</sup></b><br>PRETORIA- SOUTH AFRICA     | <b>JUNE 16<sup>th</sup> -20<sup>th</sup></b><br>DAR-ES-SALAM-TANZANIA       |
| 2.  | ADVANCED MANAGEMENT SKILLS FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS     | <b>MARCH 3<sup>RD</sup> -7<sup>th</sup></b><br>RICHARDS BAY- SOUTH AFRICA      | <b>JULY 14<sup>th</sup>- 18<sup>TH</sup></b><br>DAR-ES-SALAM-TANZANIA       |
| 3.  | EFFECTIVE COMMUNICATION AND TIME MANAGEMENT SKILLS                                     | <b>MARCH 17<sup>TH</sup> -21<sup>ST</sup></b><br>ARUSHA -TANZANIA              | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b><br>GABORONE-BOTSWANA            |
| 4.  | TIME AND PRODUCTIVITY MANAGEMENT SKILLS  | <b>MARCH 17<sup>TH</sup> -21<sup>ST</sup></b><br>ARUSHA -TANZANIA              | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b><br>GABORONE-BOTSWANA            |
| 5.  | ASSERTIVENESS AND INTERPERSONAL SKILLS   | <b>FEBRUARY 10<sup>th</sup> -14<sup>th</sup></b><br>RICHARDS BAY- SOUTH AFRICA | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>DAR-ES-SALAM-TANZANIA         |
| 6.  | OFFICE SYSTEMS, PROCEDURES AND COMMUNICATION   | <b>JANUARY 27<sup>TH</sup> – 31<sup>ST</sup></b><br>ARUSHA -TANZANIA           | <b>JULY 21<sup>ST</sup> -25<sup>TH</sup></b><br>GABORONE-BOTSWANA           |
| 7.  | PROFESSIONALISM AND CORPORATE ETIQUETTE  | <b>FEBRUARY 3<sup>RD</sup> -7<sup>TH</sup></b><br>KAMPALA-UGANDA               | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                   |
| 8.  | PROTOCOL EMOTIONAL INTELLIGENCE MANAGEMENT   | <b>JUNE 9<sup>th</sup> -13<sup>th</sup></b> ACCRA-GHANA                        | <b>NOVEMBER 17<sup>th</sup>-21<sup>ST</sup></b><br>, KAMPALA-UGANDA         |
| 9.  | ESSENTIAL MANAGEMENT SKILLS  | <b>APRIL 21<sup>ST</sup> -25<sup>TH</sup></b> NAIROBI- KENYA                   | <b>OCTOBER 27<sup>TH</sup> -31<sup>ST</sup></b><br>DUBAI-UAE                |
| 10. | DEVELOPING LEADERSHIP SKILLS   |  | <b>MARCH 10<sup>TH</sup> 14<sup>TH</sup></b> MAURITIUS                      |
| 11. | LEADERSHIP AND DEVELOPMENT FOR MANAGERIAL SUCCESS                                      |  | <b>MARCH 10<sup>TH</sup> 14<sup>TH</sup></b> MAURITIUS                      |
| 12. | SUPERVISORY CONFLICT MANAGEMENT SKILLS   | <b>JANUARY 27<sup>TH</sup> – 31<sup>ST</sup></b><br>ARUSHA -TANZANIA           | <b>JULY 21<sup>st</sup> -25<sup>th</sup></b><br>GABORONE-BOTSWANA           |
| 13. | CUSTOMER SERVICE MANAGEMENT  | <b>MARCH 3<sup>RD</sup> -7<sup>th</sup></b><br>RICHARDS BAY-SOUTH AFRICA       | <b>MAY 26<sup>th</sup> -30<sup>th</sup></b> PRETORIA-SOUTH- AFRICA          |
| 15. | FLEET TRANSPORT MANAGEMENT AND LOGISTICS MANAGEMENT.                                   | <b>JANUARY 27<sup>TH</sup> -31<sup>ST</sup></b> ARUSHA-TANZANIA                | <b>MAY 26<sup>th</sup> -30<sup>th</sup></b> PRETORIA-SOUTH- AFRICA          |
| 16. | EMPLOYEE COACHING AND MENTORING SKILLS FOR ENHANCED PERFORMANCE (ECMS)                 | <b>FEBRUARY 3<sup>RD</sup> 7<sup>TH</sup></b><br>KAMPALA-UGANDA                | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                   |
| 17. | STRATEGIC RISK MANAGEMENT FOR PUBLIC UTILITY ORGANISATIONS                             | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,<br>MALAYSIA      | <b>SEPTEMBER 10<sup>TH</sup> -14<sup>TH</sup></b><br>DUBAI- UAE             |
| 18. | MANAGEMENT SKILLS AND TECHNIQUES FOR NEW SUPERVISORS                                   | <b>FEBRUARY 24<sup>TH</sup> -28<sup>TH</sup></b><br>DURBAN SOUTH AFRICA        | <b>JULY 14<sup>TH</sup> -18<sup>TH</sup></b> CAPETOWN-SOUTH AFRICA          |
| 19. | ANNUAL INTERNATIONAL SYMPOSIUM FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS       | <b>FEBRUARY 24<sup>TH</sup> -28<sup>TH</sup></b><br>DURBAN-SOUTH AFRICA        | <b>SEPTEMBER 10<sup>TH</sup> -14<sup>TH</sup></b><br>DUBAI- UAE             |
| 20. | ENHANCEMENTSKILLS FOR CORPORATE DRIVERS  | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,<br>MALAYSIA      | <b>JULY 14<sup>TH</sup> -18<sup>TH</sup></b> CAPETOWN- SOUTH AFRICA         |
| 21. | ANNUAL CONFERENCE FOR SECRETARIES,HUMAN RESOURCE MANAGERS,FINANCE AND PROCUREMENT      |  | <b>DECEMBER 8<sup>TH</sup> -12<sup>TH</sup></b> PORT ELIZABETH-SOUTH AFRICA |
| NO. | HUMAN MANAGEMENT   | DATES AND VENUE  |   |
| 1.  | HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (HRMD)                                      | <b>FEBRUARY 10<sup>th</sup> -14<sup>th</sup></b><br>PRETORIA- SOUTH AFRICA     | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                   |
| 2.  | STRATEGIC HUMAN RESOURCE PLANNING  | <b>MARCH 3<sup>RD</sup> -7<sup>th</sup></b><br>RICHARDS BAY-SOUTH AFRICA       | <b>JULY 14<sup>TH</sup> -18<sup>TH</sup></b> CAPETOWN-SOUTH AFRICA          |
| 3.  | HUMAN RESOURCE POLICIES:DESIGN & IMPLEMENTATION  | <b>JANUARY 27<sup>TH</sup> -31<sup>ST</sup></b> ARUSHA-TANZANIA                | <b>MAY 26<sup>TH</sup> -30<sup>TH</sup></b> PRETORIA-SOUTH AFRICA           |
| 4.  | HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM   | <b>FEBRUARY 10<sup>th</sup> 14<sup>th</sup></b> PRETORIA-SOUTH AFRICA.         | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                   |
| 5.  | TALENT MANAGEMENT & SUCCESSION PLANNING  | <b>MARCH 3<sup>RD</sup> -7<sup>TH</sup></b> KAMPALA-UGANDA                     | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                   |
| 6.  | ORGANIZATIONAL CAREER MANAGEMENT & PLANNING  | <b>FEBRUARY 3<sup>RD</sup> -7<sup>TH</sup></b> KAMPALA-UGANDA                  | <b>SEPTEMBER 22<sup>ND</sup> – 26<sup>th</sup></b><br>JUBA-SOUTHSUDAN       |
| 7.  | HUMAN RESOURCE AUDIT   | <b>FEBRUARY 3<sup>RD</sup> -7<sup>TH</sup></b> KAMPALA-UGANDA                  | <b>SEPTEMBER 22<sup>ND</sup> – 26<sup>th</sup></b><br>JUBA-SOUTHSUDAN       |
| 8.  | ANNUAL INTERNATIONAL SYMPOSIUM FOR HUMAN RESOURCE MANAGEMENT AND TRAINING OF TRAINERS  | <b>FEBRUARY 24<sup>TH</sup> -28<sup>TH</sup></b> DURBAN-SOUTH AFRICA           | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b><br>GABORONE- BOTSWANA           |
| 9.  | MANAGING TECHNICALPROFESSIONALS  | <b>MARCH 17<sup>TH</sup> -21<sup>ST</sup></b> PRETORIA-SOUTH AFRICA            | <b>NOVEMBER 4<sup>th</sup> - 8<sup>th</sup></b><br>KAMPALA-UGANDA           |
| 10. | CONFLICT MANAGEMENT FOR TECHNICAL PROFESSIONALS  | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,<br>MALAYSIA      | <b>JULY 21<sup>ST</sup> -25<sup>TH</sup></b><br>GABORONE-BOTSWANA           |
| 11. | COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT FOR SENIOR EXECUTIVES                    | <b>FEBRUARY 5<sup>th</sup> -9<sup>th</sup></b><br>KAMPALA-UGANDA               | <b>JUNE 9<sup>TH</sup> -13<sup>th</sup></b><br>ACCRA-GHANA                  |
| 12. | LEADERSHIP AND TEAM DEVELOPMENT SKILLS   | <b>MARCH 10<sup>TH</sup> 14<sup>TH</sup></b> MAURITIUS                         | <b>JUNE 10<sup>th</sup> -14<sup>th</sup></b> RICHARDS BAY-SOUTH AFRICA      |
| 13. | VIP AND PROTOCOL MANAGEMENT  | <b>FEBRUARY 10<sup>TH</sup> -14<sup>TH</sup></b><br>KAMPALA-UGANDA             | <b>JUNE 10<sup>th</sup> -14<sup>th</sup></b> DUBAI-UAE                      |
| 14. | LEADERSHIP AND GOOD GOVERNANCE   | <b>MARCH 10<sup>TH</sup> 14<sup>TH</sup></b> MAURITIUS                         | <b>NOVEMBER 17<sup>TH</sup>-21<sup>ST</sup></b><br>DOHA-QATAR               |
| 15. | ANNUAL CONFERENCE FOR HUMAN RESOURCE MANAGERS  |  | <b>DECEMBER 8<sup>TH</sup> -12<sup>TH</sup></b> PORT ELIZABETH-SOUTH AFRICA |
| NO. | FINANCIAL MANAGEMENT   | DATES AND VENUE  |   |
| 1.  | FORENSIC,FRAUD DETECTION AND ABUSE OF ASSETS MANAGEMENT                                | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,                  | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA     |

|            |   |   |   |   |
|------------|---|---|---|---|
|            |   | MALAYSIA  |   |   |
| 2.         | ENHANCED DEFENSE FINANCIAL MANAGEMENT TRAINING                        | MAY 26 <sup>TH</sup> -30 <sup>TH</sup> PRETORIA-SOUTH AFRICA                  | <b>OCTOBER 27<sup>TH</sup> -31<sup>ST</sup></b><br>KAMPALA-UGANDA   |   |
| 3.         | BUDGETARY MANAGEMENT AND EXPENDITURE CONTROL                          | <b>FEBRUARY 10<sup>TH</sup> -14<sup>TH</sup></b> , KAMPALA-UGANDA             | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b> DUBAI-UAE               | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA |
| 4.         | PUBLIC EXPENDITURE TRACKING AND OUTPUT MAPPING SYSTEMS                | <b>FEBRUARY 10<sup>TH</sup> -14<sup>TH</sup></b><br>KAMPALA-UGANDA            | JUNE 9 <sup>TH</sup> -13 <sup>TH</sup> DUBAI-UAE                    | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA |
| 5.         | REVENUE COLLECTION AND FINANCIAL MANAGEMENT                           | APRIL 10 <sup>TH</sup> -14 <sup>TH</sup> BANGKOK-THAILAND                     | <b>OCTOBER 20<sup>TH</sup> -24<sup>TH</sup></b><br>ARUSHA-TANZANIA  |   |
| 6.         | EXPENDITURE MANAGEMENT AND CONTROL METHODS                            | <b>FEBRUARY 10<sup>TH</sup> -14<sup>TH</sup></b> ,<br>KAMPALA-UGANDA          | <b>SEPTEMBER 15<sup>TH</sup> -19<sup>TH</sup></b> DUBAI-UAE         |   |
|            | INTERMEDIATE FINANCE AND ACCOUNTING FOR NON FINANCIAL EXECUTIVES      | <b>FEBRUARY 12<sup>TH</sup> -16<sup>TH</sup></b> JUBA-SOUTH SUDAN             | <b>SEPTEMBER 15<sup>TH</sup> -19<sup>TH</sup></b> DUBAI-UAE         |   |
| 8.         | ANNUAL INTERNATIONAL SYMPOSIUM FOR FINANCE MANAGERS                   | FEBRUARY 24 <sup>TH</sup> -28 <sup>TH</sup> DURBAN-SOUTH AFRICA               | <b>OCTOBER 20<sup>TH</sup> -24<sup>TH</sup></b> BANGKOK-THAILAND    |   |
| 9.         | BASIC FINANCE FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS | MAY,26 <sup>TH</sup> -30 <sup>TH</sup> PRETORIA-SOUTH AFRICA                  |   | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA |
| 10.        | BUDGETING AND BUDGETARY CONTROL FOR NON FINANCIAL MANAGERS            | <b>FEBRUARY 12<sup>TH</sup> -16<sup>TH</sup></b> JUBA-SOUTH SUDAN             | JUNE 9 <sup>TH</sup> -13 <sup>TH</sup> DUBAI-UAE                    |   |
| 11.        | RISK MANAGEMENT   | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,<br>MALAYSIA     | <b>NOVEMBER 24<sup>TH</sup> -28<sup>TH</sup></b><br>DUBAI-UAE       |   |
| 12.        | TRADE POLICY AND TAXATION   | <b>FEBRUARY 12<sup>TH</sup> -16<sup>TH</sup></b><br>KAMPALA-UGANDA            | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>JUBA-SOUTH SUDAN      | <b>OCTOBER 21<sup>ST</sup> -25<sup>TH</sup></b> DURBAN-SOUTH SUDAN      |
| 13.        | RETIREMENT PLANNING   | <b>APRIL,24<sup>th</sup> -28<sup>th</sup></b><br>CAPE TOWN - SOUTH AFRICA     | OCTOBER,2 <sup>nd</sup> -6 <sup>th</sup> KAMPALA - UGANDA           |   |
| 14.        | MEASURING LOGISTICS COSTS AND PERFORMANCE PROGRAM                     | <b>FEBRUARY 12<sup>TH</sup> -16<sup>TH</sup></b> JUBA-SOUTH-SUDAN             | <b>JULY 7<sup>TH</sup> -11<sup>TH</sup></b> PRETORIA-SOUTH AFRICA   |   |
| 15.        | TOTAL QUALITY MANAGEMENT FOR EFFECTIVE OPERATIONS                     | <b>APRIL 21<sup>ST</sup> -25<sup>TH</sup></b> DUBAI-UAE                       | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b> KAMPALA-UGANDA      | DECEMBER 8 <sup>TH</sup> -12 <sup>TH</sup><br>CAPETOWN-SOUTH AFRICA     |
| <b>NO.</b> | <b>PROCUREMENT AND SUPPLY CHAIN MANAGEMENT</b>                        | <b>DATES AND VENUE</b>  |   |   |
| 1.         | PROCUREMENT PLANNING AND BID MANAGEMENT                               | <b>APRIL 14<sup>TH</sup> -18<sup>TH</sup></b><br>KUALALUMPUR,<br>MALAYSIA     | <b>OCTOBER 20<sup>TH</sup> -24<sup>TH</sup></b><br>BANGKOK-THAILAND |   |
| 2.         | PROCUREMENT FOR DONOR FUNDED PROJECTS                                 | <b>FEBRUARY 10<sup>th</sup> -14<sup>th</sup></b><br>RICHARDS BAY-SOUTH AFRICA | <b>JULY 14<sup>TH</sup> -18<sup>TH</sup></b> LUSAKA- ZAMBIA         | <b>OCTOBER 27<sup>TH</sup> -31<sup>ST</sup></b><br>DUBAI-UAE            |
| 3.         | PROCUREMENT, CONTRACT MANAGEMENT AND EFFECTIVE NEGOTIATION            | <b>MARCH 17<sup>TH</sup> -21<sup>ST</sup></b><br><b>PRETORIA-SOUTH AFRICA</b> | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b> DUBAI-UAE               | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA |
| 4.         | PLANNING AND MANAGING INVENTORIES IN A SUPPLY CHAIN                   | FEBRUARY 24 <sup>TH</sup> -28 <sup>TH</sup><br>DURBAN-SOUTH AFRICA            |   | <b>SEPTEMBER 9<sup>th</sup> -13<sup>th</sup></b> DUBAI-UAE              |
| 5.         | STORES MANAGEMENT,INVENTORY PLANNING AND CONTROL PROGRAM              | FEBRUARY 24 <sup>TH</sup> -28 <sup>TH</sup> DURBAN-SOUTH AFRICA               |   | <b>SEPTEMBER 9<sup>th</sup> -13<sup>th</sup></b> DUBAI-UAE              |
| 6.         | ADVANCED PUBLIC SECTOR PROCUREMENT MANAGEMENT                         | <b>JUNE 2<sup>ND</sup> -6<sup>TH</sup></b><br>ACCRA-GHANA                     |   | <b>SEPTEMBER 9<sup>th</sup> -13<sup>th</sup></b> DUBAI-UAE              |
| 7.         | PUBLIC PRIVATE PARTNERSHIP PRACTICES                                  | <b>JANUARY 27<sup>TH</sup> -31<sup>ST</sup></b> ARUSHA-TANZANIA               | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b><br>GABORONE-BOTSWANA    | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b><br>ADDIS-ABABA-ETHIOPIA |
| 8.         | PUBLIC PROCUREMENT AUDIT  | <b>JANUARY 27<sup>TH</sup> -31<sup>ST</sup></b> ARUSHA-TANZANIA               |   | <b>OCTOBER 27<sup>TH</sup> -31<sup>ST</sup></b><br>DUBAI-UAE            |
| 9.         | MANAGING CORRUPTION IN PUBLIC PROCUREMENT PROCESS                     | <b>MARCH 17<sup>TH</sup> -21<sup>ST</sup></b> PRETORIA-SOUTH AFRICA           | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b> DUBAI-UAE               |   |
| 10.        | PROCUREMENT CONTRACT MANAGEMENT                                       |   | <b>JUNE 9<sup>TH</sup> -13<sup>TH</sup></b> DUBAI-UAE               | <b>SEPTEMBER 1<sup>ST</sup> -5<sup>TH</sup></b> KAMPALA-UGANDA          |
| 11.        | ANNUAL INTERNATIONAL SYMPOSIUM FOR PROCUREMENT OFFICERS               | FEBRUARY 24 <sup>TH</sup> -28 <sup>TH</sup> DURBAN-SOUTH AFRICA               | <b>OCTOBER 20<sup>TH</sup> -24<sup>TH</sup></b><br>BANGKOK-THAILAND |   |
| 11.        | ANNUAL CONFERENCE FOR FINANCE AND PROCUREMENT OFFICERS                |   |   | DECEMBER 8 <sup>TH</sup> -12 <sup>TH</sup> PORT ELIZABETH-SOUTH AFRICA  |
|            | <b>POLICY AND LAW</b>   | <b>DATES AND VENUE</b>  |   |   |
| 1.         | OIL AND GASLAW  | <b>JANUARY 22<sup>nd</sup> - 26<sup>th</sup></b><br>ARUSHA -TANZANIA          | <b>JUNE 10<sup>th</sup> -14<sup>th</sup></b> DUBAI-UAE              | <b>NOVEMBER 4<sup>th</sup> - 8<sup>th</sup></b><br>KAMPALA-UGANDA       |
| 2.         | EXPLORATION LAW   | <b>JANUARY 22<sup>nd</sup> -26<sup>th</sup></b> ARUSHA-TANZANIA               | <b>JUNE 10<sup>th</sup> -14<sup>th</sup></b><br>DUBAI-UAE           | <b>NOVEMBER 4<sup>th</sup> - 8<sup>th</sup></b><br>KAMPALA-UGANDA       |
| 3.         | LEGAL FRAMEWORK FOR OIL INDUSTRY                                      |   | <b>JUNE 10<sup>th</sup> -14<sup>th</sup></b> DUBAI-UAE              |   |
| 4.         | LEGAL WRITING FOR NON LEGAL PROFESSIONALS                             | <b>FEBRUARY 12<sup>th</sup> -18<sup>th</sup></b> DAR-ES-SLAM-TANZANIA         | <b>OCTOBER 21<sup>st</sup> -25<sup>th</sup></b> BANGKOK-THAILAND    | DECEMBER 8 <sup>TH</sup> -12 <sup>TH</sup><br>CAPETOWN-SOUTH AFRICA     |