


# 2025 TRAINING CALENDAR



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

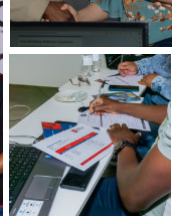
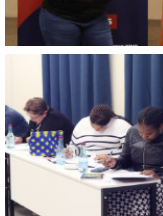
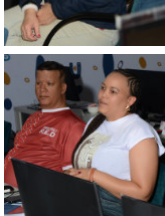
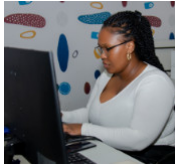
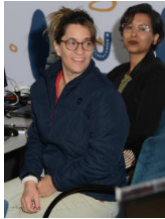
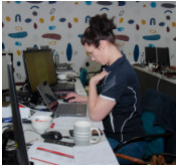
Visit us online  
[www.betc-nam.com](http://www.betc-nam.com) 

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## Introduction

# Get to know us.

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

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



## Introduction

# Associations.

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

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

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



Our Services

# Corporate Training

Our courses can be customized to meet the specific needs of your company.

With over 1000 courses on offer carried out in 7 countries, we've become a training partner of choice, able to coach and guide as you embark on a journey to realise you and your organisation's full potential.

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



## Our Services

# Corporate Training

## Short Courses

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

## In-House Learning

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

## Certified Courses

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

## Bespoke Courses

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



## Our Services

## Corporate Training

### Quality of Trainers

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

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

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

### Training Course Categories

- o Accounting and Finance
- o Administration and Secretarial
- o Auditing and Governance, Risk and Compliance
- o Communication & Writing Skills
- o Customer Service
- o Data Management and Business Intelligence
- o Health, Safety, Environment and Crisis Management
- o Human Resource Management & Training
- o Interpersonal Skills and Self Development
- o It Management Skills
- o Leadership, Planning and Strategic Management
- o Legal & Contracts Management
- o Maintenance and Engineering
- o Marketing & Sales
- o Procurement, Supply Chain Management and Transport
- o Project Management
- o Public Sector Management
- o Sap





## Our Services

# Management Consultancy.

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

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

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



## Our Services

# Management Consultancy Services.

### Strategy Consulting

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

### Operations Consulting

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

### Financial Consulting

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

### HR Consulting

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

### ICT Consulting

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



## Our Services

# Executive Recruitment.

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

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

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



## Our Services

# Executive Recruitment Services.

### Our Services Include

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

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



## Our Clients

# BETC Client List.

435 Development Companies  
 African Building Supplies Cc  
 Agricultural Bank Of Namibia (AGRIBANK)  
 Agro Marketing And Trade Agency (AMTA)  
 Alexander Forbes Financial Services Namibia (Pty) Ltd  
 Anglo American Namibia Foundation  
 Arandis Town Council  
 Aranos Town Council  
 Areva Processing Namibia  
 August 26 (Pty)Ltd  
 August Twenty Six Construction  
 A-Z Investments  
 B2Gold Namibia (pty) ltd  
 Bank Of Namibia  
 Bank Windhoek  
 Barloworld Namibia (Pty) Ltd  
 Benguela Current Convention (BCC)  
 Bfs Nampro Fund Manager (Pty) Ltd  
 Blend Mobile  
 Bonlife Assurance  
 Botswana International University Of Science & Technology (BIUST)  
 Botswana Telecommunications Corporation Limited  
 Botsafe  
 Business And Intellectual Property Authority (BIPA)  
 Capital Transport Permit Solutions  
 Catering And Contracts Management Roshpinah  
 Cenored Pty Ltd  
 Central Bank Of Lesotho  
 Central Procurement Board Of Namibia (CPBN)  
 Cheetah Cement

Citizen Entrepreneurial Development Agency (CEDA)  
 City Of Windhoek  
 Coca-Cola Namibia Bottling Company  
 Communications Regulatory Authority Of Namibia (CRAN)  
 Community Skills Development Foundation  
 Deutsche Gesellschaft Fuer Internationale Zusammenarbeit (GIZ)  
 Development Bank Of Namibia (DBN)  
 Dundee Precious Metals  
 Dupwies Management Services  
 Enhana Town Council  
 Electricity Control Board (ECB)  
 Elgin Brown & Hamer Namibia (Pty) Ltd  
 Embwanda Fishing (Pty)Ltd  
 Engen Usakos  
 Environmental Investment Fund Of Namibia (EIF)  
 Enyandi Insurance Consultants (Pty)Ltd  
 Erongo Med  
 Erongo Quarry & Civil Works  
 Erongo Red Pty Ltd  
 Etosha Fishing Corporation Pty Ltd  
 Exclusive Health And Wellness Gym  
 Express Credit  
 Financial Literacy Initiative  
 Financial Services Regulatory Authority (FSRA) – Swaziland  
 First Capital Treasury Solutions Pty Ltd  
 Fisheries Observer Agency  
 Flamingo In-Flight Catering Pty Ltd  
 Formula Courier Services  
 Frans Indongo Group  
 Geka Pharmacy (Pty) Ltd

Getsen Real Estate  
 Gibeon Village Council  
 Giz Bcbu Project  
 Global Fund  
 Government Institutions Pension Fund (GIPF)  
 Greenlight Pharmacy And Katutura Pharmacy  
 Grootfontein Municipality  
 Hardap Regional Council  
 Henties Bay Municipality  
 High Commission Of Nigeria  
 Highway Trekker  
 M Ikanga and Associates Incorporated  
 Inzotima Accommodation & Transfers  
 John & Penny Group (Pty) Ltd  
 Jumbo Charcoal  
 Kalahari Holdings (Pty)Ltd  
 Kalkrand Village Council  
 Karas Regional Council  
 Karasburg Town Council  
 Karibib Town Council  
 Katima Mulilo Town Council  
 Kavango East Regional Council  
 Keetmanshoop Municipality  
 Khomas Regional Council  
 Koes Village Council  
 Koes Village Council  
 Kraatz Marine Pty Ltd  
 Kumwe Fishing Pty Ltd  
 Landula Med  
 Leonardville Village Council

## Our Clients

**BETC Client List.**

Lewcor Group

Liberia Airport Authority (LAA)

Lüderitz Waterfront Development Company

Maltahone Village Council

Meat Board Of Namibia

Meat Corporation Of Namibia (MEATCO)

Medical Imaging

Methealth Namibia Administrators Pty Ltd

Minister Of Education, Arts And Culture

Minister Of Labour, Industrial Relations And Employment Creation

Ministry Of Agriculture, Water And Land Reform

Ministry Of Finance &amp; Public Enterprises

Ministry of Gender Equality, Poverty Eradication and Social Welfare

Ministry of Health and Social Services

Ministry Of Information, Communication And Technology

Ministry of Works and Transport

Ministry Of Youth And National Service

MMI Holdings Namibia Limited

Mobile Telecommunications Ltd (MTC)

Motor Vehicle Accident Fund (MVA FUND)

Municipality Of Henties Bay

Municipality Of Keetmanshoop

Municipality Of Mariental

Municipality Of Okavango

Municipality Of Omaruru

Municipality Of Walvisbay

Namclear Pty Ltd

NaMedia Pty Ltd

Namibia Financial Institutions Supervisory Authority (NAMFISA)

Namib Desert Diamonds (NAMDIA)

Namibia Airports Company (NAC)

Namibia Building Workers Fund

Namibia Civil Aviation Authority (NCAA)

Namibia Correctional Service (NCS)

Namibia Dairies (Pty)Ltd

Namibia Development Trust

Namibia Diamond Trading Company (Pty) Ltd

Namibia Drydock &amp; Ship Repair (Pty) Ltd (NAMDOCK)

Namibia Fish Consumption Promotion Trust (NFCPT)

Namibia Fisheries Observer (FOA)

Namibia Maritime And Fisheries Institute (NAMFI)

Namibia Mine Workers Investments Holdings Company (NAM-MIC)

Namibia Post And Telecommunication Holdings (NPTH)

Namibia Post Limited (NamPost)

Namibia Public Workers Union (NAPWU)

Namibia Qualifications Authority (NQA)

Namibia Sports Commission

Namibia Standard Institution (NSI)

Namibia Students Financial Assistance Fund (NSFAF)

Namibia University Of Science And Technology (NUST)

Namibia Water Corporation Ltd (NAMWATER)

Namibian Agronomic Board

Namibian Catholic Bishops Conference Of Namibia (NCBC)

Namibian Maritime And Fisheries Institute (NAMFI)

Namibian Police Force (NAMPOL)

NAMIB MILLS (PTY) LTD

Namibian Ports Authority (Namport)

Namibia Power Corporation (Nampower)

Namprint Pty Ltd

Namibia Water Corporation (NamWater)

National Assembly

National Heritage Council Of Namibia

National Housing Enterprises (NHE)

National Petroleum Corporation Of Namibia (NAMCOR)

National Youth Service Of Namibia

Neo Paint

Neolife Namibia

Nictus (Pty)Ltd

Nkurenkuru Town Council

Nored Pty Ltd

Offshore Development Company

Office of the prime minister (OPM)

Ohorongo Cement

Okavango Medical Practice

Okavango Municipality

Okavango Town Council

Okakarara Town Council

Olympia Eye And Laser Centre

Omaheke Regional Council

Omaruru Municipality

Omeya Homeowner's Association

Omuvalu Fishing

Omusati Regional Council

Omuthiya Town Council

Ondangwa Town Council

Ongwediva Medical Park

Oniipa Town Council

Opuwo Town Council

Oranjemund Town Council

Orano Mining Namibia

## Our Clients

**BETC Client List.**

Oryx Properties Limited  
 Oshakati Premier Electric  
 Oshakati Town Council  
 Oshana Regional Council  
 Oshikoto Regional Council  
 Oshikuku Village Council  
 Otavi Town Council  
 Otjinene Village Council  
 Otjiwarongo Municipality  
 Outapi Town Council  
 Payment Association Of Namibia  
 Petroleum Training And Education Fund  
 Plastic Packaging (Pty)Ltd  
 Poverty Oriented Support To Community Conservation Fund Of Namibia  
 Powercom (Pty)Ltd  
 Preferred Management Services  
 Profiles Investment Holdings (Pty)Ltd  
 PSG Namibia  
 Public Accountants' and Auditors' Board (PAAB)  
 Rehoboth Town Council  
 Riverside Trading Enterprises  
 Roads Authority (RA)  
 Roads Fund Administration  
 Rosh Pinah Zinc Corporation Pty Ltd  
 Roshkor Township (Pty) Ltd  
 Ruacana Town Council  
 Rundu Town Council  
 SBV Services Namibia  
 Sense Of Africa  
 Simonis Storm Securities Pty Ltd

Simpex Pty Ltd  
 Social Security Commission (SSC)  
 SOS Children's Villages  
 Southern African Customs Union (SACU)  
 Stampriet Village Council  
 Swakop Uranium  
 Swakopmund Municipality  
 Taurus Maintenance Products Namibia  
 Tesla Energy Solutions Pty Ltd  
 Trans Kalahari Corridor  
 Trio Debt Collection  
 Tsandi Village Council  
 Tsumeb Municipality  
 Tunacor Fishing  
 University Of Namibia (UNAM)  
 Usakos Town Council  
 Vivo Energy  
 Walvis Bay Municipality  
 Weir Minerals  
 Welwitschia Catering And Cleaning, Rosh Pinah  
 Westair Aviation  
 Woman's Action For Development  
 Xtreme Plumbing  
 Zambezi Regional Council  
 Zambia Public Procurement Authority (ZPPA)  
 Novel Ford Namibia  
 The Namibian Maritime and Fisheries Institute  
 Office of the President  
 Central Bank of Lesotho

Namibia National Reinsurance Corporation (NamibRe)  
 Erongomed Health Distributors (Pty) Ltd  
 hartlieff namibia  
 Ministry of Defence and Veterans Affairs  
 Ndemufayo construction  
 The Charity Ambassadors Trust  
 dB Audio Namibia  
 Anti-Corruption Commission of Namibia  
 Navachab Gold Mine  
 Central Technical Supplies  
 Botswana International University of Science and Technology  
 Namclear Pty (Ltd)  
 Ministry of Information, Communication and Technology  
 Office of the Auditor General, Namibia  
 Mergence Unlisted Investment Managers (Namibia)  
 Nictus Holdings  
 Kwikform Formwork and Scaffolding  
 Bannerman Mining Resources Namibia  
 Namibia Media Holdings  
 Fuel Technology Services  
 Stampriet Village Council  
 Seaflower Group of Companies  
 Ministry of Justice  
 Namibia Public Workers Union (NAPWU)  
 Ministry of Trade and Industry  
 Namibian Correctional Service (NCS)  
 Ministry of Health and Social Services





What our clients say about us.

## Testimonials.

**The workshop was very informative and clear, patient and supportive. I feel equipped and confident returning to the workplace.  
Yes I would recommend BETC.**

Service delivery rating 10/10

Hilma Iipinge – Bank Windhoek

**The workshop was very knowledgeable and the presentations was on point.  
Yes I would recommend BETC.**

Service delivery rating 9/10

Katrina Nakashona – Roads Authority

**The workshop was very well crafted and the facilitator knew her work well.  
Yes I would recommend BETC.**

Service delivery rating 9/10

Susanna Hamunyela – Namibia Students Financial Assistance Fund

**I feel equipped with knowledge and confidence as being exposed to new techniques and tools to for future use. Workshop was very interactive.  
Yes I would recommend BETC.**

Service delivery rating 8/10

Seriah Pieters – Ministry of Health and Social Services

**This was a very informative and educative workshop. Our capacity has been developed and knowledge enriched.  
Yes I would recommend BETC.**

Service delivery rating 10/10

Naomi Muinjo – Outjo Municipality

**The workshop was excellent, team was great and the facilitator was the best, friendly, helpful all in one.  
Yes I would recommend BETC.**

Service delivery rating 10/10

Johanna Vries – Kalahari Holdings

**The workshop was very informative and interesting. The facilitator was well prepared and presented excellently and organized.  
Yes I would recommend BETC.**

Service delivery rating 9/10

Reinhold Nangolo – Namibia Diamond Trading Company

**The workshop was well articulated and the facilitator was very informative.  
Yes I would recommend BETC.**

Service delivery rating 10/10

Batseba Kaaronda – Namibia Institute of Pathology

## Testimonials.

**Excellent in the facilitator was just two awesome words can explain her experience and knowledge shared amongst delegates.**

**Yes I would recommend BETC.**

**Service delivery rating 09/10**

Carina Mubitha – Namibia Water Corporation (NAMWATER)

**I feel equipped with knowledge concerning supervisory training the facilitator was beyond good.**

**Yes I would recommend BETC.**

**Service delivery rating 09/10**

Daniel Daniel – Rehoboth Town Council

**He demonstrated exceptional expertise seamlessly importing knowledge with clarity enthusiasm and adapt teaching style that encourages and inspires us.**

**Yes I would recommend BETC.**

**Service delivery rating 10/10**

Willemina Pieters – GIF

**The workshop was very informative and the facilitator was helpful as well.**

**Yes I would recommend BETC**

**Service delivery rating 10/10**

Brown Pauza – Aronos Town Council

**The workshop was very helpful and mind opening.**

**Yes I would recommend BETC.**

**Service delivery rating 10/10**

Nangalo – electricity Control Board

**The workshop was well organized and the facilitator was well equipped**

**Yes I would recommend BETC.**

**Service delivery rating 10/10**

Rejoice Muujo – ministry of health and social services

**The workshop was wonderful and well organized.**

**Yes I would recommend BETC.**

**Service delivery rating 10/10**

Karl Naimkwaya – Intra-Health Namibia

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

**Yes I would recommend BETC.**

**Service delivery rating 8/10**

Cecilia Kakoloo – Namwater

Contact us

## We would love to hear from you.

### Where to find us:

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

### Contact Details:

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CELL: +264 81 128 7429

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



# 2025 TRAINING CALENDAR INDEX.

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2. ADMINISTRATION AND SECRETARIAL
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4. BUSINESS CONTINUITY AND CRISIS MANAGEMENT
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6. CONTRACTS MANAGEMENT
7. CUSTOMER SERVICE
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17. PLANNING AND STRATEGY MANAGEMENT
18. PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
19. PROJECT MANAGEMENT
20. PUBLIC SECTOR MANAGEMENT
21. QUALITY AND PRODUCTIVITY
22. SAP



1

# ACCOUNTING AND FINANCE

2025 TRAINING CALENDAR

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

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
AF21028	Anti-Money Laundering (AML) Compliance Masterclass	20 TO 24				05 TO 09							17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
AF21029	Bank Reconciliation and Petty Cash Management		03 TO 07		21 TO 25		16 TO 20		11 TO 15			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21030	Basel III, Risk Assessment and Stress Testing														Namibia; South Africa; Botswana; Kenya	YES
AF21031	Best Practices in Revenue Protection—Metering, Billing & Loss Reduction	27 TO 31		10 TO 14		26 TO 30		07 TO 11		01 TO 05			24 TO 28	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21032	Better Budgeting & Rolling Forecasts Masterclass						09 TO 13								Namibia; South Africa; Botswana; Kenya	YES
AF21033	Blockchain and other Emerging Technologies		17 TO 21		28 APRIL TO 02 MAY								17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21034	Bookkeeping Essentials	20 TO 24		17 TO 20				21 TO 25		15 TO 19					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21035	Bookkeeping Intermediate and Advanced		10 TO 14				23 TO 27				06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21036	Budget Preparation Skills	20 TO 24			14 TO 18			14 TO 18						08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AF21037	Budget Preparation, Allocation & Cost Control						02 TO 06			08 TO 12					Namibia; South Africa; Botswana; Kenya	YES
AF21038	Budgeting For Managers			10 TO 14									03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
AF21039	Budgeting, Forecasting and the Planning Process	27 TO 31				19 TO 23			11 TO 15						Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21040	Building a High Performing Finance Team			17 TO 20			09 TO 13					20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21041	Building Financial Models for Business Growth				21 TO 25			07 TO 11		01 TO 05					Namibia; Zambia; South Africa; Kenya	YES
AF21042	Building Financial Models for Business Growth		10 TO 14										24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
AF21043	Business Analytics & Performance Improvement Masterclass	20 TO 24				05 TO 09						20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21044	Business Finance & Accounting for the Non Financial Manager		03 TO 07		07 TO 11		02 TO 06			15 TO 19			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
AF21045	Business Financial & Accounting Skills								04 TO 08						Namibia; South Africa; Botswana; Kenya	YES
AF21046	Business Valuation Masterclass			03 TO 07			16 TO 20	14 TO 18			06 TO 10		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21047	Cash Calls in Venture Operations	27 TO 31			14 TO 18					01 TO 05					Namibia; Zambia; South Africa; Kenya	YES
AF21048	Compliance Regulatory Professionals		10 TO 14			12 TO 16		07 TO 11					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21049	Contract Law			17 TO 20						08 TO 12					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21050	Corporate Debt Recovery and Billing System	20 TO 24			14 TO 18		02 TO 06		11 TO 15			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21051	Corporate Financial Planning, Budgeting & Control												01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21052	Cost Analysis, Control and Optimization		10 TO 14	03 TO 07		26 TO 30				01 TO 05			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
AF21053	Cost Planning, Control & Optimization in a Company							21 TO 25							Namibia; Zambia; South Africa; Botswana; Angola	YES

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AF21054	Credit Management	27 TO 31	10 TO 14		28 APRIL TO 02 MAY			25 TO 29		13 TO 17				Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21055	Credit Management & Debt Collection in Local Authorities (Including MS Excel Data Analysis)			17 TO 20			09 TO 13						22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21056	Credit Risk Assessment, Modeling And Management		17 TO 21		21 TO 25		14 TO 18		08 TO 12		17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21057	Creditor & Debtor Control Management Skills													Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21058	Creditors Management Skills	20 TO 24		10 TO 14		19 TO 23		11 TO 15		06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21059	Data Privacy and Protection for Pension Funds		17 TO 21				02 TO 06				03 TO 07			Namibia; Zambia; South Africa; Kenya	YES
AF21060	Debt Collection Skills Training – Modern Challenges and Solutions				07 TO 11				01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21061	Debt Collection Skills Training – Modern Challenges and Solutions	27 TO 31	03 TO 07			05 TO 09	07 TO 11						08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AF21062	Debt Collection, Recovery, Negotiation And Credit Control Management			03 TO 07			16 TO 20			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21063	Debt Management	27 TO 31				19 TO 23		18 TO 22					01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21064	Debtor Management Practices			17 TO 20	07 TO 11				15 TO 19		24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21065	Debtors Control and Revenue Collection with Customer Care and MS Excel Integration		17 TO 21				09 TO 13							Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21066	Debtors Management & Creditors							21 TO 25	01 TO 05		17 TO 21			Namibia; Zambia; South Africa; Kenya	YES
AF21067	Developing Strategic Partnerships, Joint Ventures, and Consortia	27 TO 31				12 TO 16								Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21068	Developing, Improving & Monitoring the Internal Audit Function		03 TO 07		14 TO 18		16 TO 20		11 TO 15		20 TO 24		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
AF21069	Due Diligence: Appraisal and Management of Potential Investors and Partners			10 TO 14										Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21070	Dynamic Business Reports and Dashboards Using Excel	27 TO 31				12 TO 16		14 TO 18		08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21071	Effective Budgeting & Operational Cost Control			17 TO 20			09 TO 13							Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21072	Effective Budgeting and Cost Control		17 TO 21		14 TO 18	05 TO 09			18 TO 22				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AF21073	Effectively Managing and Organising Accounts Payable	13 TO 17								22 TO 26				Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21074	Efficient Finance and Accounting Operations: 2021 Best Practices and Updates				07 TO 11			07 TO 11				24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
AF21075	Essentials of Corporate Finance	27 TO 31		03 TO 07			02 TO 06			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21076	Ethics Masterclass for Accountants										20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21077	Evaluating Collaborative Development Opportunities		17 TO 21		14 TO 18	19 TO 23			18 TO 22		13 TO 17	17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21078	Fast Closing Month-End & Year-End Accounts	13 TO 17		10 TO 14			09 TO 13			15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES



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AF21079	Faster Financial Closing & Reporting							21 TO 25						Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21080	Finance & Accounting Essentials for the Non-Financial Manager in the Public Sector	27 TO 31		17 TO 20		26 TO 30					22 TO 26		10 TO 14	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21081	Finance & Accounting for Office Administrators & Secretaries		03 TO 07		07 TO 11						08 TO 12			Namibia; Zambia; South Africa; Kenya	YES
AF21082	Finance for Engineers, Project and Technical Professionals							14 TO 18					22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
AF21083	Finance for Non-Finance Professionals	20 TO 24			21 TO 25		02 TO 06		25 TO 29		20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
AF21084	Finance for Non-financial Managers			10 TO 14		05 TO 09							08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AF21085	Finance Transformation Roadmap						23 TO 27	07 TO 11		15 TO 19				Namibia; South Africa; Botswana; Kenya	YES
AF21086	Finance, Risk Management & Corporate Governance	27 TO 31		17 TO 20							20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21087	Financial Accounting & Reporting					26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21088	Financial Accounting, Reporting & Business Support		03 TO 07		14 TO 18		02 TO 06			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21089	Financial Acumen: Roadmap to Business Success							21 TO 25					22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
AF21090	Financial Analysis of Investment	27 TO 31		17 TO 20		12 TO 16			18 TO 22		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21091	Financial Analysis, Modelling & Forecasting						16 TO 20						08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21092	Financial Analysis, Planning & Control				07 TO 11			07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21093	Financial Analysis, Planning & Controlling Budgets		03 TO 07			05 TO 09						24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21094	Financial Management for Companies				14 TO 18		09 TO 13		25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21095	Financial Management for Donor Dunded Projects	27 TO 31				19 TO 23					20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
AF21096	Financial Management for Non-Financial Professionals			10 TO 14				07 TO 11		08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21097	Financial Management Report Writing		17 TO 21				02 TO 06							Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21098	Financial Managerial Skills	20 TO 24			28 APRIL TO 02 MAY				18 TO 22					Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21099	Financial Modelling Workshop Using Excel									22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21100	Financial Modelling			17 TO 20		12 TO 16		21 TO 25						Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21101	Financial Modelling and Petroleum Project Economics				07 TO 11					01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21102	Financial Modelling: A Practical Approach	27 TO 31					02 TO 06						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21103	Financial Report Analysis		03 TO 07		21 TO 25						13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
AF21104	Financial Reporting Standards (FRS) and updates			17 TO 20		05 TO 09			11 TO 15					Namibia; South Africa; Botswana; Kenya	YES
AF21105	Financial Risk, Root Cause Analysis & Problem Solving	13 TO 17						23 TO 27		15 TO 19				Namibia; Zambia; South Africa; Kenya	YES

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AF21106	Financial Skills for Councilors				14 TO 18								24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21107	Financial Skills for Non-Financial Professionals						09 TO 13					13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21108	Financial Strategy	27 TO 31		10 TO 14		12 TO 16		14 TO 18		08 TO 12					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21109	Financial Strategy & Accounting Skills				07 TO 11							17 TO 21			Namibia; South Africa; Botswana; Kenya	YES
AF21110	Fixed Assets Accounting and Management		17 TO 21			12 TO 16			11 TO 15						Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21111	Foreign Exchange, Money Markets and Derivatives			17 TO 20			09 TO 13			22 TO 26			15 TO 19		Namibia; South Africa; Botswana; Kenya	YES
AF21112	Fundamentals of Finance & Accounting				07 TO 11			07 TO 11				10 TO 14			Namibia; Zambia; South Africa; Kenya	YES
AF21113	Fundamentals of Joint Venture Accounting	20 TO 24				26 TO 30				15 TO 19					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21114	Global Banking, Money Markets, FOREX, and Swaps						09 TO 13		25 TO 29						Namibia; South Africa; Botswana; Kenya	YES
AF21115	IFM'S And Reconciliation of Rates and Taxes		03 TO 07					21 TO 25		08 TO 12	13 TO 17		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21116	IFRS Reporting	13 TO 17		31 MARCH TO 04 APRIL											Namibia; South Africa; Botswana; Kenya	YES
AF21117	IFRS Training					19 TO 23				08 TO 12		24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21118	Institutional Workers Etiquette and Cleaning						02 TO 06				20 TO 24				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21119	Integrating Budgeting, Forecasting & Business Planning	27 TO 31			21 TO 25				11 TO 15						Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21120	Internal Control: Compliance, Operational and Financial			17 TO 20		12 TO 16		21 TO 25		15 TO 19		03 TO 07			Namibia; South Africa; Botswana; Kenya	YES
AF21121	International Financial Reporting & Treasury Risk Management		03 TO 07												Namibia; South Africa; Botswana; Kenya	YES
AF21122	International Financial Reporting Standards (IFRS) & 2020 update						09 TO 13		18 TO 22		06 TO 10		15 TO 19		Namibia; Zambia; South Africa; Kenya	YES
AF21123	International Financial Reporting Standards (IFRS) and 2021 Updates	20 TO 24		10 TO 14		26 TO 30				22 TO 26					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21124	International Trade and Commodity Finance				14 TO 18		02 TO 06					17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21125	Introduction To Data Analysis for Administrators							14 TO 18		08 TO 12					Namibia; Zambia; South Africa; Kenya	YES
AF21126	Introduction to TAX in Namibia	27 TO 31									20 TO 24		01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
AF21127	Introduction to TAX in South Africa			17 TO 20		06 TO 09			18 TO 22						Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21128	Introduction to TAX in Zambia		17 TO 21		14 TO 18		02 TO 06						22 TO 24		Namibia; South Africa; Botswana; Kenya	YES
AF21129	IPSAS update for the Public Sector							21 TO 25		08 TO 12		24 TO 28			Namibia; South Africa; Botswana; Kenya	YES
AF21130	Lean Finance & Finance Transformation	13 TO 17		31 MARCH TO 04 APRIL											Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21131	Letter of Credit Master Class					19 TO 23		07 TO 11		13 TO 17		08 TO 12			Namibia; Zambia; South Africa; Kenya	YES
AF21132	Linking Finance Strategy with Business Strategy				07 TO 11		23 TO 27		11 TO 15						Namibia; Zambia; South Africa; Botswana; Angola	YES

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AF2133	Loan Structuring, LBOs & Acquisition Finance	27 TO 31		17 TO 20									10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2134	Management Accountant: The Strategic Partner		03 TO 07		21 TO 25		02 TO 06				15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2135	Managing Collaborative Development					05 TO 09				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2136	Managing Corporate & Finance and Corporate Governance				07 TO 11			07 TO 11				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
AF2137	Managing Corporate & Islamic Finance and Corporate Governance			10 TO 14									15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2138	Managing Credit, Accounts Receivable and Debt Recovery	27 TO 31				19 TO 23					08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF2139	Managing Equity Portfolios						09 TO 13			11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2140	Managing the Collections and Credit Control Team		03 TO 07		28 APRIL TO 02 MAY							03 TO 07			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2141	Managing the collections and credit control			17 TO 20						18 TO 22		20 TO 24		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2142	Managing Your Personal Finances	20 TO 24				12 TO 16		21 TO 25							Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2143	Mastering Due Diligence		17 TO 21		07 TO 11		09 TO 13				08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
AF2144	Mastering the Essentials of the Global Financial Industry			17 TO 20						18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2145	Mergers and Acquisitions		03 TO 07			12 TO 16						13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
AF2146	Microsoft Excel Dashboards				21 TO 25										Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2147	Mini MBA: Strategic Planning & Effective Budgeting	27 TO 31					09 TO 13	14 TO 18		15 TO 19		10 TO 14	22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2148	Next Generation Excel: Advanced Business and Financial Reporting			31 MARCH TO 04 APRIL											Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2149	Payroll Administration					12 TO 16				18 TO 22					Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF2150	Payroll: Preparation, Analysis and Management		17 TO 21		14 TO 18		09 TO 13				08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
AF2151	Performance Based Budgeting							21 TO 25				13 TO 17	15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2152	Petrochemical Accounting & Performance Measurement	20 TO 24			07 TO 11	19 TO 23				15 TO 19					Namibia; South Africa; Botswana; Kenya	YES
AF2153	Planning, Forecasting & Budgeting using Spreadsheet			10 TO 14			02 TO 06					17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2154	Practical Finance & Accounting		17 TO 21							11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2155	Preparing Financial statements and the Annual report	20 TO 24				05 TO 09		07 TO 11					01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF2156	Principles of Risk Management				14 TO 18						08 TO 12				Namibia; South Africa; Botswana; Kenya	YES
AF2157	Project Analysis: Tools & Techniques for Managing Risk & Uncertainty			17 TO 20			09 TO 13	07 TO 11				10 TO 14			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF2158	Project Appraisal Financial and Economic Factors		03 TO 07		14 TO 18	26 TO 30				25 TO 29					Namibia; Zambia; South Africa; Kenya	YES

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AF21159	Project Management for Tax Administrators	27 TO 31								29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21160	Public Finance Refresher And Appropriation Programme						09 TO 13		11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21161	Public Sector Accounting and Budgeting				28 APRIL TO 02 MAY					22 TO 26			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21162	Quality Management Systems Audit and IFRS			10 TO 14			02 TO 06		18 TO 22		20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
AF21163	Reporting & Data Analysis with Excel	20 TO 24			21 TO 25			14 TO 18		08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21164	Revenue Collection		17 TO 21									03 TO 07	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21165	Revenue Protection: Metering, Billing & Loss Reduction				14 TO 18		09 TO 13		18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
AF21166	Reviewing Treasury Best Practices for Bank Account Management	27 TO 31		10 TO 14		05 TO 09							01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
AF21167	Reviewing Treasury Best Practices for Bank Account Management							21 TO 25		15 TO 19				Namibia; Zambia; South Africa; Kenya	YES
AF21168	Risk Management: Internal Control & Fraud Prevention				21 TO 25		02 TO 06							Namibia; South Africa; Botswana; Kenya	YES
AF21169	SAGE Pastel Training Advanced		03 TO 07			19 TO 23		07 TO 11	18 TO 22		13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
AF21170	SAGE Pastel Training Basic									22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21171	SAGE Pastel Training Intermediate	27 TO 31		31 MARCH TO 04 APRIL			02 TO 06			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AF21172	Setting & Controlling Budgets					12 TO 16		07 TO 11	11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21173	Social Insurance and Risk Management		17 TO 21		07 TO 11		02 TO 06			29 SEPT TO 03 OCT			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
AF21174	Strategic Awareness and Business Acumen	13 TO 17												Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21175	The Complete Course on Budgeting			10 TO 14		05 TO 09		30 JUNE TO 04 JULY				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21176	The Effective Accounts Assistant	20 TO 24			07 TO 11					11 TO 15				Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21177	The Effective Finance Professional			17 TO 20			09 TO 13		18 TO 22		25 TO 29		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21178	The Essentials of Budgeting & Cost Control					12 TO 16		07 TO 11				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21179	The Oxford Advanced Finance Leaders Programme		03 TO 07		07 TO 11				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21180	The Oxford Advanced Finance Programme										04 TO 08			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21181	The Oxford Financial Excellence Programme	27 TO 31		17 TO 20		05 TO 09				18 TO 22		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21182	Trade Finance, Letters of Credit and Bank Guarantees							30 JUNE TO 04 JULY					15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21183	Treasury and Cash Management		17 TO 21		14 TO 18		02 TO 06				25 TO 29			Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21184	Treasury and Risk Management	27 TO 31		17 TO 20										Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21185	Understanding Finance to Influence Strategic Decisions				14 TO 18		09 TO 13		04 TO 08	08 TO 12		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21186	Upstream Petroleum Accounting			10 TO 14				07 TO 11			04 TO 08			Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AF21187	Upstream Petroleum Contracts, Accounting & Auditing Policies and Procedures	06 TO 10				12 TO 16	02 TO 06			18 TO 22			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21188	Value Added Tax (VAT)		17 TO 21		07 TO 11			14 TO 18				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21189	Value for Money Audit													Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21190	Vat And Tax Compliance	20 TO 24		10 TO 14		05 TO 09		30 JUNE TO 04 JULY			04 TO 08		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21191	VBA for Financial Professionals				14 TO 18							15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21192	Venture Capital, Angel Investors, Hedge Funds, and Private Equity		03 TO 07				02 TO 06			18 TO 22			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21193	Women in Banking and Finance				07 TO 11				04 TO 08			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AF21194	Working Capital Management for Success	06 TO 10		10 TO 14		12 TO 16	09 TO 13	07 TO 11				25 TO 29		Namibia; Zambia; South Africa; Botswana; Angola	YES



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# ADMINISTRATION & SECRETARIAL

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
AS21001	Administration and Office Management Professional	06 TO 10	24 TO 28		07 TO 11	19 TO 23	30 JUNE TO 04 JULY		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
AS21002	Administrative Excellence for Secretaries and Administrators		27 TO 31	17 TO 20			02 TO 06		04 TO 08		06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21003	Administrative Functions & Office Management		03 TO 07			05 TO 09		07 TO 11			01 TO 05		03 TO 07	Namibia; South Africa; Botswana; Kenya	YES
AS21004	Advanced Business Writing Skills	13 TO 17		03 TO 07										Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21005	Advanced Documents and Records Management Compliance		03 TO 07		07 TO 11		02 TO 06		11 TO 15		27 TO 31		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AS21006	Advanced Executive assistants and PA,s inclusive protocol and diplomacy	20 TO 24		17 TO 20				07 TO 11		08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
AS21007	Advanced Local Authorities Office Administration and Protocol Skills		17 TO 21			05 TO 09			04 TO 08				03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21008	Advanced MS OFFICE for EAs, PAs & Office Managers	06 TO 10		10 TO 14					07 TO 11				06 TO 10	Namibia; South Africa; Botswana; Kenya	YES
AS21009	Advanced Office Management & Effective Administration Skills		10 TO 14		14 TO 18		09 TO 13				15 TO 19		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21010	Advanced Presentation Skills	27 TO 31		03 TO 07		19 TO 23			18 TO 22			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
AS21011	Advances secretariat				07 TO 11		30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21012	Big Data Analytics for Administrators	13 TO 17	17 TO 21				23 TO 27		11 TO 15				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21013	Business Fundamentals			10 TO 14		05 TO 09					08 TO 12		10 TO 14	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21014	Central filing and Archiving		03 TO 07		21 TO 25			07 TO 11			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
AS21015	Cleaners' Office Etiquette and Communication Skills	20 TO 24		24 TO 28			09 TO 13			01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
AS21016	Cleaning & House Keeping			03 TO 07		05 TO 09		14 TO 18						Namibia; Zambia; South Africa; Kenya	YES
AS21017	Communication and Planning Skills for Administrative Professionals	06 TO 10	10 TO 14	31 MARCH TO 04 APRIL					18 TO 22		27 TO 31		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21018	Corporate Etiquette Master Class			17 TO 20			23 TO 27	21 TO 25		08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21019	Crisis Communications & Social Media		03 TO 07		28 APRIL TO 02 MAY				11 TO 15			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
AS21020	Crisis Management Essentials			10 TO 14			30 JUNE TO 04 JULY				22 TO 26			Namibia; South Africa; Botswana; Kenya	YES
AS21021	Defensive Driving & Protocol Skills	13 TO 17	24 TO 28		07 TO 11	26 TO 30			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21022	Defensive Driving Training			03 TO 07			23 TO 27				06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
AS21023	Developing and Implementing a Corporate Social Responsibility (CSR) Framework		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
AS21024	Developing Core Skills for Administrators & Secretaries	20 TO 24			14 TO 18			07 TO 11					03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21025	Document Control & Records Management			10 TO 14			02 TO 06		18 TO 22		27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
AS21026	Documents and Records Management Compliance		10 TO 14			05 TO 09		14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
AS21027	Effective record Management	06 TO 10			07 TO 11		09 TO 13				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21028	Electronic Document Management Systems (EDMS)			03 TO 07				07 TO 11					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21029	Email Mastery: Get More Done in Less Time and Communicate Better		03 TO 07			12 TO 16			04 TO 08		20 TO 24				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21030	Emergency / First Responder			17 TO 20				14 TO 18					08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
AS21031	Essential Communication Skills Masterclass	13 TO 17			14 TO 18		16 TO 20			15 TO 19					Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21032	Essential Finance & Budgeting Skills for EA/PAs		17 TO 21						11 TO 15			10 TO 14			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AS21033	Essential Management Skills for Administrators	20 TO 24		10 TO 14		12 TO 16		07 TO 11							Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21034	Executive Office Secretarial Skills		10 TO 14		14 TO 18			14 TO 18			06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21035	Executive Pa & Office Administrator			31 MARCH TO 04 APRIL			02 TO 06		18 TO 22	08 TO 12			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21036	Finance & Accounting for Office Administrators & Secretaries	06 TO 10		03 TO 07				21 TO 25							Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21037	Governance and Board Management Skills for EAs & PAs					05 TO 09		14 TO 18			13 TO 17				Namibia; Zambia; South Africa; Kenya	YES
AS21038	Implementation of Modern Record Management through SharePoint and Office 365	27 TO 31	17 TO 21		07 TO 11		16 TO 20				22 TO 26		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21039	Information & Documentation Compliance					26 TO 30			04 TO 08						Namibia; South Africa; Botswana; Kenya	YES
AS21040	Introduction to Your New Role as EA/PA or Office Manager	20 TO 24		03 TO 07				07 TO 11			27 TO 31		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21041	Management Development For Personal Assistants And Senior Secretaries					12 TO 16				15 TO 19		17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21042	Management Skills for Administrative Professionals		03 TO 07		14 TO 18			21 TO 25							Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21043	Managing Daily Office Administration Functions with Microsoft Office Skills	13 TO 17		17 TO 20			02 TO 06		11 TO 15			03 TO 07			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AS21044	Meeting Management: Meeting Procedure & Minute Taking		24 TO 28		21 TO 25			14 TO 18			22 TO 26				Namibia; Zambia; South Africa; Kenya	YES
AS21045	Messengers, Drivers & Courier Drivers			10 TO 14		12 TO 16					20 TO 24		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21046	Minute Taking & Meeting Procedure		03 TO 07					21 TO 25							Namibia; Zambia; South Africa; Kenya	YES
AS21047	Minute Writing Masterclass for EAs & PAs	20 TO 24			07 TO 11		09 TO 13		18 TO 22	01 TO 05					Namibia; South Africa; Botswana; Kenya	YES
AS21048	Minutes Taking, Meeting Procedures & Reports Writing Skills	20 TO 24		03 TO 07							06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21049	Newly Appointed / Junior Office Administrators & Secretaries		10 TO 14			06 TO 09		14 TO 18					01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
AS21050	Office Cleaning & Tea Assistants Programme	27 TO 31		24 TO 28			16 TO 20		18 TO 22						Namibia; South Africa; Botswana; Kenya	YES
AS21051	Office Management and Effective Administration Skills		17 TO 21				19 TO 23				22 TO 26		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES



CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AS21052	Office Management Specialist	06 TO 10			14 TO 18				04 TO 08					Namibia; Zambia; South Africa; Kenya	YES
AS21053	Office Management Training For Officers And Managers			10 TO 14			16 TO 20					27 TO 31	15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21054	Organising and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs		03 TO 07		28 APRIL TO 02 MAY			07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21055	Partnering With Your Boss Strategic Skills for Administrative Professionals	20 TO 24		24 TO 28			23 TO 27					17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21056	Partnering with your manager		24 TO 28		21 TO 25				11 TO 15		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21057	Professional Minute Taking & Report Writing Skills						02 TO 06							Namibia; Zambia; South Africa; Kenya	YES
AS21058	Professional Receptionist (Excellent Telephone and Customer Service Skills)	13 TO 17		03 TO 07		12 TO 16		14 TO 18		08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21059	Protocol, Public Relations And Events Management		10 TO 14		14 TO 18						27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AS21060	Secretaries And Administrative Officers Top-up Competency Programme			10 TO 14			16 TO 20		11 TO 15				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21061	Secretary And Administrative Skills- Developing Effective And Efficient Administrators	20 TO 24		03 TO 07		05 TO 09					13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21062	Situational Awareness Masterclass							07 TO 11					15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21063	Skills for Executive Secretaries and PA		03 TO 07		07 TO 11		09 TO 13			01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21064	Telephone & Office Etiquette	06 TO 10												Namibia; Zambia; South Africa; Kenya	YES
AS21065	Telephone Etiquette Master Class			24 TO 28		12 TO 16			11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21066	The EA/PA & Office Manager Masterclass		17 TO 21		14 TO 18		30 JUNE TO 04 JULY						15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21067	The EA/PA as a Master & Manager of Self & People	27 TO 31					02 TO 06			08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
AS21068	The Efficient and Highly Productive Administrator			24 TO 28					04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21069	The Office Professional and Records Management Masterclass		03 TO 07		28 APRIL TO 02 MAY			14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21070	The Outstanding Receptionist & Office Administrator	13 TO 17			14 TO 18					01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21071	The Outstanding Receptionist			10 TO 14			09 TO 13		11 TO 15		20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21072	The Project & Event Management Masterclass		10 TO 14			12 TO 16		07 TO 11		22 TO 26				Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21073	The Senior Secretary Development Programme	13 TO 17			14 TO 18		23 TO 27		18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21074	The Senior Secretary Development Programme			10 TO 14				21 TO 25			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21075	The Strategic Executive Assistant: Business Acumen for Senior EAs & PAs		03 TO 07		07 TO 11		02 TO 06		11 TO 15				15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AS21076	Time Management and Productivity	06 TO 10		03 TO 07		12 TO 16		14 TO 18		01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES



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**AUDITING AND  
GOVERNANCE,  
RISK AND  
COMPLIANCE**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AGRA21001	Advanced Enterprise Risk Management	06 TO 10		03 TO 07		12 TO 16		07 TO 11		01 TO 05		10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
AGRA21002	Advanced Governance, Risk and Compliance (GRC)		10 TO 14		07 TO 11		02 TO 06		04 TO 08		27 TO 31		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21003	Analytical and Auditing Skills					05 TO 09				08 TO 12	06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
AGRA21004	Anti-Money Laundering	13 TO 17		03 TO 07		26 TO 30	23 TO 27		11 TO 15				03 TO 07	Namibia; South Africa; Botswana; Kenya	YES
AGRA21005	Anti-Money Laundering Regulatory Compliance				21 TO 25		02 TO 06	14 TO 18				13 TO 17		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21006	Assessing Operational Risk - Decision Making Under Risk		10 TO 14			12 TO 16				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
AGRA21007	Auditing Corporate Governance	06 TO 10			07 TO 11		09 TO 13		04 TO 08				03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21008	Basel III, Risk Assessment and Stress Testing		17 TO 21	10 TO 14		05 TO 09		07 TO 11				20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21009	Benchmarking: Comparing Your Performance with the Best	20 TO 24								01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21010	Business Improvement & Quality Techniques			31 MARCH TO 04 APRIL			02 TO 06		11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21011	Business Process Analysis & Modeling	13 TO 17	24 TO 28			12 TO 16		14 TO 18		08 TO 12	13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
AGRA21012	Business System Analysis			10 TO 14	21 TO 25				25 TO 29				15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21013	Compliance Regulatory Professionals		10 TO 14				19 TO 23	30 JUNE TO 04 JULY		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21014	Corporate Governance & Risk Management for State & Public Sector Organisations	27 TO 31			07 TO 11		02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21015	Corporate Governance & Risk Management Workshop			03 TO 07		05 TO 09			11 TO 15				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21016	Corporate Governance And Board Leadership Workshops		17 TO 21					07 TO 11		01 TO 05	27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21017	Corporate Governance: Principles, Policies and Best Practices	06 TO 10			14 TO 18		02 TO 06						03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21018	Data Governance, Protection and Compliance Management			10 TO 14		12 TO 16				25 TO 29		13 TO 17	08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
AGRA21019	Directors Development Programme		24 TO 28					14 TO 18		08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21020	Economic Crime Schemes	13 TO 17			07 TO 11		09 TO 13		04 TO 08				15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
AGRA21021	Effective Fraud Detection & Risk Minimisation Masterclass			03 TO 07		19 TO 23						10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21022	Enterprise Risk Management		17 TO 21			05 TO 09	23 TO 27			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21023	Essentials of Internal Audit	06 TO 10			14 TO 18			07 TO 11			06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21024	Essentials of Quality Assurance			03 TO 07			09 TO 13		11 TO 15				17 TO 21	Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21025	Financial Sciences Research Methods		10 TO 14			19 TO 23		14 TO 18		08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
AGRA21026	Foreign Exchange, Money Markets and Derivatives	13 TO 17			21 TO 25		16 TO 20					20 TO 24	24 TO 28	Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
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AGRA21027	Forensic Accounting & Fraud Detection			10 TO 14		12 TO 16				01 TO 05			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
AGRA21028	Forensic Accounting and Fraud Control		17 TO 21		14 TO 18		30 JUNE TO 04 JULY					10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21029	Fraud and Forensic Auditing	06 TO 10					02 TO 06		04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21030	Fraud Detection and Prevention for the Insurance Industry		24 TO 28			05 TO 09					13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21031	Fraud Prevention and Detection Training – Retirement Pension Fund Industry			31 MARCH TO 04 APRIL				14 TO 18		15 TO 19				Namibia; South Africa; Botswana; Kenya	YES
AGRA21032	Fraud Prevention, Detection and Investigation		10 TO 14				16 TO 20		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21033	Fraud Risk Management	06 TO 10		03 TO 07		05 TO 09					06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
AGRA21034	Fraud Risk Management					26 TO 30		07 TO 11		01 TO 05		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21035	Good Corporate Governance	20 TO 24			14 TO 18		09 TO 13							Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21036	Governance Arms of Risk Management			10 TO 14		19 TO 23			18 TO 22			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21037	Governance, Risk and Compliance (GRC)		17 TO 21		21 TO 25		02 TO 06				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
AGRA21038	High Impact Internal Audit Leadership	13 TO 17				26 TO 30		14 TO 18		01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21039	Implementation of Quality, Environmental and Health & Safety Management Systems				07 TO 11		09 TO 13					17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21040	Improving Operation Performance and Productivity		10 TO 14			05 TO 09			25 TO 29		06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
AGRA21041	Information & Documentation Compliance	20 TO 24			14 TO 18		16 TO 20			08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
AGRA21042	Internal Auditor Professional			03 TO 07		19 TO 23		07 TO 11			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
AGRA21043	Internal Control & Fraud Prevention		17 TO 21		21 TO 25		09 TO 13			01 TO 05			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
AGRA21044	Investigation and Management of Cyber and Electronic Crime	06 TO 10				12 TO 16			04 TO 08			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
AGRA21045	Investigation of Financial Crime			31 MARCH TO 04 APRIL			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21046	IT Auditing and IT Fraud Detection		10 TO 14				02 TO 06			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21047	IT Auditing and IT Fraud Detection	13 TO 17		10 TO 14		05 TO 09			04 TO 08		06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21048	Law for Commercial Forensic Practitioners	06 TO 10			07 TO 11		09 TO 13		04 TO 08			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
AGRA21049	Leading & Managing Change		17 TO 21	10 TO 14		05 TO 09		07 TO 11			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21050	Management Of Data Governance, Protection and Compliance	20 TO 24								01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21051	Management Systems Auditor Training			31 MARCH TO 04 APRIL			02 TO 06		11 TO 15		10 TO 14			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21052	Managing Fraud in a Digitized World	13 TO 17	24 TO 28			12 TO 16		14 TO 18		08 TO 12	13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
AGRA21053	Mastering Workflow			10 TO 14	21 TO 25				25 TO 29				15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21054	Money Laundering Investigation and Detection		10 TO 14			19 TO 23	30 JUNE TO 04 JULY			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
AGRA21055	Operational Excellence	27 TO 31			07 TO 11		02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21056	Opportunity Auditing			03 TO 07		05 TO 09			11 TO 15			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21057	Performance Auditing		17 TO 21					07 TO 11		01 TO 05	27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21058	Prevention and Detection of Corruption and Procurement Fraud	06 TO 10			14 TO 18		02 TO 06					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21059	Priority Management			10 TO 14		12 TO 16			25 TO 29		13 TO 17		08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21060	Project Commissioning: A Practical Approach		24 TO 28					14 TO 18		08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21061	Quality Assurance & Control	13 TO 17			07 TO 11		09 TO 13		04 TO 08				15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21062	Quality Assurance and Management System			03 TO 07		19 TO 23						10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
AGRA21063	Quality Assurance in Practice		17 TO 21			05 TO 09	23 TO 27			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21064	Quality Management System Auditor/Lead Auditor Training	06 TO 10			14 TO 18			07 TO 11			06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21065	Report Writing for the Internal Auditor			03 TO 07			09 TO 13		11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
AGRA21066	Risk Advisory		10 TO 14			19 TO 23		14 TO 18		08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21067	Risk Assessments, Method Statements and Quality Plans	13 TO 17			21 TO 25		16 TO 20				20 TO 24	24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
AGRA21068	Risk Based Operational Decision Making			10 TO 14		12 TO 16				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21069	Risk Compliance, Control & Auditing - Auditing risk controls in management systems		17 TO 21		14 TO 18		30 JUNE TO 04 JULY					10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21070	Risk Management, Control & Compliance (Corporate Governance)	06 TO 10					02 TO 06		04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21071	Risk-Based Internal Audit		24 TO 28			05 TO 09					13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21072	Simplification of Work Processes and Procedures			31 MARCH TO 04 APRIL				14 TO 18		15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21073	Strategic Community Relations		10 TO 14				16 TO 20		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21074	Understanding ISO 28000	06 TO 10		03 TO 07		05 TO 09					06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21075	Understanding, Developing & Maintaining Quality Management Systems					26 TO 30		07 TO 11		01 TO 05		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
AGRA21076	Value for Money Audit	20 TO 24			14 TO 18		09 TO 13							Namibia; Zambia; South Africa; Botswana; Angola	YES



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# **BUSINESS CONTINUITY AND CRISIS MANAGEMENT**

2025 TRAINING CALENDAR

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
BCC21001	Business Continuity and Crisis Management during Pandemic Threats	13 TO 17	24 TO 28	24 TO 28		05 TO 09		28 JULY TO 01 AUG		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
BCC21002	Business Continuity Management		03 TO 07		07 TO 11		02 TO 06		04 TO 08		20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
BCC21003	Business Continuity Management: Standards, Plans and Systems	20 TO 24		17 TO 20		12 TO 16		21 TO 25		08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
BCC21004	COVID-19 Workplace Health, Safety & Compliance		17 TO 21		21 TO 25		16 TO 20		18 TO 22		13 TO 17		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
BCC21005	Crisis Management and Emergency Response Measures	13 TO 17		10 TO 14		19 TO 23		14 TO 18		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
BCC21006	Crisis Management Professional		03 TO 07		14 TO 18		09 TO 13		25 TO 29		06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
BCC21007	Emergency Response Planning: Crisis Management for Hazardous Environments	27 TO 31		03 TO 07	28 APRIL TO 02 MAY			07 TO 11		22 TO 26		22 TO 24		Namibia; Zambia; South Africa; Botswana; Kenya	YES



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# COMMUNICATION & WRITING SKILLS

2025 TRAINING CALENDAR



CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
CWS21001	Advanced Business Writing	06 TO 10		03 TO 07			16 TO 20				22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21002	Advanced Business Writing Courses Advanced Business Writing		03 TO 07		28 APRIL TO 02 MAY			07 TO 11	04 TO 08		06 TO 10	17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21003	Advanced Communication Skills	06 TO 10								01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
CWS21004	Advanced Communication Skills for Effective Professionals		10 TO 14	24 TO 28		05 TO 09		14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21005	Advanced Public Speaking and Presentation Skills		03 TO 07				09 TO 13		11 TO 15		20 TO 24			Namibia; South Africa; Botswana; Kenya	YES	
CWS21006	Advanced Social Media Training					19 TO 23				22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21007	Building and Presenting a Powerful Business Case	06 TO 10			07 TO 11			21 TO 25			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21008	Business Fundamentals Communications		10 TO 14							08 TO 12			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21009	Business Writing Skills			03 TO 07		12 TO 16	09 TO 13		18 TO 22			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES	
CWS21010	Communication and Presentation Skills for Professionals	13 TO 17			21 TO 25			07 TO 11			06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES	
CWS21011	Corporate Communications Redefined		03 TO 07			05 TO 09				01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Kenya	YES	
CWS21012	Corporate Communications Skills			03 TO 07			02 TO 06		04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21013	Corporate Communications: PR and Media Skills	13 TO 17			07 TO 11			14 TO 18			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21014	Corporate Social Responsibility (CSR)		03 TO 07			26 TO 30				15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21015	Crisis Communication Skills			24 TO 28					25 TO 29		13 TO 17			Namibia; Zambia; South Africa; Kenya	YES	
CWS21016	Crucial Written Communications For Public Service Officers		10 TO 14			12 TO 16	09 TO 13						22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
CWS21017	Developing Leadership Presence and Power	27 TO 31			07 TO 11				11 TO 15	08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21018	Effective Communication Skills		17 TO 21					14 TO 18						Namibia; Zambia; South Africa; Kenya	YES	
CWS21019	Effective Corporate Communication	13 TO 17		03 TO 07	21 TO 25		02 TO 06			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES	
CWS21020	Effective Presentation and Public Speaking Skills		10 TO 14			05 TO 09		14 TO 18	18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Kenya	YES	
CWS21021	Effective Report Writing Techniques			24 TO 28							20 TO 24			Namibia; South Africa; Botswana; Kenya	YES	
CWS21022	Event Management Specialist	13 TO 17			07 TO 11			07 TO 11		01 TO 05				Namibia; South Africa; Botswana; Kenya	YES	
CWS21023	Events and Conferences Management		03 TO 07			12 TO 16	09 TO 13					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21024	Events Management				21 TO 25				04 TO 08				22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
CWS21025	Guiding Change through Corporate Communications					05 TO 09				22 TO 26				Namibia; Zambia; South Africa; Botswana; Angola	YES	
CWS21026	Incident & Crisis Response Communication Skills	27 TO 31		17 TO 21				02 TO 06		25 TO 29		06 TO 10		Namibia; Zambia; South Africa; Kenya	YES	

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CWS21027	Interpersonal Communication Skills		17 TO 21			19 TO 23		21 TO 25		08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21028	Leadership, Communications & Interpersonal Skills	27 TO 31		17 TO 21								17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21029	Legal Writing and Drafting Skills		03 TO 07		21 TO 25		16 TO 20		11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CWS21030	Managing Conflict: Power through Influence Courses							14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21031	Mastering Corporate Communications	27 TO 31				26 TO 30				01 TO 05		24 TO 28	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21032	Mastering Sales & Marketing in the Age of New Social Media			24 TO 28			09 TO 13		11 TO 15					Namibia; Zambia; South Africa; Kenya	YES
CWS21033	Organizational and Departmental Communication		17 TO 21		28 APRIL TO 02 MAY							17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21034	Presentation Design and Delivery	27 TO 31						21 TO 25		15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21035	Professional Communication Skills		10 TO 14	17 TO 21			23 TO 27				06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CWS21036	Professional Presentation Skills	20 TO 24			14 TO 18			14 TO 18					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21037	Protocol & Event Management						02 TO 06			08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
CWS21038	Public Relations and Media Skills			10 TO 14								03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21039	Public Relations Campaigns: From Planning to Execution	27 TO 31				19 TO 23			11 TO 15					Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21040	Public Relations Skills						09 TO 13				20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
CWS21041	Publication Skills (Graphic & Web Design)	27 TO 31			21 TO 25	12 TO 16		07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21042	Report writing		10 TO 14	24 TO 28					11 TO 15			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21043	Report Writing for the Internal Auditor Courses					05 TO 09		14 TO 18			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CWS21044	Strategic Event Management		03 TO 07		14 TO 18		02 TO 06			15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21045	Strategic Internal Communication Skills	13 TO 17				19 TO 23			04 TO 08					Namibia; Zambia; South Africa; Kenya	YES
CWS21046	The Art of Advanced Communication			03 TO 07			16 TO 20	14 TO 18			06 TO 10		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
CWS21047	The Essentials of Business Etiquette and Protocol									01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES



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# CONTRACTS MANAGEMENT

2025 TRAINING CALENDAR

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
CM21001	Advanced Contract Law for Non Lawyers	06 TO 10		10 TO 14	14 TO 18		02 TO 06		04 TO 08	01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21002	Advanced Contracts and Project Management		03 TO 07	17 TO 20		05 TO 08		07 TO 11	18 TO 22				17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
CM21003	Advanced Contracts and Purchasing Management	20 TO 24		03 TO 07	28 TO 30	19 TO 23	30 JUNE TO 04 JULY			08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21004	Advanced Contracts Management	13 TO 17	17 TO 21		07 TO 11		02 TO 06		11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
CM21005	Anti-Money Laundering (AML) Compliance Masterclass	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16		14 TO 18		22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21006	Arbitration and Dispute Resolution Training Courses Arbitration and Dispute Resolution		03 TO 07				30 JUNE TO 04 JULY			15 TO 19	20 TO 24		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
CM21007	Auditing of Projects and Contractors: Terminology, Concept & Applications	27 TO 31		10 TO 14		26 TO 30		07 TO 11	18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
CM21008	Business and Commercial Law	13 TO 17	17 TO 21	15 TO 19	07 TO 11		02 TO 06		11 TO 15	08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21009	Combating Risk & Fraud in Procurement	20 TO 24		17 TO 20		05 TO 08		21 TO 25		22 TO 26		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21010	Commercial and Business Contracts	11 TO 15	24 TO 28			12 TO 16			04 TO 08				17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
CM21011	Commercial Contracts and Negotiation Skills	06 TO 10		10 TO 14	14 TO 18		18 TO 20	28 JULY TO 01 AUG			06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
CM21012	Construction Contracts Masterclass	18 TO 22	10 TO 14	23 TO 26	28 TO 30	19 TO 23	02 TO 06			22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
CM21013	Contract & Project Management Skills for Non-Professionals	13 TO 17		24 TO 28				07 TO 11		08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21014	Contract & Project Risk Management & Compliance	25 TO 29	17 TO 21	03 TO 07		05 TO 08	23 TO 27		25 TO 29		06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21015	Contract Administration: An Intensive Workshop	20 TO 24	10 TO 14		07 TO 11		09 TO 13	21 TO 25		08 TO 12	20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21016	Contract Administration: Understanding and Implementing Contractual Obligations	06 TO 10	22 TO 26	10 TO 14		12 TO 16	18 TO 20		04 TO 08			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
CM21017	Contract Cost and Price Analysis		03 TO 07	31 MARCH TO 04 APRIL				28 JULY TO 01 AUG		29 SEPT TO 03 OCT			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21018	Contract Law for Non Lawyers	27 TO 31		03 TO 07		19 TO 23				15 TO 19		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
CM21019	Contract management		10 TO 14	08 TO 12	21 TO 25	26 TO 30		14 TO 18		22 TO 26		03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
CM21020	Contract Management for Non-Contract Professionals	06 TO 10		10 TO 14			09 TO 13		04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21021	Contract Management from Principles to Action	20 TO 24	03 TO 07		14 TO 18		18 TO 20	21 TO 25	18 TO 22		06 TO 10		17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
CM21022	Contract Manager Skills		10 TO 14	24 TO 28	28 TO 30	05 TO 08		07 TO 11		08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21023	Contract Planning, Strategy and Claims Management	13 TO 17		03 TO 07			09 TO 13			01 TO 05	27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
CM21024	Contract Risk Management & Compliance		03 TO 07			26 TO 30		14 TO 18	11 TO 15		20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21025	Contracts Administration: From Award to Completion	13 TO 17		10 TO 14	28 TO 30		23 TO 27			15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21026	Contracts Management Professional		17 TO 21	31 MARCH TO 04 APRIL			02 TO 06		18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES

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CM21027	Contracts Management: Procurement, Partnering & Tendering	27 TO 31	10 TO 14	23 TO 26		05 TO 08		21 TO 25		08 TO 12		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES	
CM21028	Contractual Risk, Insurance and Indemnities		01 to 05	10 TO 14	28 TO 30		18 TO 20	28 JULY TO 01 AUG				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES	
CM21029	Dispute Management & Avoidance in the Energy Sector	20 TO 24	24 TO 28		14 TO 18	26 TO 30	02 TO 06		04 TO 08	29 SEPT TO 03 OCT			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES	
CM21030	Downstream Regulations		03 TO 07	17 TO 20	06 to 09	12 TO 16		14 TO 18		01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21031	Drafting Contracts and Writing Scope of Work	13 TO 17			28 TO 30				18 TO 22		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21032	Effective Contract Preparation	20 TO 24		31 MARCH TO 04 APRIL				21 TO 25		15 TO 19	27 TO 31		17 TO 19	Namibia; Zambia; South Africa; Kenya	YES	
CM21033	Effective Contractor Management in Maintenance & Technical Projects	11 to 15	10 TO 14			19 TO 23	30 JUNE TO 04 JULY			08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES	
CM21034	Effective Project Contracting	06 TO 10		24 TO 28		26 TO 30			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21035	Effective Purchasing and Contract Negotiation Strategies		17 TO 21		14 TO 18		18 TO 20				13 TO 17		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES	
CM21036	Effective Purchasing, Tendering & Supplier Selection	13 TO 17		10 TO 14	12 TO 16	05 TO 08		21 TO 25		08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES	
CM21037	EPCIC Contract Management in Offshore & Marine		03 TO 07		21 TO 25		18 TO 20		18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21038	Essential Skills for Contract Professionals	20 TO 24		03 TO 07		19 TO 23		14 TO 18		22 TO 26		10 TO 14		Namibia; Zambia; South Africa; Kenya	YES	
CM21039	FIDIC Claims: Management of Claims and Resolution of Disputes		10 TO 14		28 TO 30		09 TO 13		25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21040	FIDIC Contracts Management: Practical Use of FIDIC Contracts	27 TO 31		31 MARCH TO 04 APRIL		26 TO 30	02 TO 06	28 JULY TO 01 AUG			13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21041	Financial Management for Projects & Contracts		17 TO 21			12 TO 16		21 TO 25		08 TO 12		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21042	Governance, Risk & Compliance	06 TO 10	15 TO 19	03 TO 07	28 TO 30		18 TO 20		04 TO 08	01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21043	Info-Graphics: Data Analysis and Reporting Techniques		10 TO 14		21 TO 25		02 TO 06	21 TO 25			20 TO 24			Namibia; Zambia; South Africa; Kenya	YES	
CM21044	Intelligent Transportation System	13 TO 17	22 to 26	24 TO 28		19 TO 23			18 TO 22	08 TO 12			17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21045	International Contracting		03 TO 07	10 TO 14		26 TO 30		14 TO 18				24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES	
CM21046	International Dispute Resolution and Arbitration	20 TO 24			07 TO 11		09 TO 13		04 TO 08	15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21047	Joint Venture and Other Collaboration Agreement		10 TO 14	17 TO 20		05 TO 08		07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21048	Local Content Management			24 TO 28	28 TO 30		18 TO 20	28 JULY TO 01 AUG			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21049	Maintenance Contracting & Outsourcing	13 TO 17	03 TO 07		14 TO 18		02 TO 06		11 TO 15				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21050	Management of Contracts and Contract Claims	20 TO 24		03 TO 07		12 TO 16		14 TO 18		15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Kenya	YES	
CM21051	Managing & Negotiating with Consultants & Contractors		10 TO 14		21 TO 25	26 TO 30				08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES	
CM21052	Managing Change Orders and Contractual Claims			03 TO 07			09 TO 13	28 JULY TO 01 AUG			27 TO 31		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES	

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
CM21053	Managing Tenders, Specifications & Contracts	27 TO 31	10 TO 14		07 TO 11		18 TO 20		11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21054	Managing the Procurement Process	06 TO 10		03 TO 07		05 TO 08		07 TO 11		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21055	Managing Vendor Qualification, Performance & Contract Compliance		03 TO 07		28 TO 30		09 TO 13		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21056	Mastering Contracts Management		24 TO 28	10 TO 14		19 TO 23				22 TO 26	06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CM21057	Mergers and Acquisitions Courses	06 TO 10		17 TO 20		26 TO 30		21 TO 25	18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
CM21058	Negotiating and Managing PPP Contracts		10 TO 14	31 MARCH TO 04 APRIL					11 TO 15	15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21059	Negotiating Contracts Successfully		03 TO 07				18 TO 20				13 TO 17		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
CM21060	Oil & Gas Contracts	13 TO 17		03 TO 07		12 TO 16	09 TO 13	14 TO 18		01 TO 05	27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21061	Project Appraisal Financial and Economic Factors	20 TO 24		10 TO 14		05 TO 08				08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21062	Project Appraisal: Identification, Policy Analysis & Selection		10 TO 14		28 TO 30		09 TO 13	21 TO 25	18 TO 22			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21063	Project Management for Contract Professionals	27 TO 31	03 TO 07		14 TO 18	26 TO 30	23 TO 27			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
CM21064	Project Risk Management & Compliance	13 TO 17		03 TO 07		19 TO 23		28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CM21065	Public – Private Partnership in the Road Sector		24 TO 28		28 TO 30		18 TO 20			15 TO 19		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
CM21066	Service Level Agreements			10 TO 14		12 TO 16	30 JUNE TO 04 JULY			01 TO 05	06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21067	Social Insurance and Risk Management	06 TO 10	10 TO 14		21 TO 25				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21068	Statutory, Legal and Compliance Requirements		03 TO 07	17 TO 20		05 TO 08	09 TO 13		18 TO 22	15 TO 19		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21069	Strategic Contract Management	20 TO 24		03 TO 07				28 JULY TO 01 AUG			20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
CM21070	Sustainable Urban Development		17 TO 21		07 TO 11	26 TO 30		14 TO 18		08 TO 12	27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
CM21071	Tendering Procedures and Bid Evaluation Courses	13 TO 17		10 TO 14	28 TO 30		18 TO 20		18 TO 22			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21072	Tendering: Contract Preparation and Bid Evaluation		10 TO 14			05 TO 08		21 TO 25		01 TO 05		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
CM21073	The 3 Phases of Contract Management	20 TO 24		10 TO 14			09 TO 13	28 JULY TO 01 AUG			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
CM21074	The Contracts & Project Management		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06		25 TO 29	15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
CM21075	The Effective Buyer	06 TO 10		17 TO 20		12 TO 16		07 TO 11		01 TO 05	27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
CM21076	Understanding Energy Contracts	27 TO 31	10 TO 14		28 TO 30		02 TO 06	14 TO 18	11 TO 15		06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
CM21077	Unitisation in the Oil and Gas Industry		03 TO 07		14 TO 18	19 TO 23			04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
CM21078	Upstream Petroleum Contracts	13 TO 17		10 TO 14	21 TO 25		09 TO 13			22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
CM21079	Upstream Petroleum Contracts, Accounting & Auditing Policies and Procedures		03 TO 07	24 TO 28		05 TO 08		14 TO 18		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CM21080	Writing effective legal document commercial contract	20 TO 24			07 TO 11	12 TO 16	30 JUNE TO 04 JULY				06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
CM21081	Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop		24 TO 28	03 TO 07			02 TO 06		04 TO 08	08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES



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# CUSTOMER SERVICE

2025 TRAINING CALENDAR



CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
CS21001	Achieving Excellence in Customer Service	06 TO 10		10 TO 14	14 TO 18		09 TO 13		04 TO 08			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21002	Advanced Communication Skills		03 TO 07			05 TO 08		02 TO 04		22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
CS21003	Best Practices in Communication and Relational Skills	20 TO 24		03 TO 07		19 TO 23			18 TO 22		13 TO 17		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21004	Beyond Customer Service		17 TO 21		07 TO 11		30 JUNE TO 04 JULY			01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21005	Building a Customer-Centric Service Culture	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16		14 TO 18			06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
CS21006	Building an Award Winning Service Culture		03 TO 07				02 TO 06		04 TO 08				15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21007	Call & Contact Centre	27 TO 31		10 TO 14		26 TO 30		21 TO 25		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21008	Client Management Strategies for Retention & Growth	13 TO 17	17 TO 21	15 TO 19	07 TO 11		23 TO 27		25 TO 29					Namibia; Zambia; South Africa; Botswana; Kenya	YES
CS21009	Competencies in Service Strategy			17 TO 20		05 TO 08		02 TO 04		29 SEPT TO 03 OCT		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21010	Corporate Communications, Branding & PR	11 TO 15	24 TO 28			12 TO 16			18 TO 22					Namibia; Zambia; South Africa; Botswana; Kenya	YES
CS21011	Corporate Messengers and Drivers	06 TO 10		10 TO 14	14 TO 18		02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21012	Creating Positive Customer Experience Service As An Art And A Science	18 TO 22	10 TO 14	23 TO 26	28 TO 30	19 TO 23		14 TO 18			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21013	Customer & Public Relations	13 TO 17		24 TO 28			18 TO 20			15 TO 19		10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
CS21014	Customer Care Skills	25 TO 29	17 TO 21			05 TO 08			04 TO 08			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
CS21015	Customer Experience (CX) and Brand Activation Professional		10 TO 14		07 TO 11		30 JUNE TO 04 JULY			22 TO 26				Namibia; Zambia; South Africa; Kenya	YES
CS21016	Customer Experience Management (cxm)	06 TO 10	22 TO 26	10 TO 14		12 TO 16			06 TO 08		13 TO 17		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21017	Customer Focused Management		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21018	Customer Management Specialist	27 TO 31		03 TO 07		19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21019	Customer Profiling Techniques & Procedures		10 TO 14	08 TO 12	21 TO 25			02 TO 04			27 TO 31		17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
CS21020	Customer Satisfaction and Loyalty	06 TO 10		10 TO 14			09 TO 13			08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21021	Customer Service Excellence	20 TO 24			14 TO 18			07 TO 11			06 TO 10		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
CS21022	Customer Service in the Public Sector		10 TO 14		28 TO 30	05 TO 08			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
CS21023	Customer Service Management	13 TO 17		03 TO 07			18 TO 20			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21024	Customer Service Professional		03 TO 07			26 TO 30		28 JULY TO 01 AUG				01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
CS21025	Customer Service Workshop	13 TO 17			28 TO 30		23 TO 27			01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21026	Customer-Focused Selling Strategies			31 MARCH TO 04 APRIL				02 TO 04			06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
CS21027	Debt Collection Through Telephone Skills	27 TO 31	10 TO 14	23 TO 26		05 TO 08			11 TO 15				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21028	Developing and Implementing Customer Service Strategies		01 TO 05	10 TO 14	28 TO 30		18 TO 20			08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
CS21029	E-mail, Website and Social Media Management	20 TO 24	24 TO 28			26 TO 30		21 TO 25			02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21030	Effective Customer Care & Emotional Intelligence			17 TO 20	06 TO 09	12 TO 16	23 TO 27		25 TO 29			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
CS21031	Event planning and management	06 TO 10		31 MARCH TO 04 APRIL				07 TO 11		22 TO 26				Namibia; South Africa; Botswana; Kenya	YES
CS21032	Events & Conferences Management		03 TO 07			05 TO 09		28 JULY TO 01 AUG			20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Kenya	YES
CS21033	Excellence in Customer Service (Advanced)	27 TO 31			14 TO 18		23 TO 27			08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21034	Front Desk And Customer Relations Skills		24 TO 28			26 TO 30			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21035	Managing & Leading Strategic Communication	06 TO 10			14 TO 18		30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
CS21036	Managing Service Quality and Customer Satisfaction		03 TO 07			26 TO 30		14 TO 18				01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
CS21037	Marketing Communications and Brand Management			10 TO 14			09 TO 13			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21038	Mastering Business Etiquette & Protocol	20 TO 24			07 TO 11		02 TO 06		11 TO 15			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
CS21039	Measuring and Managing Customer Satisfaction: ISO 9001 and Beyond		17 TO 21			19 TO 23		21 TO 25			02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
CS21040	Organisation and Relationship Systems in the Workplace			10 TO 14			23 TO 27			08 TO 12			17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21041	Public Relations & Corporate Communications		10 TO 14			26 TO 30		02 TO 04			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
CS21042	Public Relations Professional	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21043	Service Quality and Excellence			03 TO 07			09 TO 13			01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21044	Teledebt Collection		17 TO 21			12 TO 16		07 TO 11			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21045	Telephone Techniques and Handling Difficult Callers		24 TO 28			05 TO 09			11 TO 15			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
CS21046	The Customer Complaint System: A Tool for Customer Service Improvement	20 TO 24		31 MARCH TO 04 APRIL			02 TO 06			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES



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# DATA MANAGEMENT AND BUSINESS INTELLIGENCE

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
DMBIZ1001	Achieving CMM5 Data Integrity	06 TO 10		31 MARCH TO 04 APRIL			30 JUNE TO 04 JULY		08 TO 12			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES	
DMBIZ1002	Administering a SQL Database Infrastructure		03 TO 07			05 TO 09		04 TO 08		02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1003	Administering Microsoft SQL Server 2014 Databases	27 TO 31			14 TO 18			28 JULY TO 01 AUG			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES	
DMBIZ1004	Advanced Finance Analytics		24 TO 28			26 TO 30		11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1005	Advanced M&E and Data Management for Health Programs	06 TO 10			14 TO 18			07 TO 11		01 TO 05		17 TO 19	Namibia; Zambia; South Africa; Kenya	YES	
DMBIZ1006	Advanced Statistical Analysis with SPSS		03 TO 07			26 TO 30		04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1007	Analyzing and Visualizing Data using Microsoft Power BI			10 TO 14			30 JUNE TO 04 JULY			02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1008	Analyzing Data with PowerBI (M2077B)	20 TO 24			07 TO 11		23 TO 27			08 TO 12		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1009	Applied Basic & Intermediate Statistics with SPSS		17 TO 21			19 TO 23			18 TO 22		13 TO 17		Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1010	Applied Data Analysis Masterclass: Visualization, Statistics and Advanced Programs			10 TO 14			23 TO 27			15 TO 19		08 TO 12	Namibia; South Africa; Botswana; Kenya	YES	
DMBIZ1011	Artificial Intelligence (AI) Principles and Practices		10 TO 14			26 TO 30			25 TO 29		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES	
DMBIZ1012	Artificial Intelligence (AI) Strategy for Business Professionals	06 TO 10			28 APRIL TO 02 MAY		14 TO 18			02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1013	Big Data Analytics for Supply Chain Optimization			03 TO 07			02 TO 06			01 TO 05		17 TO 19	Namibia; Zambia; South Africa; Kenya	YES	
DMBIZ1014	Big Data and Artificial Intelligence Principles and Practices		17 TO 21			12 TO 16		18 TO 22		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1015	Big Data and Data Analytics		24 TO 28			05 TO 09		04 TO 08			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1016	Big Data for Maintenance Strategies	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG		20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
DMBIZ1017	Big Data on AWS		10 TO 14			19 TO 23		25 TO 29			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES	
DMBIZ1018	Big Data Principles and Practices			03 TO 07			16 TO 20			08 TO 12		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1019	Blockchain Masterclass	06 TO 10				05 TO 09		21 TO 25		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1020	Building a Serverless Data Lake on AWS		03 TO 07				02 TO 06		18 TO 22	01 TO 05		24 TO 28	Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1021	Business Analytics with Excel	27 TO 31			28 APRIL TO 02 MAY		21 TO 25			02 TO 03		15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
DMBIZ1022	Business Intelligence: Data Analysis and Reporting Techniques			03 TO 07			16 TO 20		11 TO 15		10 TO 14		Namibia; Zambia; South Africa; Kenya	YES	
DMBIZ1023	Data Analysis & Reporting in Excel		17 TO 21		07 TO 11			07 TO 11		08 TO 12		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES	
DMBIZ1024	Data Domain System Administration	27 TO 31				06 TO 09			25 TO 29		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES	
DMBIZ1025	Data Governance, Protection and Compliance Management			31 MARCH TO 04 APRIL			02 TO 06			29 SEPT TO 03 OCT			Namibia; South Africa; Botswana; Kenya	YES	
DMBIZ1026	Data Management Advanced Skills	06 TO 10				26 TO 30		28 JULY TO 01 AUG				01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES	

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DMBI21027	Data Management and Analysis for Qualitative Data using NVIVO				14 TO 18						01 TO 05			Namibia; South Africa; Botswana; Kenya	YES
DMBI21028	Data Management and Analysis using Excel		03 TO 07					30 JUNE TO 04 JULY					17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21029	Data Management and Statistical Analysis using Stata	27 TO 31			28 APRIL TO 02 MAY					11 TO 15		02 TO 03		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21030	Data Management Essentials			03 TO 07				16 TO 20					24 TO 28	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21031	Data Science Certificate in Data Science		17 TO 21			05 TO 09		07 TO 11			22 TO 26		17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
DMBI21032	DB2 II for z/OS Application Performance and Tuning	06 TO 10			31 MARCH TO 04 APRIL			02 TO 06				06 TO 10		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21033	DB2 II for z/OS Application Programming Workshop	06 TO 10			14 TO 18						18 TO 22		24 TO 28	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21034	DB2 II for z/OS System Administration		03 TO 07	17 TO 20		05 TO 08		02 TO 04				27 TO 31	17 TO 19	Namibia; Zambia; South Africa; Kenya	YES
DMBI21035	Db2 11.1 Quickstart for Experienced Relational DBAs	20 TO 24		03 TO 07			19 TO 23	09 TO 13			08 TO 12			Namibia; South Africa; Botswana; Kenya	YES
DMBI21036	DB2 Family Fundamentals	13 TO 17	17 TO 21		07 TO 11				07 TO 11			06 TO 10	08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21037	DB2 SQL Workshop	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16				04 TO 08			17 TO 21	Namibia; Zambia; South Africa; Kenya	YES
DMBI21038	DB2 SQL Workshop for Experienced Users		03 TO 07					18 TO 20			15 TO 19			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21039	Designing a Data Solution with Microsoft SQL Server 2014	27 TO 31		10 TO 14		26 TO 30		28 JULY TO 01 AUG					01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
DMBI21040	Designing Business Intelligence Solutions with Microsoft SQL Server 2014		17 TO 21	15 TO 19	07 TO 11		23 TO 27			01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21041	Developing Microsoft SQL Server 2014 Databases	20 TO 24		17 TO 20				02 TO 04			06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
DMBI21042	Developing SQL Data Models	11 TO 15	24 TO 28			12 TO 16				11 TO 15			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21043	Developing SQL Databases	06 TO 10			14 TO 18		18 TO 20				08 TO 12			Namibia; South Africa; Botswana; Kenya	YES
DMBI21044	Digital Energy and Optimization	18 TO 22	10 TO 14	23 TO 26			19 TO 23		21 TO 25			02 TO 03		Namibia; Zambia; South Africa; Kenya	YES
DMBI21045	Digital Transformation Masterclass	13 TO 17		24 TO 28				23 TO 27		25 TO 29			03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21046	Digitization and File Management	25 TO 29	17 TO 21	03 TO 07		05 TO 08			07 TO 11		22 TO 26			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21047	Document Control and Records Management	20 TO 24	10 TO 14		07 TO 11				28 JULY TO 01 AUG			20 TO 24	17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
DMBI21048	Epidemiological Data Analysis Using Stata	06 TO 10	22 TO 26	10 TO 14		12 TO 16	23 TO 27				08 TO 12			Namibia; South Africa; Botswana; Kenya	YES
DMBI21049	Essential SQL Server 2012 for Developers		03 TO 07	31 MARCH TO 04 APRIL						04 TO 08			17 TO 21	Namibia; Zambia; South Africa; Kenya	YES
DMBI21050	Fundamentals of IBM Watson Explorer Deep Analytics Edition oneWEX (V12.0.x)	27 TO 31		03 TO 07		19 TO 23		30 JUNE TO 04 JULY			29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21051	Greenplum Architecture, Administration, and Implementation		10 TO 14	08 TO 12		26 TO 30			14 TO 18				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21052	Hypothesis Testing Using SPSS	06 TO 10		10 TO 14				09 TO 13			15 TO 19			Namibia; Zambia; South Africa; Botswana; Angola	YES

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DMBIZ1053	IBM BigInsights Foundation	20 TO 24	03 TO 07		14 TO 18		02 TO 06		11 TO 15			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1054	IBM Cognos Analytics: Author Active Reports (v11.0)				28 TO 30	05 TO 08		21 TO 25			02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1055	IBM Cognos Analytics: Author Reports Advanced (v11.0.x)	13 TO 17		03 TO 07			23 TO 27			08 TO 12			17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1056	IBM Cognos Analytics: Author Reports Fundamentals (v11.0.x)		03 TO 07			26 TO 30		02 TO 04			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1057	IBM Cognos Analytics: Author Reports with Multidimensional Data (v11.0)	13 TO 17			28 TO 30				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1058	IBM Cognos Cube Designer: Design Dynamic Cubes (v11.0)			31 MARCH TO 04 APRIL			09 TO 13			01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1059	IBM Cognos Framework Manager: Design Metadata Models (v11.0.x)	27 TO 31	10 TO 14	23 TO 26		05 TO 08		07 TO 11			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1060	IBM Cognos TMI: Design and Develop Models in Architect (v10.2)		01 TO 05	10 TO 14	28 TO 30				11 TO 15			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1061	IBM InfoSphere Advanced DataStage - Parallel Framework v11.5	20 TO 24	24 TO 28		14 TO 18	26 TO 30	02 TO 06			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1062	IBM InfoSphere Information Governance Catalog (v11.5.0.2): Building the Catalog Administering a SQL Database Infrastructure		10 TO 14		07 TO 11		30 JUNE TO 04 JULY			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1063	IBM Planning Analytics: Design and Develop Models in Architect (v2.0)	06 TO 10	22 TO 26	10 TO 14		12 TO 16			04 TO 08		02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1064	Implementing a Data Warehouse with Microsoft SQL Server 2014		03 TO 07	31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1065	Implementing a SQL Data Warehouse	27 TO 31		03 TO 07		19 TO 23			11 TO 15		20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1066	Implementing Data Models and Reports with Microsoft SQL Server 2014		10 TO 14	08 TO 12	21 TO 25			07 TO 11		01 TO 05		17 TO 19		Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1067	Info-Graphics: Data Analysis and Reporting Techniques	06 TO 10		10 TO 14					04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1068	Infographics & Data Analytics for Reporting	20 TO 24			14 TO 18		30 JUNE TO 04 JULY				02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1069	InfoSphere MDM Architecture v11		10 TO 14		28 TO 30	05 TO 08	23 TO 27			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1070	Intermediate SPSS	13 TO 17		03 TO 07					18 TO 22		13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1071	Introduction to Automation with SPSS		03 TO 07			26 TO 30	23 TO 27			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1072	Introduction to Data Analysis	13 TO 17			28 TO 30				25 TO 29			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1073	Introduction to Database Design			31 MARCH TO 04 APRIL				14 TO 18			02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1074	Introduction to Predictive Analytics with SPSS	27 TO 31	10 TO 14	23 TO 26		05 TO 08	02 TO 06			01 TO 05		17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1075	Introduction to R for Statistical Analysis		01 TO 05	10 TO 14	28 TO 30			18 TO 22			06 TO 10			Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
DMBIZ1076	Introduction to SPSS for Data Analysis	20 TO 24	24 TO 28			26 TO 30			04 TO 08			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1077	Introduction to SQL Databases (M10985)			17 TO 20	06 TO 09	12 TO 16		28 JULY TO 01 AUG			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1078	M Cognos Analytics: Architecture and Logging (v1.0)	06 TO 10		31 MARCH TO 04 APRIL				25 TO 29			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1079	Machine Learning and Predictive Models		03 TO 07			05 TO 09	16 TO 20			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1080	Maintaining, Troubleshooting and Developing Solutions with Microsoft SQL Server 2008 Reporting Services	27 TO 31			14 TO 18			21 TO 25			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1081	MCSA: SQL Server 2012/2014 Boot Camp		24 TO 28			26 TO 30	02 TO 06		18 TO 22	01 TO 05		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1082	MOD+DMOC: Provisioning SQL Databases	06 TO 10			14 TO 18			21 TO 25			02 TO 03		15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBIZ1083	Monitoring and Evaluation for Agriculture and Rural Development		03 TO 07			26 TO 30	16 TO 20		11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1084	Monitoring and Evaluation for Health Programs			10 TO 14				07 TO 11		08 TO 12		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1085	Monitoring and Evaluation in Governance	20 TO 24			07 TO 11				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1086	Oracle 10g DBA II		17 TO 21			19 TO 23	02 TO 06				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1087	Oracle 11g Database Administration I			10 TO 14				28 JULY TO 01 AUG					01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1088	Oracle 11g Foundations: SQL & SQL Plus		10 TO 14			26 TO 30				01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1089	Oracle 11g PL/SQL Intermediate	06 TO 10			28 APRIL TO 02 MAY		30 JUNE TO 04 JULY					17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1090	Oracle 11g SQL & SQL*Plus Basics Express Introduction			03 TO 07					11 TO 15		02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1091	Oracle 11g: Administration II		17 TO 21			12 TO 16	16 TO 20					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1092	Oracle 11g: Programming with PL/SQL		24 TO 28			06 TO 09		07 TO 11		22 TO 26		17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1093	Oracle 11g: Programming with SQL I and II	20 TO 24		31 MARCH TO 04 APRIL			02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBIZ1094	Oracle 11g: Programming with SQL Intro	06 TO 10		31 MARCH TO 04 APRIL			30 JUNE TO 04 JULY			15 TO 19		01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
DMBIZ1095	Oracle 12c - SQL for Business and Data Analysts		03 TO 07			05 TO 09			04 TO 08		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1096	Oracle 12c Backup Recovery and Tuning	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1097	Oracle 12c Data Base Administration Express Introduction for Support Personnel		24 TO 28			26 TO 30			11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1098	Oracle 12c Database Administration I	06 TO 10			14 TO 18			07 TO 11		29 SEPT TO 03 OCT		22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1099	Oracle 12c Database Administration II		03 TO 07			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBIZ1100	Oracle 12c Database Backup and Recovery			10 TO 14			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
DMBIZ1101	Oracle 12c Foundations: SQL & SQL*PLUS	20 TO 24			07 TO 11		23 TO 27			01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES

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DMBI21102	Oracle 12c Non-Certification Data Base Administration		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
DMBI21103	Oracle 12c PL/SQL Advanced			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21104	Oracle 12c PL/SQL Introduction		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21105	Oracle 12c Security Administration	06 TO 10			28 APRIL TO 02 MAY			14 TO 18		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21106	Oracle 12c SQL & PL/SQLPLUS Express Introduction			03 TO 07			02 TO 06			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
DMBI21107	Oracle 12c SQL & SQLPLUS Express Introduction		17 TO 21			12 TO 16		18 TO 22		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI21108	Oracle 12c SQL Tuning for Developers		24 TO 28			05 TO 09		04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21109	Oracle 12c Troubleshooting and Maintenance for Administrators	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
DMBI21110	Oracle 12c: New Features for Administrators		10 TO 14			19 TO 23		25 TO 29		27 TO 31				Namibia; South Africa; Botswana; Kenya	YES
DMBI21111	Oracle Database 11g			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
DMBI21112	Oracle Database 11g: RAC Administration	06 TO 10				05 TO 09		21 TO 25		13 TO 17				Namibia; South Africa; Botswana; Kenya	YES
DMBI21113	Oracle Database 12c		03 TO 07				02 TO 06			08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
DMBI21114	Oracle Database 12c Administration Ed 2	27 TO 31			28 APRIL TO 02 MAY			21 TO 25		29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21115	Oracle Database 12c Backup and Recovery			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI21116	Oracle Database 12c Install and Upgrade		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21117	Oracle Database 12c Introduction to SQL	06 TO 10		31 MARCH TO 04 APRIL					04 TO 08		06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
DMBI21118	Oracle Database 12c Performance Tuning		03 TO 07			05 TO 09		14 TO 18				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21119	Oracle Database 12c: RAC Administration	27 TO 31			14 TO 18		02 TO 06		11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21120	Oracle Foundation: Relational Database Design		24 TO 28			26 TO 30	30 JUNE TO 04 JULY			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI21121	Oracle11g Admini	06 TO 10			14 TO 18				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21122	Oracle12c PL/SQL Foundations		03 TO 07			26 TO 30	09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21123	Overview of IBM Cognos Analytics (v11.0)			10 TO 14				07 TO 11		01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
DMBI21124	Performance, Tuning, and Optimizing SQL Databases	20 TO 24			07 TO 11				18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21125	Power BI Fundamentals for End Users-2016		17 TO 21			19 TO 23		21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI21126	Practical Econometrics for Managerial Decision Making			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI21127	Project Monitoring and Evaluation with Data Management and Analysis		10 TO 14			26 TO 30	02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES



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DMBI2I128	Project Performance Evaluation	06 TO 10			28 APRIL TO 02 MAY					08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI2I129	Provisioning SQL Databases			03 TO 07				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I130	Qualitative Data Management and Analysis using Atlas.ti		17 TO 21			12 TO 16	16 TO 20		04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I131	Querying Data with Transact-SQL		24 TO 28			05 TO 09			25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
DMBI2I132	Querying Microsoft SQL Server 2014	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I133	Research Design, Data Management and Statistical Analysis using SPSS		10 TO 14			19 TO 23	02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I134	Research Design, Data Management and Statistical Analysis using Stata			03 TO 07			30 JUNE TO 04 JULY				13 TO 17			Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI2I135	Research Methods, Data Analysis, and Reporting	06 TO 10				05 TO 09				08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I136	Results-Based Monitoring and Evaluation		03 TO 07				09 TO 13			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
DMBI2I137	Securing Databases (TI8700)	27 TO 31			28 APRIL TO 02 MAY				25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I138	Securing Oracle Databases (TI8710)			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I139	SPSS Essentials		17 TO 21		07 TO 11			28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI2I140	SQL Server 2008 for Administration	27 TO 31				05 TO 09	23 TO 27				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I141	SQL Server Performance Tuning and Optimization			31 MARCH TO 04 APRIL			02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I142	Statistical Data Analysis using R	06 TO 10				26 TO 30			18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I143	Ultimate IT Skills Collection				14 TO 18			28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
DMBI2I144	Understanding the Emerging Blockchain Business Model		03 TO 07				23 TO 27			22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI2I145	Updating your Database and Business Intelligence Skills to SQL Server 2012	27 TO 31			28 APRIL TO 02 MAY							17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
DMBI2I146	Updating Your Skills to SQL Server 2016			03 TO 07				07 TO 11		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I147	Using Big Data for Road Network		17 TO 21			05 TO 09			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
DMBI2I148	Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	06 TO 10		31 MARCH TO 04 APRIL			23 TO 27						01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES



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# HEALTH, SAFETY AND ENVIRONMENT

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
HSE21001	Accident and Injury Prevention for Petroleum Workers	20 TO 24			28 APRIL TO 02 MAY			04 TO 08		06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21002	Advanced Accident Investigation & Reporting	06 TO 10		31 MARCH TO 04 APRIL			14 TO 18				03 TO 07			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21003	Advanced Business Resilience		03 TO 07				02 TO 06		11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21004	Advanced Health & Safety Management			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21005	Advanced Process HAZOP	13 TO 17			28 APRIL TO 02 MAY			04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21006	Advanced Process Risk Assessment & Risk Management			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21007	Advanced Risk and Incident Analysis	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
HSE21008	Alarm Management		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21009	Basic Electrical Safety Training	13 TO 17			21 TO 25		21 TO 25			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
HSE21010	Basic First Aid			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	NO
HSE21011	Behavior-Based Safety		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21012	Best Practices for Optimizing Warehouse Safety	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21013	Compliantly Managing Hazardous Substances in your Organisation			31 MARCH TO 04 APRIL			21 TO 25		22 TO 26				15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21014	Conducting Effective Health & Safety Audits		24 TO 28			26 TO 30		04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
HSE21015	Conducting Investigations and Accident Reporting	06 TO 10			28 APRIL TO 02 MAY			25 TO 29				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21016	Conducting Security Surveys and Assessments			03 TO 07			28 JULY TO 01 AUG				27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
HSE21017	Confidentiality & Privacy Law for Health Providers		17 TO 21		21 TO 25		02 TO 06		15 TO 19			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21018	Construction HSE Hazards		24 TO 28				30 JUNE TO 04 JULY				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21019	Construction Quality Control On Site	20 TO 24		31 MARCH TO 04 APRIL						08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21020	Contractor Safety Management		10 TO 14				09 TO 13			29 SEPT TO 03 OCT			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
HSE21021	Dealing with Workplace Pressure & Stress			03 TO 07				25 TO 29			27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21022	Developing and Sustaining an Effective Safety Culture	06 TO 10				05 TO 09			15 TO 19			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
HSE21023	Developing Clinical Governance Frameworks		03 TO 07				28 JULY TO 01 AUG					17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21024	Directors Duties and Liabilities under the New Health & Safety Act	27 TO 31			28 APRIL TO 02 MAY		23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21025	Elder Law for the Health Sector		17 TO 21				02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21026	Energy Optimisation of Oil Refineries	13 TO 17		31 MARCH TO 04 APRIL					18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
HSE21027	Environment, Health & Safety Risk Management					26 TO 30		28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21028	Environmental Monitoring and Modelling		10 TO 14								22 TO 26		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21029	First Aid	20 TO 24			28 APRIL TO 02 MAY			04 TO 08		06 TO 10				Namibia; Zambia; South Africa; Kenya	NO
HSE21030	Fleet Management Safety Management Training	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
HSE21031	Food hygiene		03 TO 07				02 TO 06		11 TO 15				17 TO 21	Namibia; Zambia; South Africa; Kenya	YES
HSE21032	Hazardous Waste Management			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT		22 TO 24		Namibia; South Africa; Botswana; Kenya	YES
HSE21033	Hazardous Waste Management and Pollution	13 TO 17			28 APRIL TO 02 MAY			04 TO 08			10 TO 14			Namibia; South Africa; Botswana; Kenya	YES
HSE21034	Health, Safety & Environment in Engineering Projects			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21035	Healthcare Law for Non Lawyers	20 TO 24			28 APRIL TO 02 MAY					01 TO 05		15 TO 19		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21036	Hydrocarbon Loss Reduction		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21037	Implementation of Quality, Environmental and Health & Safety Management Systems	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
HSE21038	Implementing Effective Health Audits			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21039	In-house - Health and Safety Update Training		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21040	In-house Health and Safety Update Audit Training	27 TO 31				05 TO 09				08 TO 12		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21041	Integrated Quality Management Systems (QMS) and Implementing Hazardous Waste Concepts			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21042	Intelligent Transportation System		24 TO 28			26 TO 30			04 TO 08		10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21043	Intermediate Electrical Safety Training	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21044	Introduction to Renewable Energy Dynamic Analysis of Renewable Energy			03 TO 07			28 JULY TO 01 AUG				27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
HSE21045	ISO 50001: Energy Management Systems		17 TO 21		21 TO 25		02 TO 06			15 TO 19		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21046	Laboratory Testing and Management		24 TO 28			26 TO 30	30 JUNE TO 04 JULY				13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
HSE21047	Layers of Protection Analysis (LOPA)	20 TO 24		31 MARCH TO 04 APRIL						08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21048	Leadership, Culture and Collaboration in Health & Safety		10 TO 14				09 TO 13			29 SEPT TO 03 OCT		22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21049	Managing Security Risks in the Oil and Gas Industry			03 TO 07					25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21050	Mini MBA for HSE Professionals	06 TO 10				05 TO 09				15 TO 19		08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21051	Modern Chemical Laboratory		03 TO 07					28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
HSE21052	Occupational First Aid Level 1	27 TO 31			28 APRIL TO 02 MAY		23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES

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HSE21053	Occupational First Aid Level 2	20 TO 24		17 TO 20	28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
HSE21054	Occupational First Aid Level 3		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21055	Occupational Health and Safety	13 TO 17			21 TO 25		21 TO 25		29 SEPT TO 03 OCT					Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21056	Offshore Health & Safety for Oil & Gas			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21057	Offshore Safety & Risk Management Systems		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
HSE21058	Oil Refinery & Petrochemical Industry Wastewater Treatment	27 TO 31				05 TO 09				08 TO 12		01 TO 05		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21059	OSHA – Occupational Safety and Health Administration Standards			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21060	OSHA Training Occupational Safety & Health Administration Standards		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
HSE21061	Patient Safety Frameworks			03 TO 07				28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
HSE21062	Pre-Startup Audit: Evaluating, Determining and Implementing Effective Risk Control Measures		17 TO 21		21 TO 25		02 TO 06			15 TO 19		08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
HSE21063	Process Safety Management		24 TO 28			12 TO 16	30 JUNE TO 04 JULY				13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
HSE21064	Quality Assurance and Management System	20 TO 24		31 MARCH TO 04 APRIL						08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21065	Radiation Safety		10 TO 14				09 TO 13			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21066	Risk Analysis and Risk Management in Process Safety			03 TO 07					25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21067	Risk Assessment within Production Operations	06 TO 10				05 TO 09				15 TO 19		08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
HSE21068	Risk Assessments, Method Statements and Quality Plans		03 TO 07					28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21069	Risk disaster management	27 TO 31			28 APRIL TO 02 MAY		23 TO 27			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
HSE21070	Risk-Based Process Safety (RBPS)		17 TO 21				02 TO 06			01 TO 05		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21071	Road Safety Auditor Team Leader	13 TO 17		31 MARCH TO 04 APRIL					18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21072	Road Safety Audits & Inspections					26 TO 30		28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21073	Road Safety Leadership and Management		10 TO 14				09 TO 13			22 TO 26		22 TO 24		Namibia; Zambia; South Africa; Kenya	YES
HSE21074	Root Cause Analysis using Tripod Beta Method Incident Investigation and Analysis	20 TO 24			28 APRIL TO 02 MAY				04 TO 08		06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
HSE21075	Safety at the workplace	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
HSE21076	Safety Audit & Site Inspection		03 TO 07				02 TO 06		11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21077	Safety audits and site inspections			17 TO 20				30 JUNE TO 04 JULY			29 SEPT TO 03 OCT		22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES

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HSE21078	Safety Compliance & Site Inspection	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21079	Safety In Process Equipment Design & Operation			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
HSE21080	Safety Technology & Risk Management	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21081	Security Management, Planning and Asset Protection with Integrated Security Solutions		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HSE21082	Solid waste management	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21083	Sustainable Urban Development			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21084	Task Risk Assessment: Modern Proactive Approach to Incident Prevention		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21085	Traffic Accident Investigation	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21086	Traffic Impact Analysis			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
HSE21087	Transportation of Hazardous Substances		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21088	Turning Safe Actions into Subconscious Habits	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
HSE21089	Waste Management: A Modern and Sustainable Approach			03 TO 07				28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
HSE21090	Working Safety		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES



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**HUMAN RESOURCE  
MANAGEMENT  
AND TRAINING**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
HRMT21001	Advanced Selection, Interviewing & Recruitment Skills	20 TO 24			28 APRIL TO 02 MAY			04 TO 08		06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21002	Advanced Train the Trainer	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21003	Advancing Performance Through Targets Setting & Appraisal Processes – Employee Performance Assurance Training		03 TO 07				02 TO 06		11 TO 15			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
HRMT21004	Arbitration: Your Winning Strategy for disputes			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21005	Assessor Training	13 TO 17			28 APRIL TO 02 MAY			04 TO 08				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
HRMT21006	Basics of Human Resources Management			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
HRMT21007	Blockchain and other Emerging Technologies	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21008	Business Transformation		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
HRMT21009	Career Development and Succession Planning	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21010	Certificate in Business Analysis			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
HRMT21011	Certified Human Resource Professional		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21012	Coaching, Mentoring & Career Development for Success	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21013	Collective Bargaining: Legal & Practical Update			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21014	Communicating & Negotiating with Unions		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
HRMT21015	Compensation and Benefits	06 TO 10			28 APRIL TO 02 MAY			25 TO 29				24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
HRMT21016	Compensation and Benefits Professional			03 TO 07				28 JULY TO 01 AUG		27 TO 31				Namibia; Zambia; South Africa; Kenya	YES
HRMT21017	Competencies in Human Resources Management Basic Human Resources Management		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21018	Competency Development and Implementation		24 TO 28					30 JUNE TO 04 JULY				13 TO 17		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21019	Competency-Based Management	20 TO 24		31 MARCH TO 04 APRIL						08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
HRMT21020	Conducting Effective Disciplinary Hearing And Grievance Handling		10 TO 14				09 TO 13			29 SEPT TO 03 OCT			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
HRMT21021	Corporate & Employee Best Practices			03 TO 07					25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21022	Counselling skills	06 TO 10				05 TO 09				15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
HRMT21023	Cultural Diversity & Inclusion At The Workplace		03 TO 07					28 JULY TO 01 AUG				17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
HRMT21024	Data Governance, Privacy with General Data Protection Regulation (GDPR) Masterclass	27 TO 31			28 APRIL TO 02 MAY		23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21025	Designing & Implementing Competency Frameworks & Assessment Tools	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
HRMT21026	Developing Resilience and Mental Toughness			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES



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HRMT21027	Disciplinary Hearing (Investigation, Initiating And Chairing)	20 TO 24			28 APRIL TO 02 MAY						01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21028	Disruptive Innovation		10 TO 14			12 TO 16			18 TO 22				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21029	Diversity and Inclusion in the Workplace	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21030	e-HR: Modern Trends and Applications			10 TO 14				23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
HRMT21031	Effective Handling of Sexual Harassment in the Workplace		17 TO 21		07 TO 11		02 TO 06				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21032	Effective Human Resource management	27 TO 31				05 TO 09					08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21033	Effectively Managing Restructuring & Redundancies			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21034	Employee Engagement: Strategy and Practices		24 TO 28				26 TO 30		04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21035	Employee On-Boarding: Induction and Job Orientation Techniques	06 TO 10			28 APRIL TO 02 MAY				25 TO 29				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21036	Employee Relations and Engagement			03 TO 07					28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21037	Employee Relations Professional		17 TO 21		21 TO 25		02 TO 06				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
HRMT21038	Employee Relations: Roles and Responsibilities		24 TO 28			12 TO 16		30 JUNE TO 04 JULY				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21039	Employee Relationship Specialist	20 TO 24		31 MARCH TO 04 APRIL							08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
HRMT21040	Employment Equity		10 TO 14				09 TO 13				29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21041	Employment Equity Compliance Workshop	06 TO 10		31 MARCH TO 04 APRIL				30 JUNE TO 04 JULY			15 TO 19			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21042	Engagement Leadership		03 TO 07			05 TO 09			04 TO 08		06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21043	Essential Facilitation Skills and the Psychology of Groups	27 TO 31			14 TO 18			28 JULY TO 01 AUG					03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21044	Essential Skills for Effective Training Administration		24 TO 28			26 TO 30			11 TO 15				17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
HRMT21045	Excel Skills for HR and Admin Professionals	06 TO 10			14 TO 18			07 TO 11			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21046	Financial Bootcamp for Non-Financial Professionals		03 TO 07		26 TO 30				04 TO 08				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
HRMT21047	From Instructional Design to Learning Experience Design			10 TO 14				30 JUNE TO 04 JULY				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21048	Future Changes in Human Resources	20 TO 24			07 TO 11		23 TO 27				01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21049	Grievance handling and disciplinary procedures		17 TO 21			19 TO 23			18 TO 22				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21050	How to Chair & Conduct Disciplinary Hearings			10 TO 14				23 TO 27			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
HRMT21051	How To Set Key Performance Indicators - For Objective Performance Management		10 TO 14			26 TO 30			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21052	HR Administration	06 TO 10			28 APRIL TO 02 MAY			14 TO 18			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES

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HRMT21053	HR Administrator			03 TO 07			02 TO 06				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21054	HR Analyst		17 TO 21			12 TO 16		18 TO 22			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21055	HR Analytics		24 TO 28			05 TO 09			04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21056	HR Auditing	20 TO 24		31 MARCH TO 04 APRIL					28 JULY TO 01 AUG					24 TO 28	Namibia; Zambia; South Africa; Kenya	YES
HRMT21057	HR Business Partner: Roles, Responsibilities and Competencies		10 TO 14				19 TO 23			25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21058	HR Essentials for Effective Management			03 TO 07				16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21059	HR for the PA, Administration & Personnel	06 TO 10					05 TO 09		21 TO 25			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
HRMT21060	HR Fundamentals		03 TO 07					02 TO 06			08 TO 12			24 TO 28	Namibia; South Africa; Botswana; Kenya	YES
HRMT21061	HR Management for the New HR Manager	27 TO 31			28 APRIL TO 02 MAY				21 TO 25		29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
HRMT21062	HR Master Class on the Future Changes in Human Resources	06 TO 10		23 TO 26	28 TO 30	19 TO 23		14 TO 18				20 TO 24		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
HRMT21063	HR Metrics - Measuring What Matters	06 TO 10		24 TO 28				18 TO 20			15 TO 19		10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
HRMT21064	HR Processes, Culture & Change Management Programme		03 TO 07				05 TO 08			04 TO 08			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21065	HR Skills for Non HR Professionals	20 TO 24			07 TO 11			30 JUNE TO 04 JULY			22 TO 26				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21066	HR Strategic Management	13 TO 17	17 TO 21	10 TO 14		12 TO 16				06 TO 08		13 TO 17		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21067	Human Capital Planning	06 TO 10	15 TO 19	31 MARCH TO 04 APRIL				02 TO 06			01 TO 05				Namibia; Zambia; South Africa; Kenya	YES
HRMT21068	Human Resource Professional		03 TO 07	03 TO 07			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21069	Human Resources Development & Personnel Management	27 TO 31		08 TO 12	21 TO 25			02 TO 04				27 TO 31		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21070	Human Resources KPIs: Benchmarking HR Performance		17 TO 21	10 TO 14				09 TO 13			08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21071	Human Resources Management and Labour Relations	20 TO 24	03 TO 07		14 TO 18				07 TO 11			06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21072	Human Resources Professional: From Traditional HR Role to Business Partner	11 TO 15			28 TO 30	05 TO 08				04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21073	Identifying Training Needs and Evaluating Training	06 TO 10		03 TO 07				18 TO 20			15 TO 19				Namibia; Zambia; South Africa; Kenya	YES
HRMT21074	Improve your Effectiveness at Work	18 TO 22	10 TO 14			26 TO 30				28 JULY TO 01 AUG				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21075	Induction And Job Orientation	13 TO 17			28 TO 30			23 TO 27			01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21076	Industrial Relations (IR), Employee Relations (ER) & Trade Union Harmony	25 TO 29	17 TO 21	31 MARCH TO 04 APRIL					02 TO 04			06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21077	Innovations in Workforce Planning, Organizational Development, Business Efficiency and Analysis		10 TO 14	23 TO 26			05 TO 08			11 TO 15				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC		
HRMT21078	Integrating e-learning in your L & D Strategy	06 TO 10	22 to 26	10 TO 14	28 TO 30		18 TO 20			08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21079	Internal Consultancy Skills at Work		03 TO 07			26 TO 30		21 TO 25		02 TO 03				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21080	Interview Skills- Competency And Behavioral Based	27 TO 31		17 TO 20	06 to 09	12 TO 16	23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21081	Interviewing for Investigations using the PEACE Model		10 TO 14	31 MARCH TO 04 APRIL				07 TO 11		22 TO 26				Namibia; Zambia; South Africa; Kenya	YES
HRMT21082	Job Analysis and Evaluation	06 TO 10				05 TO 09		28 JULY TO 01 AUG		20 TO 24		17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21083	Job Description Drafting		03 TO 07		14 TO 18		23 TO 27			08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21084	Job Evaluation & Analysis		10 TO 14			26 TO 30			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21085	Job Evaluation, Pay and Grading Systems	13 TO 17			14 TO 18		30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21086	L&D Project Management	20 TO 24				26 TO 30		14 TO 18					01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
HRMT21087	Labour Law Update: Latest Labour Legislation in Botswana	13 TO 17		10 TO 14			09 TO 13			15 TO 19				Botswana	YES
HRMT21088	Labour Law Update: Latest Labour Legislation in Namibia		17 TO 21		07 TO 11		02 TO 06		11 TO 15			03 TO 07		Namibia	YES
HRMT21089	Labour Law Update: Latest Labour Legislation in South Africa	27 TO 31				19 TO 23		21 TO 25		02 TO 03				South Africa	YES
HRMT21090	Labour Law Update: Latest Labour Legislation in Zambia	06 TO 10	01 to 05	10 TO 14			23 TO 27			08 TO 12			17 TO 19	Zambia	YES
HRMT21091	Labour Relations: Managing In a Unionised Environment	20 TO 24				26 TO 30		02 TO 04			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21092	Laws Relating To Employment & Regulatory Compliance		03 TO 07		28 APRIL TO 02 MAY				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21093	Leadership to Empower, Enable and Engage	06 TO 10		31 MARCH TO 04 APRIL			30 JUNE TO 04 JULY			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
HRMT21094	Leading for Organisational Impact		03 TO 07			05 TO 09			04 TO 08		02 TO 03			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21095	Learning & Development Professionals	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21096	Learning and Development: Tools and Strategies		24 TO 28			26 TO 30			11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21097	Linking Training to Organisational Goals	06 TO 10			14 TO 18			07 TO 11		01 TO 05			17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21098	Local Content Management		03 TO 07			26 TO 30			04 TO 08			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21099	Managing & Measuring Training			10 TO 14			30 JUNE TO 04 JULY				02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21100	Managing and Coordinating Training	20 TO 24			07 TO 11		23 TO 27			08 TO 12			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
HRMT21101	Managing and Measuring Training, Learning and Development		17 TO 21			19 TO 23			18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21102	Managing Emotion, Conflict and Change			10 TO 14			23 TO 27			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21103	Managing Employee Performance, Behaviour and Attitudes		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
HRMT21105	Managing Human Capital			03 TO 07			02 TO 06				01 TO 05			17 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21106	Managing Training & ROI through ISO 29993:2017 Workshop		17 TO 21			12 TO 16		18 TO 22			06 TO 10				Namibia; Zambia; South Africa; Kenya	YES
HRMT21107	Managing your Internal Training Academy		24 TO 28			05 TO 09			04 TO 08			24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21108	Master Trainer	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG			20 TO 24			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21109	Mastering Fact-Finding and Investigation		10 TO 14			19 TO 23			25 TO 29			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21110	Mastering the Art of Design Thinking and Agile Creativity			03 TO 07			16 TO 20			08 TO 12			01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
HRMT21111	Mastering the Training Cycle	06 TO 10				05 TO 09		21 TO 25			13 TO 17				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21112	Maximizing the Impact of Human Capital		03 TO 07				02 TO 06		18 TO 22	01 TO 05		24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21113	Measuring & Maximising Training ROI	27 TO 31			28 APRIL TO 02 MAY			21 TO 25			02 TO 03		15 TO 19		Namibia; Zambia; South Africa; Kenya	YES
HRMT21114	MS Excel Payroll Reconciliation			03 TO 07			16 TO 20		11 TO 15			10 TO 14			Namibia; South Africa; Botswana; Kenya	YES
HRMT21115	Nuts & Bolts of Labour Law		17 TO 21		07 TO 11			07 TO 11		08 TO 12			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
HRMT21116	Organisation Structure Design	27 TO 31				05 TO 09			25 TO 29			17 TO 21			Namibia; South Africa; Botswana; Kenya	YES
HRMT21117	Organisational Politics and Power Dynamics			31 MARCH TO 04 APRIL			02 TO 06			29 SEPT TO 03 OCT					Namibia; South Africa; Botswana; Kenya	YES
HRMT21118	Organisational Structure and Design	06 TO 10				26 TO 30		28 JULY TO 01 AUG				01 TO 05			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21119	Organization Development Professional				14 TO 18					01 TO 05					Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21120	Organizational Design and Manpower Planning Professional		03 TO 07				30 JUNE TO 04 JULY					17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21121	Payroll: Preparation, Analysis and management	27 TO 31			28 APRIL TO 02 MAY				11 TO 15		02 TO 03				Namibia; Zambia; South Africa; Kenya	YES
HRMT21122	People Analytics			03 TO 07			16 TO 20					24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21123	Performance Management		17 TO 21			05 TO 09		07 TO 11		22 TO 26			17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21124	Performance Management: Setting Objectives and Conducting Appraisals	06 TO 10		31 MARCH TO 04 APRIL			02 TO 06				06 TO 10				Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21125	Policy Initiatives to Transform HR	06 TO 10			14 TO 18				18 TO 22			24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21126	Preparing and Developing Training Specialist and Coordinators		03 TO 07	17 TO 20		05 TO 08		02 TO 04			27 TO 31		17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21127	Principles of Labour Related Matters	20 TO 24		03 TO 07		19 TO 23	09 TO 13			08 TO 12					Namibia; Zambia; South Africa; Kenya	YES
HRMT21128	Professional Skills for Human Resources Management	13 TO 17	17 TO 21		07 TO 11			07 TO 11			06 TO 10		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21129	Recruitment Specialist	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16			04 TO 08			17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21130	Reducing Drug & Alcohol Risk in the Work Place		03 TO 07				18 TO 20				15 TO 19				Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
HRMT21131	Retirement and Employee Investment Planning	27 TO 31		10 TO 14		26 TO 30		28 JULY TO 01 AUG					01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21132	Risk Management for Human Resources		17 TO 21	15 TO 19	07 TO 11		23 TO 27				01 TO 05		03 TO 07	Namibia; South Africa; Botswana; Kenya	YES
HRMT21133	Root Cause Analysis (RCA) Facilitator Training	20 TO 24			28 APRIL TO 02 MAY				04 TO 08		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21134	Shop Steward Training	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18					03 TO 07	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21135	Skills Audit		03 TO 07				02 TO 06		11 TO 15				17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21136	Strategic Organisational Development			17 TO 20			30 JUNE TO 04 JULY				29 SEPT TO 03 OCT		22 TO 24	Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21137	Strategic Recruitment, Interviewing and Selection	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
HRMT21138	Strategic Talent Management			03 TO 07			09 TO 13				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21139	Strategic Workforce Planning Masterclass	20 TO 24			28 APRIL TO 02 MAY						01 TO 05		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
HRMT21140	Strategies for Workplace Conflict Management		10 TO 14			12 TO 16			18 TO 22				17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21141	Talent Acquisition Professional	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21142	Talent Management Professional			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21143	Talent Mapping		17 TO 21				02 TO 06				29 SEPT TO 03 OCT			Namibia; South Africa; Botswana; Kenya	YES
HRMT21144	The Art of Human Resource Management	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21145	The Future of HR: Re-engineering the Employee Experience			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26		15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
HRMT21146	The Future of Learning: Re-engineering the Learning Experience		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21147	The L & D Professional as a Business Partner	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21148	The Labour Act			03 TO 07				28 JULY TO 01 AUG				27 TO 31		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21149	The Leadership of Inclusion		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
HRMT21150	The Management Transition		24 TO 28			26 TO 30	30 JUNE TO 04 JULY					13 TO 17		Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21151	The Professional Training Manager	20 TO 24		31 MARCH TO 04 APRIL							08 TO 12		24 TO 28	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21152	The Strategic Succession Planning		10 TO 14				09 TO 13				29 SEPT TO 03 OCT		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
HRMT21153	The Training Analyst			03 TO 07					25 TO 29		27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
HRMT21154	Train the Trainer	06 TO 10				05 TO 09				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
HRMT21155	Train the Trainer - Facilitating Effective Adult Learning		03 TO 07					28 JULY TO 01 AUG					17 TO 21	Namibia; South Africa; Botswana; Kenya	YES
HRMT21156	Training and Development Professional	27 TO 31			28 APRIL TO 02 MAY		23 TO 27				29 SEPT TO 03 OCT			Namibia; South Africa; Botswana; Kenya	YES
HRMT21157	Training Design and Development for Learning Success	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE	
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HRMT21158	Training Management & Organisational Learning			03 TO 07			09 TO 13					29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21159	Training Needs Analysis; Methods, Tools And Techniques Simplified	20 TO 24			28 APRIL TO 02 MAY						01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21160	Transformational Industrial (IR) and Employee Relations (ER) Workshop		10 TO 14			12 TO 16				18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
HRMT21161	Unconscious Bias, Diversity and Inclusiveness: From Awareness to Action	13 TO 17			21 TO 25			21 TO 25				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21162	Unleashing the Power of Workplace Psychology			10 TO 14			23 TO 27		25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21163	Workers committee		17 TO 21				02 TO 06					29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Kenya	YES
HRMT21164	Workforce Planning and Budgeting	27 TO 31				05 TO 09						08 TO 12		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21165	Workplace Bullying & Harassment			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21166	Workplace Diversity		24 TO 28			26 TO 30			04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
HRMT21167	Workshop on Aligning Training and Strategy in Your Business	06 TO 10			28 APRIL TO 02 MAY				25 TO 29				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
HRMT21168	Writing Effective Policies & Procedures			03 TO 07				28 JULY TO 01 AUG				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES



# 11

## **INTERPERSONAL SKILLS AND SELF DEVELOPMENT**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
ISSD21001	Achieving Performance Excellence Using Emotional Intelligence		03 TO 07		12 TO 16			07 TO 11				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21002	Achieving Emotional Performance Excellence Using Emotional Intelligence	24 TO 28		24 TO 28		26 TO 30				18 TO 22			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
ISSD21003	Advanced Communication Skills for Effective Professionals		10 TO 14			12 TO 16				25 TO 29			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21004	Advanced emotional intelligence	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21005	Advanced Public Speaking & Presentation skills		24 TO 28			19 TO 23				18 TO 22			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21006	Advanced Teamwork & Cooperation Skills	13 TO 17			28 APRIL TO 02 MAY						22 TO 26		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21007	Advanced Time, Stress Management & Prioritization			17 TO 20			09 TO 13					13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
ISSD21008	Advocacy And Communication Skills Training Course	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21			Namibia; South Africa; Botswana; Kenya	YES
ISSD21009	Audit Report Writing and Communication Skills		24 TO 28			05 TO 09				25 TO 29			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21010	Balancing Stress in The Workplace Skills			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
ISSD21011	Best Practices in Conflict Resolution and Adaptability	27 TO 31				12 TO 16					01 TO 05		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21012	Business Presentation and Public Speaking Skills		03 TO 07					30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21013	Communication And Presentation Skills for Professionals	13 TO 17			28 APRIL TO 02 MAY					04 TO 08		03 TO 07			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21014	Communication and Relationship Management Skills		10 TO 14				02 TO 06				15 TO 19		08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
ISSD21015	Conflict management	06 TO 10			07 TO 11					25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21016	Creative Problem Solving and Decision Making			03 TO 07				16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21017	Creative Problem Solving and Decision Making		17 TO 21			26 TO 30									Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21018	Creative Thinking & Problem Solving	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21019	Creative Thinking and Innovation Techniques	24 TO 28				05 TO 09			04 TO 08				01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
ISSD21020	Creative Thinking and Problem-Solving			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ISSD21021	Effective Communication and Interpersonal Skills for Administrators	27 TO 31				12 TO 16				01 TO 05		08 TO 12			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21022	Emotional Intelligence		10 TO 14			26 TO 30				11 TO 15		10 TO 14			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21023	Emotional Intelligence and Conflict Management- Incorporating Labour Act and Public Service Act Provisions	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17				Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21024	Emotional Intelligence for Workplace Success		24 TO 28			19 TO 23				18 TO 22		24 TO 28			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21025	Emotional Intelligence in Customer Service			24 TO 28			23 TO 27				22 TO 26		01 TO 05		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21026	Emotional Intelligence Training for Management and Supervisors	27 TO 31			12 TO 16			25 TO 29				03 TO 07			Namibia; Zambia; South Africa; Botswana; Kenya	YES



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ISSD21027	Emotional Intelligence workplace		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21028	Five Productivity Traits for Optimal Results	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21029	Happiness: Sustaining a Motivating Work Culture		10 TO 14					02 TO 06			06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21030	High Performance Teams	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21031	Improving Interpersonal Relations at Work		24 TO 28					30 JUNE TO 04 JULY					01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21032	Managing Conflict: Power through Influence			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21033	Managing Multiple Tasks, Priorities and Deadlines	27 TO 31					16 TO 20				20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21034	Managing Self and Leading Others		03 TO 07					07 TO 11				08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21035	Managing Workplace Attitudes & Stress	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21036	Master Negotiator			10 TO 14				30 JUNE TO 04 JULY			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21037	Office Housekeeping	27 TO 31				12 TO 16				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21038	Personal Development and Productivity		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21039	Professional Communication and Writing Skills	06 TO 10		31 MARCH TO 04 APRIL			14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21040	Professional Communication, Email Etiquette and Report Writing Skills		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21041	Professional Communication _ Health _ Safety and Customer Care Skills			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21042	Public Relations, Communication, and Public Speaking	27 TO 31			12 TO 16		25 TO 29					03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21043	Public Sector Leadership Skills		03 TO 07			06 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21044	Report Writing Skills Training - Writing Reports with Clarity and Precision	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21045	Stress Management and Work-Life Balance			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21046	The Power of Positive Attitude	06 TO 10			14 TO 18			21 TO 25		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21047	Time Management (Inclusive Outlook)		24 TO 28			26 TO 30			25 TO 29				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21048	Time Management and Productivity Improvement for Administrators			10 TO 14				30 JUNE TO 04 JULY			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21049	Time Management and Stress Control	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ISSD21050	Win-Win Negotiation Skills		10 TO 14					30 JUNE TO 04 JULY					24 TO 28	Namibia; Zambia; South Africa; Botswana; Kenya	YES



# 12

## **IT MANAGEMENT SKILLS**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY		ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ITMS21001	A Complete Guide to IT Quality Management		01 TO 05	10 TO 14	28 TO 30			18 TO 22				06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
ITMS21002	Active Directory Services with Windows Server	20 TO 24	24 TO 28			26 TO 30			04 TO 08			24 TO 28			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21003	Administering Microsoft SQL Server 2012			17 TO 20	06 TO 09	12 TO 16		28 JULY TO 01 AUG				20 TO 24		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
ITMS21004	Administering System Center Configuration Manager and Intune	06 TO 10		31 MARCH TO 04 APRIL					25 TO 29			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21005	Administering Team Foundation Server 2010		03 TO 07			05 TO 09	16 TO 20			08 TO 12			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21006	Administering the Web Server (IIS) Role of Windows Server	27 TO 31			14 TO 18			21 TO 25				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21007	Administering Windows Server 2012		24 TO 28			26 TO 30	02 TO 06			18 TO 22	01 TO 05		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
ITMS21008	Advanced Automated Administration with Windows PowerShell	06 TO 10			14 TO 18			21 TO 25				02 TO 03		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21009	Advanced computer skills (All Microsoft modules & the internet)		03 TO 07			26 TO 30	16 TO 20			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21010	Advanced SharePoint 2013 Business Intelligence			10 TO 14				07 TO 11			08 TO 12			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
ITMS21011	Advanced Solutions of Microsoft Exchange Server 2013	20 TO 24			07 TO 11					25 TO 29			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ITMS21012	Advanced Solutions of SharePoint 2013		17 TO 21			19 TO 23	02 TO 06				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21013	Advanced Windows Store App Development Using C#			10 TO 14				28 JULY TO 01 AUG					01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
ITMS21014	Advanced Windows Store App Development Using HTML5 and JavaScript		10 TO 14			26 TO 30					01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21015	Architect Enterprise Applications with Java EE	06 TO 10			28 APRIL TO 02 MAY		30 JUNE TO 04 JULY						17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ITMS21016	Artificial Intelligence Essentials			03 TO 07					11 TO 15			02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21017	AutoCAD Advanced		17 TO 21			12 TO 16	16 TO 20						24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
ITMS21018	AutoCAD Basic		03 TO 07		28 APRIL TO 02 MAY			21 TO 25		08 TO 12			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21019	AutoCAD Basic to Advanced	20 TO 24			14 TO 18		23 TO 27			11 TO 15		20 TO 24		17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
ITMS21020	AutoCAD Intermediate	06 TO 10		03 TO 07		05 TO 09	30 JUNE TO 04 JULY			01 TO 05			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
ITMS21021	Basic computer skills (All Microsoft modules and internet)				14 TO 18		02 TO 06			04 TO 08		06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21022	Basic SharePoint Server 2013 Branding	06 TO 10			14 TO 18			21 TO 25		08 TO 12			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ITMS21023	Business and Systems Analysis		24 TO 28			05 TO 09			04 TO 08					01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21024	Business Continuity Management and IT Disaster Recovery			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
ITMS21025	Business continuity management and IT disaster recovery	27 TO 31				12 TO 16				01 TO 05				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21026	Check Point Certified Security Administrator		10 TO 14			26 TO 30				11 TO 15			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
ITMS21027	Check Point Certified Security Administrator and Engineering	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
ITMS21028	Check Point Multi-Domain Security Management with Virtual System Extension	20 TO 24		03 TO 07				28 JULY TO 01 AUG				20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21029	Cisco Unified Wireless Networks		17 TO 21		07 TO 11	26 TO 30		14 TO 18		08 TO 12	27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21030	Cloud Management and Security: Principles and Best Practice	13 TO 17		10 TO 14	28 TO 30		18 TO 20		18 TO 22				01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
ITMS21031	CompTIA A+ Bootcamp		10 TO 14			05 TO 08		21 TO 25		01 TO 05			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
ITMS21032	CompTIA A+ Part II	20 TO 24		10 TO 14			09 TO 13	28 JULY TO 01 AUG				13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
ITMS21033	CompTIA Advanced Security Practitioner		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06		25 TO 29	15 TO 19			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21034	CompTIA CDIA+	06 TO 10		17 TO 20		12 TO 16		07 TO 11		01 TO 05	27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21035	CompTIA Cloud Essentials	27 TO 31	10 TO 14		28 TO 30		02 TO 06	14 TO 18	11 TO 15			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21036	CompTIA Cloud+		10 TO 14				02 TO 06					06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
ITMS21037	CompTIA IT Fundamentals		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21038	CompTIA Linux+ powered by LPI	20 TO 24		03 TO 07		19 TO 23			18 TO 22		27 TO 31		22 TO 24		Namibia; South Africa; Botswana; Kenya	YES
ITMS21039	CompTIA Mobile App Security+ Android Edition		17 TO 21		07 TO 11		30 JUNE TO 04 JULY			01 TO 05			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
ITMS21040	CompTIA Mobile App Security+ iOS Edition	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16		14 TO 18			06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21041	CompTIA Mobility+		03 TO 07				02 TO 06		04 TO 08				15 TO 19		Namibia; South Africa; Botswana; Kenya	YES
ITMS21042	CompTIA Network+	27 TO 31		10 TO 14		26 TO 30		21 TO 25		15 TO 19			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21043	CompTIA Project+	13 TO 17	17 TO 21	15 TO 19	07 TO 11		23 TO 27		25 TO 29		27 TO 31				Namibia; South Africa; Botswana; Kenya	YES
ITMS21044	CompTIA Security+			17 TO 20		05 TO 08		02 TO 04					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21045	CompTIA Server+		03 TO 07					09 TO 13				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21046	CompTIA Storage+ Powered by SNIA	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21047	Computer Network Administration		10 TO 14			12 TO 16			18 TO 22				17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ITMS21048	Configuring Advanced Windows Server 2012 Services	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
ITMS21049	Configuring and Administering Hyper-V in Windows Server 2012			10 TO 14			23 TO 27		25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
ITMS21050	Configuring Security on the Oracle Solaris 10 Operating System		10 TO 14		07 TO 11		16 TO 20				13 TO 17		22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21051	Configuring Windows 8.1	13 TO 17		10 TO 14					18 TO 22	22 TO 26		10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21052	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010		03 TO 07		28 APRIL TO 02 MAY			14 TO 18			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ITMS21053	Core Solutions of Microsoft Exchange Server 2013	27 TO 31		03 TO 07							01 TO 05		24 TO 28	22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
ITMS21054	Creating and Sharing Interactive Dashboards with PowerPivot, Power View and SharePoint Server				07 TO 11		09 TO 13		11 TO 15		06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21055	Cyber Security Awareness Training in Government	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; South Africa; Botswana; Kenya	YES	
ITMS21056	Cyber Security Specialist			03 TO 07			23 TO 27		25 TO 29		20 TO 24		17 TO 19	Namibia; South Africa; Botswana; Kenya	YES	
ITMS21057	Data Analytics for Managerial Decision Making	13 TO 17			14 TO 18	19 TO 23				08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21058	Data Management, Manipulation & Analysis using Excel	13 TO 17		10 TO 14	21 TO 25		09 TO 13			22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES	
ITMS21059	Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot		03 TO 07	24 TO 28		05 TO 08		14 TO 18		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21060	Deploying Windows Desktops and Enterprise Applications	20 TO 24			07 TO 11	12 TO 16	30 JUNE TO 04 JULY				06 TO 10		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21061	Deploying Windows Devices and Enterprise Apps		24 TO 28	03 TO 07			02 TO 06		04 TO 08	08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21062	Deploying Windows Server		17 TO 21					07 TO 11			27 TO 31		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21063	Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010	27 TO 31		17 TO 20		12 TO 16			11 TO 15		06 TO 10	10 TO 14		Namibia; Zambia; South Africa; Kenya	YES	
ITMS21064	Designing and Implementing a Server Infrastructure	06 TO 10		31 MARCH TO 04 APRIL				16 TO 20			15 TO 19			Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21065	Designing Business Intelligence Solutions for Microsoft SQL Server 2012							21 TO 25			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES	
ITMS21066	Designing Cisco Data Center Unified Computing		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21067	Designing Database Solutions for Microsoft SQL Server 2012	13 TO 17			07 TO 11		16 TO 20				13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21068	Developing Applications with the Java EE 6 Platform			03 TO 07			16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21069	Developing ASP .NET MVC 4 Web Applications		17 TO 21			26 TO 30								Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21070	Developing Data Access Solutions with Microsoft Visual Studio 2010	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES	
ITMS21071	Developing Microsoft SharePoint Server 2013 Advanced Solutions		24 TO 28			05 TO 09			04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21072	Developing Microsoft SharePoint Server 2013 Core Solutions			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; South Africa; Botswana; Kenya	YES	
ITMS21073	Developing Microsoft SQL Server 2012 Databases	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21074	Developing Rich Internet Applications Using Silverlight 4		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21075	Developing Web Applications with Microsoft Visual Studio 2010	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES	
ITMS21076	Developing Windows Azure and Web Services		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES	

CODE	COURSE TITLE	DATES												COUNTRY		ONLINE
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ITMS21077	Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010			24 TO 28			23 TO 27				22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ITMS21078	Digital Forensics and Investigations	27 TO 31			12 TO 16			25 TO 29					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21079	Drupal		17 TO 21				02 TO 06				01 TO 05			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
ITMS21080	Essentials of Developing Windows Store Apps Using C#	27 TO 31				05 TO 09				18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21081	Essentials of Developing Windows Store Apps Using HTML5 and JavaScript			31 MARCH TO 04 APRIL					28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21082	Excel For Data Analytics		17 TO 21			19 TO 23				18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21083	Fundamentals of Windows Server Infrastructure			10 TO 14			23 TO 27				29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
ITMS21084	Fundamentals of XAML and Microsoft Expression Blend		10 TO 14			26 TO 30				25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21085	HTML 5	20 TO 24			28 APRIL TO 02 MAY					04 TO 08		13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
ITMS21086	HTML5 Programming	06 TO 10		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG					10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21087	ICT Skills & Basic Computer Hardware Programme		03 TO 07				02 TO 06				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21088	Implementing a Data Warehouse with Microsoft SQL Server 2012			17 TO 20				30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21089	Implementing a Desktop Infrastructure	13 TO 17			28 APRIL TO 02 MAY					11 TO 15			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
ITMS21090	Implementing an Advanced Server Infrastructure			03 TO 07			09 TO 13				08 TO 12		15 TO 19		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21091	Implementing and Configuring Cisco Identity Service Engine Secure Solutions	20 TO 24			28 APRIL TO 02 MAY					25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21092	Implementing and Managing Microsoft Server Virtualization		10 TO 14			12 TO 16					15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
ITMS21093	Implementing Cisco Data Center Application Services	27 TO 31				05 TO 09					08 TO 12			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
ITMS21094	Implementing Cisco Data Center Unified Computing			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
ITMS21095	Implementing Cisco Edge Network Security Solutions		24 TO 28			26 TO 30			04 TO 08				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
ITMS21096	Implementing Cisco Identity Services Engine for Wireless Engineers		24 TO 28			05 TO 09			04 TO 08				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
ITMS21097	Implementing Cisco IOS Network Security	20 TO 24		31 MARCH TO 04 APRIL					28 JULY TO 01 AUG				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21098	Implementing Cisco IP Routing		10 TO 14			19 TO 23				25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21099	Implementing Cisco IP Switched Networks			03 TO 07			16 TO 20				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21100	Implementing Cisco Unified Communications Security	13 TO 17			21 TO 25					04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
ITMS21101	Implementing Data Models and Reports with Microsoft SQL Server 2012			17 TO 20			09 TO 13					13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ITMS21102	Implementing Desktop Application Environments	06 TO 10			14 TO 18			21 TO 25			15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21103	Implementing the Application Control Engine Service Module		24 TO 28			26 TO 30			25 TO 29				08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21104	Information Security Management			10 TO 14			30 JUNE TO 04 JULY				20 TO 24				Namibia; South Africa; Botswana; Kenya	YES
ITMS21105	Installing and Configuring Windows Server 2012	27 TO 31				12 TO 16				01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21106	Interconnecting Cisco Network Devices Part 2		10 TO 14				30 JUNE TO 04 JULY						24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21107	Interconnecting Cisco Networking Devices Part 1	27 TO 31				05 TO 09				08 TO 12			01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
ITMS21108	Introducing Cisco Data Center Networking			31 MARCH TO 04 APRIL			21 TO 25			22 TO 26			15 TO 19		Namibia; South Africa; Botswana; Kenya	YES
ITMS21109	Introducing Cisco Data Center Technologies		24 TO 28			26 TO 30			04 TO 08			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21110	Introduction to HTML5	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			24 TO 28			Namibia; Zambia; South Africa; Kenya	YES
ITMS21111	Introduction to Installing & Managing Exchange Server			03 TO 07				28 JULY TO 01 AUG			27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21112	Introduction to SharePoint 2013 for Collaboration and Document		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
ITMS21113	IPv6 Fundamentals Design, and Deployment	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21114	IT Demand Management in the Modern Environment			03 TO 07			09 TO 13			29 SEPT TO 03 OCT					Namibia; Zambia; South Africa; Kenya	YES
ITMS21115	IT Disaster Recovery Planning	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21116	IT Governance Framework		17 TO 21					07 TO 11			27 TO 31		22 TO 24		Namibia; South Africa; Botswana; Kenya	YES
ITMS21117	IT Management Excellence	27 TO 31		17 TO 20		12 TO 16			11 TO 15	06 TO 10	10 TO 14				Namibia; Zambia; South Africa; Kenya	YES
ITMS21118	IT Systems: Identity and Access Management			17 TO 20			09 TO 13				13 TO 17				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21119	Java EE 6 Develop Business Components with JMS & EJBs	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21			Namibia; South Africa; Botswana; Kenya	YES
ITMS21120	Java EE 6 Develop Database Applications with JPA		24 TO 28			05 TO 09				18 TO 22			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21121	Java EE 6 Develop Web Applications with JSF			10 TO 14			30 JUNE TO 04 JULY				20 TO 24				Namibia; Zambia; South Africa; Kenya	YES
ITMS21122	Java EE 6 Develop Web Components with Servlets and JSPs	27 TO 31				12 TO 16				01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21123	Java EE 6 Develop Web Services with JAX-WS and JAX-RS				07 TO 11		09 TO 13		11 TO 15		06 TO 10				Namibia; South Africa; Botswana; Kenya	YES
ITMS21124	Java ME Develop Applications for Mobile Phones	06 TO 10	24 TO 28				05 TO 09		21 TO 25	22 TO 26		17 TO 21			Namibia; Zambia; South Africa; Kenya	YES
ITMS21125	Java Performance Tuning and Optimization		24 TO 28					30 JUNE TO 04 JULY					01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21126	Java SE 7 Develop Rich Client Applications	27 TO 31				12 TO 16				01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21127	Java SE 7 Fundamentals		03 TO 07					30 JUNE TO 04 JULY					24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
ITMS21128	Java SE 7 Programming	13 TO 17			28 APRIL TO 02 MAY					04 TO 08			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ITMS2129	Java SE 8 Fundamentals	06 TO 10		31 MARCH TO 04 APRIL			30 JUNE TO 04 JULY			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ITMS2130	Java SE 8 New Features		03 TO 07			05 TO 09			04 TO 08		02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2131	Java SE 8 Programming	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2132	JBoss Application Administration I		24 TO 28			26 TO 30			11 TO 15		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2133	JBoss Application Administration II	06 TO 10			14 TO 18			07 TO 11		01 TO 05			17 TO 19	Namibia; South Africa; Botswana; Kenya	YES
ITMS2134	JBoss Enterprise Application Development I		03 TO 07			26 TO 30			04 TO 08				17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2135	Leading and Creating Virtual Teams			10 TO 14			30 JUNE TO 04 JULY				02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
ITMS2136	Linux development and Programming	20 TO 24			07 TO 11		23 TO 27			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ITMS2137	Linux System Administration			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2138	Managing Enterprise Devices and Apps using System Center Configuration Manager	27 TO 31					16 TO 20				20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
ITMS2139	Managing Projects with Project Server 2013		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2140	Managing Windows Environments with Group Policy	13 TO 17			14 TO 18				25 TO 29				17 TO 21	Namibia; South Africa; Botswana; Kenya	YES
ITMS2141	Master Data Services, Data Quality Services with SQL Server 2012-2014 and Excel			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2142	Microsoft 365 & SharePoint Records Management	20 TO 24		03 TO 07				07 TO 11			27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2143	Microsoft Power BI Data Analyst					12 TO 16				15 TO 19			17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2144	Microsoft SharePoint Server 2013 for the Site Owner/Power User		03 TO 07		14 TO 18			21 TO 25						Namibia; South Africa; Botswana; Kenya	YES
ITMS2145	MS Access Advanced	13 TO 17		17 TO 20			02 TO 06		11 TO 15			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
ITMS2146	MS Access Basic		24 TO 28		21 TO 25			14 TO 18		22 TO 26				Namibia; Zambia; South Africa; Kenya	YES
ITMS2147	MS Access Intermediate			10 TO 14		12 TO 16					20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2148	MS Excel Advanced		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2149	MS Excel Basic			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ITMS2150	MS Excel Basic to Advanced Training	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
ITMS2151	MS Excel Data Validation, Data Reconciliation and Payroll Reconciliation		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
ITMS2152	MS Excel Intermediate	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS2153	MS Excel Intermediate to Advanced (Formulas, Functions, Pivot Tables & etc)			17 TO 20			09 TO 13				13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
ITMS2154	MS Office (Word, PowerPoint, Access, Outlook, Excel) Advanced					12 TO 16				15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES



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ITMS21155	MS Office (Word, PowerPoint, Access, Outlook, Excel) Basic		03 TO 07		14 TO 18			21 TO 25							Namibia; Zambia; South Africa; Kenya	YES
ITMS21156	MS Office (Word, PowerPoint, Access, Outlook, Excel) Intermediate	13 TO 17		17 TO 20			02 TO 06		11 TO 15			03 TO 07			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21157	MySQL for Database Administrators		24 TO 28		21 TO 25			14 TO 18			22 TO 26				Namibia; South Africa; Botswana; Kenya	YES
ITMS21158	MySQL for Developers			10 TO 14		12 TO 16					20 TO 24		08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
ITMS21159	Networking with Windows Server		03 TO 07					21 TO 25							Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21160	OpenCMS	20 TO 24			07 TO 11		09 TO 13		18 TO 22	01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21161	Oracle Database 11g Admin Workshop I	20 TO 24		03 TO 07							06 TO 10				Namibia; South Africa; Botswana; Kenya	YES
ITMS21162	Oracle Database 11g Advanced PL SQL		10 TO 14			05 TO 09		14 TO 18					01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
ITMS21163	Oracle Database 11g Data Guard Administration	27 TO 31		24 TO 28			16 TO 20		18 TO 22						Namibia; Zambia; South Africa; Kenya	YES
ITMS21164	Oracle Database 11g Managing Oracle on Linux for DBAs	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21165	Oracle Database 11g Performance Tuning DBA Release 2		10 TO 14			12 TO 16			18 TO 22			17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21166	Oracle Database 11g SQL Tuning Workshop	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21167	Oracle Database 12c Admin, Install and Upgrade Accelerated			10 TO 14			23 TO 27		25 TO 29			03 TO 07			Namibia; South Africa; Botswana; Kenya	YES
ITMS21168	Oracle Database 12c Administration Workshop		17 TO 21				02 TO 06				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21169	Oracle Database 12c Backup and Recovery Workshop	27 TO 31				05 TO 09				08 TO 12			01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
ITMS21170	Oracle Database 12c Data Guard Administration			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26		15 TO 19		Namibia; Zambia; South Africa; Kenya	YES
ITMS21171	Oracle Database 12c Install and Upgrade Workshop		24 TO 28			26 TO 30			04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21172	Oracle Database 12c Managing Multitenant Architecture	27 TO 31				05 TO 09				08 TO 12			01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
ITMS21173	Oracle Database 12c New Features for Administrators			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21174	Oracle Database 12c SQL and PL/SQL Fundamentals		24 TO 28			26 TO 30			04 TO 08				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
ITMS21175	Oracle Database 12c SQL Tuning for Developers			03 TO 07				28 JULY TO 01 AUG			27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21176	Oracle Database Introduction to SQL		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21177	Oracle Database Program with PL/SQL	06 TO 10				05 TO 09				15 TO 19			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
ITMS21178	Oracle Solaris 10 Performance Management		03 TO 07					28 JULY TO 01 AUG					17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21179	Oracle Solaris 10 ZFS Administration	27 TO 31			28 APRIL TO 02 MAY		23 TO 27				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Kenya	YES

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ITMS21180	Oracle Solaris 11 Advanced System Administration		10 TO 14		28 TO 30	05 TO 08	23 TO 27			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21181	Oracle Solaris 11 Network Administration	13 TO 17		03 TO 07					18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21182	Oracle Solaris 11 Security Administration		03 TO 07			26 TO 30	23 TO 27			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21183	Oracle Solaris 11 System Administration	13 TO 17			28 TO 30				25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21184	Oracle Solaris 11 ZFS Administration			31 MARCH TO 04 APRIL				14 TO 18			02 TO 03			Namibia; Zambia; South Africa; Kenya	YES
ITMS21185	Oracle Solaris 11 Zones Administration	27 TO 31	10 TO 14	23 TO 26		05 TO 08	02 TO 06			01 TO 05			17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21186	Planning and Designing Microsoft Virtualization Solutions		01 TO 05	10 TO 14	28 TO 30			18 TO 22			06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
ITMS21187	Power BI for Data Analytics	20 TO 24	24 TO 28			26 TO 30			04 TO 08			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21188	PowerPivot, Power View and SharePoint 2013 Business Intelligence Center for Analysts		03 TO 07			05 TO 09		07 TO 11		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21189	PowerShell for SharePoint 2013	13 TO 17		03 TO 07										Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21190	Principles and Practices of Business Analysis		03 TO 07		07 TO 11		02 TO 06		11 TO 15		27 TO 31		08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21191	Programme in Business Analysis	20 TO 24		17 TO 20				07 TO 11		08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
ITMS21192	Programming Fundamentals of Web Development		17 TO 21			05 TO 09			04 TO 08			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21193	Programming in C#	06 TO 10		10 TO 14				07 TO 11			06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
ITMS21194	Red Hat System Administration I		10 TO 14		14 TO 18		09 TO 13			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21195	Red Hat System Administration II	27 TO 31		03 TO 07		19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21196	Server Virtualization with Windows Server Hyper-V and System Center		03 TO 07			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21197	SharePoint 2013 Business Intelligence			10 TO 14			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
ITMS21198	SharePoint 2013 End User	20 TO 24			07 TO 11		23 TO 27			01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21199	SharePoint 2013 End User Level I		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
ITMS21200	SharePoint 2013 Power User			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21201	SharePoint 2013 Search Inside Out		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21202	SharePoint 2013 Site Collection and Site Administration	06 TO 10			28 APRIL TO 02 MAY			14 TO 18		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21203	Software Testing with Visual Studio 2013			03 TO 07			02 TO 06			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ITMS21204	SQL Server 2012 Reporting Services	20 TO 24			28 APRIL TO 02 MAY				04 TO 08		06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21205	Storage and High Availability with Windows Server	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES

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ITMS21206	System Administration for the Oracle Solaris 10 OS Part 1		03 TO 07				02 TO 06		11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
ITMS21207	System Administration for the Oracle Solaris 10 OS Part 2			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT		22 TO 24		Namibia; South Africa; Botswana; Kenya	YES
ITMS21208	System Implementation Essentials	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
ITMS21209	The 14 SharePoint 2013 Server Collection and Site Templates					05 TO 09		14 TO 18			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
ITMS21210	The Complete Course on Cloud Management & IT Security	27 TO 31	17 TO 21		07 TO 11		16 TO 20			22 TO 26		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
ITMS21211	The Complete Course on Data Science & Big Data Analytics					26 TO 30			04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21212	Transition to Oracle Solaris 11	20 TO 24		03 TO 07				07 TO 11			27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21213	Troubleshooting and Maintaining Cisco IP Networks					12 TO 16				15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21214	Troubleshooting Cisco Data Center Unified Computing		03 TO 07		14 TO 18			21 TO 25						Namibia; Zambia; South Africa; Kenya	YES
ITMS21215	Unix and Linux Essentials	13 TO 17		17 TO 20			02 TO 06		11 TO 15			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21216	Upgrading your End User Skills to SharePoint 2013	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21217	Upgrading Your Skills to MCSA Windows Server 2012			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21218	Virtualizing Enterprise Desktops and Apps	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
ITMS21219	Visualizing Data with SharePoint 2013, Report Builder, PowerPivot and PowerView with NO CODE		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21220	VMware Horizon View: Install, Configure, Manage	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21221	VMware NSX : Install, Configure, Manage	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
ITMS21222	VMware vCenter Configuration Manager: Install, Configure, Manage			03 TO 07			09 TO 13			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
ITMS21223	VMware vCenter Operations Manager: Advanced Usage & Dashboard Design	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ITMS21224	VMware vCenter Site Recovery Manager: Install, Configure, Manage		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ITMS21225	VMware vRealize Automation: Install, Configure, Manage	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21226	VMware vSphere: Design Workshop			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21227	VMware vSphere: Install, Configure, Manage		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21228	VMware vSphere: Troubleshooting Workshop	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21229	Windows Azure Solutions with Microsoft Visual Studio 2010			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21230	Windows PowerShell Scripting and Toolmaking		10 TO 14				09 TO 13			22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
ITMS21231	Wordpress Content Management System	20 TO 24			28 APRIL TO 02 MAY				04 TO 08		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES



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# LEADERSHIP AND MANAGEMENT

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
LM21001	360-Degree Management and Leadership Skills	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21002	Achieving Administrative Excellence		24 TO 28			19 TO 23			18 TO 22				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21003	Achieving Leadership Excellence			24 TO 28				23 TO 27			22 TO 26			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21004	Achieving Leadership Success through People & Innovation	13 TO 17						21 TO 25				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21005	Achieving Marketing Excellence in Service Organizations		03 TO 07			05 TO 09				15 TO 19				15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
LM21006	Achieving Supervisory Excellence	20 TO 24			14 TO 18			07 TO 11					03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21007	Adaptive Leadership: Tools and Tactics			10 TO 14			02 TO 06		18 TO 22		27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21008	Administration and Office Management Professional		10 TO 14			05 TO 09		14 TO 18							Namibia; South Africa; Botswana; Kenya	YES
LM21009	Advanced Communication & Interpersonal Skills	06 TO 10			07 TO 11		09 TO 13				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21010	Advanced Communication & Problem Solving			03 TO 07				07 TO 11					03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
LM21011	Advanced Data Analysis Techniques		03 TO 07			12 TO 16			04 TO 08		20 TO 24				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21012	Advanced Data Management for Professionals			17 TO 20				14 TO 18					08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21013	Advanced Emotional Intelligence	13 TO 17			14 TO 18		16 TO 20			15 TO 19					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21014	Advanced Enterprise Risk Management		17 TO 21						11 TO 15				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21015	Advanced Finance Leaders Programme	20 TO 24				12 TO 16									Namibia; South Africa; Botswana; Kenya	YES
LM21016	Advanced Financial Modelling & Project Economics		10 TO 14		14 TO 18			14 TO 18			06 TO 10				Namibia; Zambia; South Africa; Kenya	YES
LM21017	Advanced High Performance Leadership			31 MARCH TO 04 APRIL			02 TO 06		18 TO 22	08 TO 12				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21018	Advanced Management & Leadership Programme	06 TO 10						21 TO 25					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21019	Advanced Management & Leadership Programme					05 TO 09					13 TO 17				Namibia; Zambia; South Africa; Kenya	YES
LM21020	Advanced Management Skills	27 TO 31			07 TO 11						22 TO 26			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21021	Advanced Negotiation Skills					26 TO 30			04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21022	Advanced Problem Solving & Decision Making	20 TO 24		03 TO 07				07 TO 11				27 TO 31		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
LM21023	Advanced Public Speaking and Presentation Skills		24 TO 28			12 TO 16				15 TO 19			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
LM21024	Advanced Safety Leadership			31 MARCH TO 04 APRIL					25 TO 29						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21025	Advanced Social Media Training	06 TO 10				12 TO 16							03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21026	Advanced Supervisory Skills		24 TO 28					30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21027	Advanced Teamwork & Cooperation Skills			31 MARCH TO 04 APRIL						01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21028	Analytical and Auditing Skills	27 TO 31						16 TO 20				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
LM21029	Assertiveness, Influencing Skills and Conflict Management for Women		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21030	Auditing Corporate Governance	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
LM21031	Auditing Quality Management Systems			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21032	Authentic Leadership: Courage, Coaching & Ethics	27 TO 31				12 TO 16				15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21033	Becoming An Effective Supervisory Manager		10 TO 14						11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21034	Behavioural Management and Emotional Intelligence	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21035	Benchmarking: Comparing Your Performance with the Best		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21036	Best Practice Employment Interviews for Employers			24 TO 28						22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21037	Best Practices in Multishift Operations	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21038	Best Practices in Projects Technical Library & Digitalization		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21039	Better Energy Management with Transition Engineering	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
LM21040	Big Data Analytics for Supply Chain Optimization			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21041	Big Data Governance: Bad Data or Better Data or Best Data	06 TO 10			14 TO 18			21 TO 25		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21042	Budgeting and Forecasting for Non Financial Professionals		24 TO 28			26 TO 30			25 TO 29			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21043	Building a Successful Business Case			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21044	Building Personal Leadership Skills	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
LM21045	Building Skills for Working in Teams		10 TO 14				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21046	Building Task Leadership Skills	06 TO 10			07 TO 11				18 TO 22					Namibia; Zambia; South Africa; Kenya	YES
LM21047	Building Team Excellence		03 TO 07			05 TO 09				08 TO 12				Namibia; South Africa; Botswana; Kenya	YES
LM21048	Building your Executive Voice and Presence	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21049	Building, Managing and Motivating High Performance Teams		10 TO 14				02 TO 06				06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
LM21050	Building, Managing and Motivating High-Performance Teams			03 TO 07						22 TO 26			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21051	Business Acumen Skills				07 TO 11				11 TO 15			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21052	Business Decision Models	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21053	Business Fundamentals				07 TO 11		09 TO 13		11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21054	Business Improvement & Quality Techniques	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES

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LM21055	Business Intelligence & Analytics for Finance Professionals		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21056	Business Literacy – Mastering The Dynamics Of Business Drivers			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21057	Business Performance Management – Control Frameworks and Dashboards	27 TO 31					16 TO 20					20 TO 24		Namibia; Zambia; South Africa; Kenya	YES
LM21058	Business System Analysis		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21059	Business-Case Writing for New Products	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21060	Change Leadership & People Management			10 TO 14			30 JUNE TO 04 JULY					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21061	Change Management for Leaders		17 TO 21					28 JULY TO 01 AUG					01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21062	Clear & Concise Business Writing		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21063	Coaching and Mentoring Skills for Managers and Supervisors	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21064	Coaching And Mentoring Skills Training		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
LM21065	Collaborative Intelligence				28 APRIL TO 02 MAY				11 TO 15	22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21066	Communication, Coordination & Leadership	13 TO 17					16 TO 20				13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21067	Competencies: Design, Development and Implementation			03 TO 07				14 TO 18				10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
LM21068	Complex Negotiation Skills		24 TO 28		21 TO 25							27 TO 31		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21069	Compliance Regulatory Professionals	06 TO 10					02 TO 06			29 SEPT TO 03 OCT			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21070	Conducting Investigations & Interviews		10 TO 14		28 APRIL TO 02 MAY							17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21071	Continuous Innovation & Process Improvement			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21072	Corporate & Employee Best Practices	06 TO 10					05 TO 09				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21073	Corporate Communications Redefined		03 TO 07				02 TO 06					24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
LM21074	Corporate Governance & Risk Management for State & Public Sector Organisations	27 TO 31						21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21075	Corporate Identity & Brand Management				28 APRIL TO 02 MAY				04 TO 08				22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21076	Corporate Risk & Crisis Management			31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21077	Corporate Social Responsibility		03 TO 07				02 TO 06			01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21078	Cost Accounting and Cost Management			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
LM21079	Creating a Culture of Innovation	13 TO 17			28 APRIL TO 02 MAY				11 TO 15			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21080	Creating a Marketing Plan for Business-to-Business			31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES

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LM21081	Creative Leadership and Innovative Management		10 TO 14			19 TO 23			25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
LM21082	Creative Strategic Planning & Leadership			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21083	Critical Thinking & Problem Solving for Public Service Leaders	06 TO 10				05 TO 09		21 TO 25			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21084	Cross-Functional Management: Principles, Processes and Success		03 TO 07				02 TO 06			08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21085	Customer Experience Perfection for Modern Managers	27 TO 31			28 APRIL TO 02 MAY			21 TO 25		29 SEPT TO 03 OCT			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
LM21086	Customer Focused Management	13 TO 17			21 TO 25			28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21087	Customer Profiling Techniques & Procedures			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21088	Dealing with difficult & different personalities		17 TO 21				02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21089	Decision-making skills/Decisiveness	27 TO 31				05 TO 09			18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21090	Decisions, Dynamics & Leadership Styles			31 MARCH TO 04 APRIL				28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21091	Defusing Angry & Abusive People		24 TO 28							22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21092	Developing and Managing a Learning Organization		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21093	Developing Assertiveness & Self Confidence at Work	20 TO 24			14 TO 18			07 TO 11				24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21094	Developing Effective Public Policy & Policy Delivery			10 TO 14			02 TO 06				27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21095	Developing Excellence in People Leadership		10 TO 14					14 TO 18				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21096	Developing Key Leadership Skills to Deliver Better Projects	06 TO 10				07 TO 11				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21097	Developing Leadership Presence and Power			03 TO 07				07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21098	Developing Leadership Talent		03 TO 07			12 TO 16			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21099	Developing Personal Effectiveness with Positive Skills			17 TO 20				14 TO 18					08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
LM21100	Developing Senior Management Competences	13 TO 17			14 TO 18		16 TO 20			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21101	Developing Strategic Partnerships, Joint Ventures, and Consortia	27 TO 31		24 TO 28					18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21102	Dispute Management & Avoidance in the Energy Sector		24 TO 28				30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
LM21103	Disruptive Innovation	20 TO 24			07 TO 11					01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
LM21104	Distributed Leadership in Organizations		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21105	Due Diligence in Business Development	06 TO 10					09 TO 13					03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21106	Due Diligence: Appraisal and Management of Potential Investors and Partners		17 TO 21			05 TO 09					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21107	Effective Branch Management Skills	20 TO 24								01 TO 05			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES



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LM21081	Creative Leadership and Innovative Management		10 TO 14			19 TO 23			25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
LM21082	Creative Strategic Planning & Leadership			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21083	Critical Thinking & Problem Solving for Public Service Leaders	06 TO 10				05 TO 09		21 TO 25			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21084	Cross-Functional Management: Principles, Processes and Success		03 TO 07				02 TO 06			08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21085	Customer Experience Perfection for Modern Managers	27 TO 31			28 APRIL TO 02 MAY			21 TO 25		29 SEPT TO 03 OCT			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
LM21086	Customer Focused Management	13 TO 17			21 TO 25			28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21087	Customer Profiling Techniques & Procedures			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21088	Dealing with difficult & different personalities		17 TO 21				02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21089	Decision-making skills/Decisiveness	27 TO 31				05 TO 09			18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21090	Decisions, Dynamics & Leadership Styles			31 MARCH TO 04 APRIL				28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21091	Defusing Angry & Abusive People		24 TO 28							22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21092	Developing and Managing a Learning Organization		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21093	Developing Assertiveness & Self Confidence at Work	20 TO 24			14 TO 18			07 TO 11				24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21094	Developing Effective Public Policy & Policy Delivery			10 TO 14			02 TO 06				27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21095	Developing Excellence in People Leadership		10 TO 14					14 TO 18				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21096	Developing Key Leadership Skills to Deliver Better Projects	06 TO 10				07 TO 11				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21097	Developing Leadership Presence and Power			03 TO 07				07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21098	Developing Leadership Talent		03 TO 07			12 TO 16			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21099	Developing Personal Effectiveness with Positive Skills			17 TO 20				14 TO 18					08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
LM21100	Developing Senior Management Competences	13 TO 17			14 TO 18		16 TO 20			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21101	Developing Strategic Partnerships, Joint Ventures, and Consortia	27 TO 31		24 TO 28					18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21102	Dispute Management & Avoidance in the Energy Sector		24 TO 28					30 JUNE TO 04 JULY			29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Kenya	YES
LM21103	Disruptive Innovation	20 TO 24			07 TO 11					01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
LM21104	Distributed Leadership in Organizations		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21105	Due Diligence in Business Development	06 TO 10					09 TO 13					03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21106	Due Diligence: Appraisal and Management of Potential Investors and Partners		17 TO 21			05 TO 09					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21107	Effective Branch Management Skills	20 TO 24								01 TO 05			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES

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LM21108	Effective Business to Business (B2B) Marketing			31 MARCH TO 04 APRIL			02 TO 06		11 TO 15				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21109	Effective Communication Skills and Emotional Intelligence	13 TO 17				12 TO 16						13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
LM21110	Effective Corporate Communication			10 TO 14					25 TO 29				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21111	Effective Government Relations		10 TO 14				30 JUNE TO 04 JULY			08 TO 12			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
LM21112	Effective Leadership Skills	27 TO 31			07 TO 11		02 TO 06					06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
LM21113	Effective Management Skills			03 TO 07		05 TO 09			11 TO 15				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21114	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator		17 TO 21					07 TO 11				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21115	Effective Office Management	06 TO 10					02 TO 06						03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
LM21116	Effective People Skills			10 TO 14					25 TO 29				08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
LM21117	Effective Presentation Skills for Finance Professionals		24 TO 28					14 TO 18		08 TO 12		24 TO 28			Namibia; Zambia; South Africa; Kenya	YES
LM21118	Effective Self-Management	13 TO 17			07 TO 11				04 TO 08				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21119	Effective Supervisory Skills			03 TO 07		19 TO 23							10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21120	Effective Time, Task & Work Planning		17 TO 21				23 TO 27			01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21121	E-Government Digital Transformation in Government, Innovating Public Policy & Service	06 TO 10			14 TO 18			07 TO 11		06 TO 10			01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
LM21122	Emerging Leaders in a Digital Age			03 TO 07			09 TO 13						17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21123	Emotional Intelligence for Workplace Success		10 TO 14			19 TO 23				08 TO 12					Namibia; South Africa; Botswana; Kenya	YES
LM21124	Empowering the Workplace for Greater Impact	13 TO 17					16 TO 20					20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21125	Endorsed Planning Specialist			10 TO 14		12 TO 16				01 TO 05			08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21126	Endorsed Professional Leader		17 TO 21				30 JUNE TO 04 JULY						10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21127	Endorsed Talented Professional Manager	06 TO 10					02 TO 06		04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21128	Enterprise Content Management		24 TO 28			05 TO 09						13 TO 17		01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21129	Essential Core Skills of a Leader			31 MARCH TO 04 APRIL				14 TO 18		15 TO 19					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21130	Essential Facilitation Skills and the Psychology of Groups		10 TO 14					16 TO 20					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21131	Essential Management Skills for Administrators	06 TO 10					05 TO 09					06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21132	Essential Skills for Managers & Supervisors					26 TO 30				01 TO 05			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21133	Essential Supervisory Skills	20 TO 24			14 TO 18		09 TO 13								Namibia; South Africa; Botswana; Kenya	YES
LM21134	Essentials for Effective Management			10 TO 14						18 TO 22			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES

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LM21135	Essentials of Quality Assurance		17 TO 21				02 TO 06					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21136	Ethical Leadership and Corporate Governance	13 TO 17				26 TO 30				01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21137	Ethical Leadership and Governance				07 TO 11		09 TO 13						17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
LM21138	Ethical Leadership Development		10 TO 14			05 TO 09						06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
LM21139	Evidence Based Management & Leadership	20 TO 24			14 TO 18					08 TO 12					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21140	Excelling in Your Leadership & Business Skills			03 TO 07				07 TO 11				13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
LM21141	Executive Leadership		17 TO 21				09 TO 13						01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
LM21142	Feasibility Studies and Business Planning	06 TO 10				12 TO 16			04 TO 08				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21143	Feasibility Studies: Preparation, Analysis & Evaluation			31 MARCH TO 04 APRIL				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21144	First Line Manager		10 TO 14				02 TO 06			08 TO 12			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21145	Five Productivity Traits for Optimal Results			10 TO 14					04 TO 08				08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21146	Foundations of Everyday Leadership	06 TO 10					09 TO 13						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21147	Frontline Management Skills		17 TO 21			05 TO 09						20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21148	Frontline Merging Leadership	20 TO 24								01 TO 05			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
LM21149	Fundamentals of Risk Management			31 MARCH TO 04 APRIL					11 TO 15				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21150	Fundamentals Of Stakeholder Engagement Process And Management	13 TO 17				12 TO 16				08 TO 12	13 TO 17				Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21151	Fundamentals of Transition Engineering			10 TO 14					25 TO 29				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21152	Global Business Leadership & International Relations		10 TO 14				30 JUNE TO 04 JULY					17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21153	Global Energy Markets & Pricing	27 TO 31					02 TO 06				06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21154	Goal Setting, Planning & Decision Making			03 TO 07					11 TO 15				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21155	Good to Great Management: The Road Ahead		17 TO 21					07 TO 11			27 TO 31				Namibia; Zambia; South Africa; Kenya	YES
LM21156	Governance Arms of Risk Management	06 TO 10					02 TO 06						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21157	Governance, Risk & Compliance			10 TO 14					25 TO 29				08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
LM21158	Governance, Risk & Compliance Executive		24 TO 28					14 TO 18		08 TO 12			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21159	Great Leadership	13 TO 17			07 TO 11				04 TO 08				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21160	Guiding Change through Corporate Communications			03 TO 07		19 TO 23							10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21161	High Impact Business Communication		17 TO 21				23 TO 27			01 TO 05					Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21162	Hit The Ground Running As A New Manager Get Fast On The Right Track	06 TO 10			14 TO 18			07 TO 11					01 TO 05		Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
LM21163	HR Processes, Culture & Change Management Programme			03 TO 07					11 TO 15				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21164	Implementation of Modern Record Management through SharePoint and Office 365		10 TO 14			19 TO 23					08 TO 12				Namibia; South Africa; Botswana; Kenya	YES
LM21165	Improve your Effectiveness at Work	13 TO 17			21 TO 25							20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21166	Improving Operation Performance and Productivity			10 TO 14							01 TO 05		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21167	Improving Organisational Performance through Sustainable Leadership	13 TO 17			21 TO 25				04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21168	Improving Productivity through Quality Enhancement & Cost Reduction			17 TO 20				07 TO 11					10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21169	Improving Public Sector Performance in the 21st Century	13 TO 17			28 APRIL TO 02 MAY						22 TO 26		08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21170	Incident & Crisis Response Communication Skills			17 TO 20				09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
LM21171	Innovation & Productivity in the Workplace	06 TO 10			14 TO 18				21 TO 25			08 TO 12		17 TO 21	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21172	Innovative Root Cause Analysis		24 TO 28			05 TO 09				25 TO 29				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21173	Intermediate Management and Supervisory Skills			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21174	Internal Consultancy Skills at Work	27 TO 31				12 TO 16					01 TO 05		01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
LM21175	International Business Management		03 TO 07					30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21176	International Dispute Resolution and Arbitration	13 TO 17			28 APRIL TO 02 MAY					04 TO 08			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21177	Key Management Skills for New Managers		10 TO 14					02 TO 06			15 TO 19		08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
LM21178	Key Managerial Skills for New Managers and Supervisors	06 TO 10			07 TO 11					25 TO 29					Namibia; South Africa; Botswana; Kenya	YES
LM21179	Key Performance Indicators & Optimisation			03 TO 07				16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
LM21180	Leadership - Masterclass		17 TO 21			26 TO 30									Namibia; South Africa; Botswana; Kenya	YES
LM21181	Leadership & Management Excellence	06 TO 10			14 TO 18			21 TO 25			08 TO 12		17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
LM21182	Leadership and Communication		24 TO 28			05 TO 09				04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21183	Leadership and Management - Masterclass			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21184	Leadership and Management Change	27 TO 31				12 TO 16					01 TO 05		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21185	Leadership Best Practices		10 TO 14			26 TO 30				11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
LM21186	Leadership Development	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21187	Leadership Development for Engineers Specialisation		24 TO 28			19 TO 23				18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21188	Leadership Development for Women			24 TO 28				23 TO 27				22 TO 26		01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
LM21189	Leadership Excellence in Handling Pressure & Stress	27 TO 31			12 TO 16			25 TO 29					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21190	Leadership for Administrative Professionals		03 TO 07			05 TO 09					08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21191	Leadership in a Digital Age	13 TO 17			21 TO 25				04 TO 08				08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
LM21192	Leadership Mastery		10 TO 14				02 TO 06					06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21193	Leadership Program for Senior Executives	06 TO 10				12 TO 16							03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21194	Leadership Skills for Managers – 7 Key Tools		24 TO 28					30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21195	Leadership, Communications & Interpersonal Skills			31 MARCH TO 04 APRIL							01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21196	Leadership, Creativity & Peak Performance	27 TO 31					16 TO 20					20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21197	Leadership, Influence & Trust		03 TO 07					07 TO 11					08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21198	Leadership, Innovation & Enterprise Skills	13 TO 17			14 TO 18				25 TO 29				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21199	Leadership, Planning and Strategic Management			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21200	Leadership: Leading in the Real World	27 TO 31				12 TO 16					15 TO 19		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21201	Leading & Managing for Results		10 TO 14			26 TO 30			11 TO 15			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21202	Leading a High Performance Organization	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21203	Leading a Team of Champions		24 TO 28			19 TO 23			18 TO 22				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21204	Leading and Managing Change			24 TO 28			23 TO 27			22 TO 26			01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
LM21205	Leading Creatively	13 TO 17						21 TO 25			06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21206	Leading for Organisational Impact		03 TO 07			05 TO 09				15 TO 19			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21207	Leading Global Organisations	13 TO 17				19 TO 23			04 TO 08				08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21208	Leading High Performing Teams		03 TO 07		12 TO 16			07 TO 11			06 TO 10				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21209	Leading Innovation and Organizational Transformation	24 TO 28				26 TO 30			18 TO 22			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21210	Leading People & Innovation		10 TO 14			12 TO 16			25 TO 29				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21211	Leading Project Team	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
LM21212	Leading through VUCA (Volatility, Uncertainty, Complexity & Ambiguity)		24 TO 28			19 TO 23			18 TO 22				01 TO 05		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21213	Leading Under Pressure	13 TO 17			28 APRIL TO 02 MAY					22 TO 26			08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21214	Leading with Agility and Resilience			17 TO 20			09 TO 13				13 TO 17				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21215	Leading with Confidence	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21216	Leading with Critical Thinking, Creativity and Innovation		24 TO 28			05 TO 09			25 TO 29				08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES

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LM21217	Leading With Emotional Intelligence			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
LM21218	Leading with Emotional Intelligence	27 TO 31				12 TO 16					01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21219	Leading with Excellence		03 TO 07				30 JUNE TO 04 JULY						24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21220	Lean Six Sigma Foundation Green Belt Programme	13 TO 17			28 APRIL TO 02 MAY				04 TO 08				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21221	Lean Thinking a Strategy for Operational Excellence		10 TO 14				02 TO 06				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21222	Management & Leadership Skills for Engineers and Science Based Professionals	06 TO 10			07 TO 11				25 TO 29						Namibia; South Africa; Botswana; Kenya	YES
LM21223	Management Of The Workforce			03 TO 07			16 TO 20					27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21224	Management Skills and Techniques		17 TO 21			26 TO 30									Namibia; South Africa; Botswana; Kenya	YES
LM21225	Management Skills and Techniques for Engineers	06 TO 10			14 TO 18			21 TO 25		08 TO 12			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21226	Management Skills for New Managers, Team Leaders and Supervisors		24 TO 28			05 TO 09			04 TO 08				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21227	Management Systems Auditor Training			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21228	Managerial Decision Making and Problem Solving	27 TO 31				12 TO 16				01 TO 05				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
LM21229	Managerial Skills Appreciation – First Level Managers Programme		10 TO 14			26 TO 30			11 TO 15				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21230	Managerial skills	06 TO 10					02 TO 06						03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21231	Managing & Motivating Towards Excellence			10 TO 14					25 TO 29					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21232	Managing a Multi-Generational Workforce		24 TO 28					14 TO 18		08 TO 12			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21233	Managing and Leading in a Diverse Workplace	13 TO 17			07 TO 11				04 TO 08					15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
LM21234	Managing and Measuring Training, Learning and Development			03 TO 07		19 TO 23							10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21235	Managing Business Requirements Using a Project Framework		17 TO 21				23 TO 27			01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21236	Managing Conflict in the Workplace	06 TO 10			14 TO 18			07 TO 11						01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21237	Managing Conflicts & Difficult Situations			03 TO 07					11 TO 15				17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
LM21238	Managing Customers for Competitive Advantage		10 TO 14			19 TO 23				08 TO 12					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21239	Managing Employee Performance	13 TO 17			21 TO 25							20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21240	Managing for Results			10 TO 14						01 TO 05				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21241	Managing Fraud in a Digitized World	13 TO 17			21 TO 25				04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21242	Managing Multiple Tasks, Priorities & Deadlines			17 TO 20				07 TO 11					10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21243	Managing Political Risk	13 TO 17			28 APRIL TO 02 MAY						22 TO 26			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES

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LM21244	Managing Restructuring & Redundancies			17 TO 20			09 TO 13					13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
LM21245	Managing Self and Leading Others	06 TO 10			14 TO 18			21 TO 25			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21246	Managing Virtual Teams		24 TO 28			05 TO 09			25 TO 29				08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21247	Market Leadership & Marketing Strategies			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21248	Market Research and Intelligence	27 TO 31				12 TO 16				01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21249	Marketing Communication		03 TO 07				30 JUNE TO 04 JULY						24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21250	Masterclass for Executive Secretaries and PA's	13 TO 17			28 APRIL TO 02 MAY				04 TO 08				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21251	Masterclass on Cultural Intelligence & Innovation		10 TO 14				02 TO 06			15 TO 19			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
LM21252	Mastering Corporate Communications	06 TO 10			07 TO 11				25 TO 29						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21253	Mastering People Management & Team Leadership			03 TO 07			16 TO 20					27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
LM21254	Mastering Personal & Interpersonal Skills		17 TO 21			26 TO 30									Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21255	Mastering the Art of Design Thinking and Agile Creativity	06 TO 10			14 TO 18			21 TO 25		08 TO 12			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21256	Mastering the Transition from Technical Expert to Leader		24 TO 28			05 TO 09			04 TO 08				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21257	Mastering Workflow			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21258	Matrix Management	27 TO 31				12 TO 16				01 TO 05			08 TO 12		Namibia; Zambia; South Africa; Kenya	YES
LM21259	Maximising Your Leadership Effectiveness		10 TO 14			26 TO 30			11 TO 15			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21260	Measuring and Managing Customer Satisfaction: ISO 9001 and Beyond	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
LM21261	Middle Management Skills		24 TO 28			19 TO 23			18 TO 22			24 TO 28			Namibia; South Africa; Botswana; Kenya	YES
LM21262	Mind, Attitude and Motivation Power			24 TO 28			23 TO 27			22 TO 26			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21263	Mindfulness in Business	27 TO 31			12 TO 16			25 TO 29				03 TO 07			Namibia; South Africa; Botswana; Kenya	YES
LM21264	Motivating Employees in Times of Crisis		03 TO 07			05 TO 09				08 TO 12					Namibia; South Africa; Botswana; Kenya	YES
LM21265	Negotiation and Conflict Management in Organisations	13 TO 17			21 TO 25				04 TO 08				08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21266	New Leaders Development Programme		10 TO 14				02 TO 06				06 TO 10				Namibia; Zambia; South Africa; Kenya	YES
LM21267	New Manager Development	06 TO 10				12 TO 16						03 TO 07			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21268	Next Generation Leadership		24 TO 28				30 JUNE TO 04 JULY						01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21269	Operation management			31 MARCH TO 04 APRIL						01 TO 05					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21270	Operational Excellence: Managing Performance	27 TO 31					16 TO 20					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES

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LM21273	Organisation Development & Change			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21274	Organizational Change – the Ultimate Persuasive Leadership Tool for Managers and Leaders	27 TO 31				12 TO 16				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21275	Organizational Leadership		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21276	Pensions, Governance & Regulation	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21277	People Analytics		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21278	People Management Skills for Technical Professionals			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
LM21279	People Management skills; Managing Different Personalities	13 TO 17						21 TO 25			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21280	Performance Measurement in Government		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21281	Performance Measurements, Continuous Improvement & Benchmarking	13 TO 17			28 APRIL TO 02 MAY					22 TO 26			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21282	Personal Effectiveness & Influencing Skills			17 TO 20				09 TO 13			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21283	Personal Leadership Development	06 TO 10			14 TO 18			21 TO 25			08 TO 12		17 TO 21	Namibia; South Africa; Botswana; Kenya	YES
LM21284	Planning for Successful Change – A Change Management Guide		24 TO 28			05 TO 09			18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21285	Planning, Problem Solving & Decision Making			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21286	Political / Administrative Alignment in the Public Sector	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21287	Portfolio Management Professional		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
LM21288	Power Purchase Agreement from Commercial and Legal Perspective	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21289	Powerful Leadership Communication & Influence Management		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21290	Practical Econometrics for Managerial Decision Making	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21291	Practical Tools for Effective Leadership		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21292	Priority Management	13 TO 17			21 TO 25				04 TO 08				15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
LM21293	Problem Solving & Decision Making Skills for Engineers and Technical Professionals			31 MARCH TO 04 APRIL				14 TO 18			06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
LM21294	Product Management for Business to Business (B2B) Companies	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21295	Professional Business Analysis Level 1		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21296	Project Management Essentials	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21297	Public Policy, Governance & Administration		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES



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LM21298	Public Relations & Successful Campaigns	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21299	Public Sector Innovation and Smart Cities			17 TO 20				07 TO 11				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
LM21300	Public Sector Management, Governance & Fiscal Sustainability Techniques	13 TO 17			28 APRIL TO 02 MAY						22 TO 26		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21301	Quality Assurance & Control			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21302	Quality Assurance in Practice	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21303	Quality Management Professional		24 TO 28			05 TO 09			25 TO 29				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21304	Quality Management Professional			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
LM21305	Quality Performance Leadership	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21306	Report Writing for Technical Professionals		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21307	Result-Based Management (RBM)	13 TO 17			28 APRIL TO 02 MAY				04 TO 08			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
LM21308	Results Based Leadership		10 TO 14				02 TO 06			15 TO 19		08 TO 12		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21309	Retirement and Employee Investment Planning	06 TO 10			07 TO 11				25 TO 29					Namibia; South Africa; Botswana; Kenya	YES
LM21310	Risk Based Operational Decision Making			03 TO 07			16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21311	Risk Champion Masterclass		17 TO 21			26 TO 30								Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21312	Risk Management and Business Performance	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21313	Risk Management Professional		24 TO 28			05 TO 09			04 TO 08				01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21314	Risk Management, Control & Compliance (Corporate Governance)			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21315	Risk Management, Culture & Governance	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21316	Risk Management: Internal Control & Fraud Prevention		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
LM21317	Root Cause Analysis Training – Diagnosing Underlying Causes Of Problems & Undesired Events	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
LM21318	Root Cause Failure Analysis		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21319	Sales and Operation Planning (S&OP)			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
LM21320	Setting Priorities, Time Management & Stress Reduction	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21321	Simplification of Work Processes and Procedures		03 TO 07			05 TO 09				08 TO 12				Namibia; South Africa; Botswana; Kenya	YES
LM21322	Social Insurance and Risk Management	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21323	Stakeholder Management		10 TO 14				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
LM21324	Stakeholder Relationship Management Course	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
LM21325	Statistical Communications		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21326	Strategic Community Relations			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Kenya	YES
LM21327	Strategic Event Management	27 TO 31					16 TO 20					20 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21328	Strategic Formulation, Implementation and management process		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21329	Strategic Internal Communication Skills	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
LM21330	Strategic Leadership In Government			10 TO 14			30 JUNE TO 04 JULY					20 TO 24		Namibia; South Africa; Botswana; Kenya	YES
LM21331	Strategic leadership	27 TO 31				12 TO 16				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21332	Strategic Management		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21333	Strategic Management Training	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21334	Strategic Negotiation & Influencing Skills		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21335	Strategic Performance Management			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21336	Strategic Planning and Execution; Turning Your Vision to Reality	13 TO 17						21 TO 25			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21337	Strategic Planning, Execution, Negotiation & Deal Making		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
LM21338	Strategic Thinking	20 TO 24			14 TO 18			07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21339	Strategically Influencing Across the Organisation			10 TO 14			02 TO 06		18 TO 22		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21340	Strategy Builder: From Operational to Strategic Thinking		10 TO 14			05 TO 09		14 TO 18						Namibia; South Africa; Botswana; Kenya	YES
LM21341	Successful Management for Business Achievement	06 TO 10			07 TO 11		09 TO 13			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21342	Successful Planning, Organising & Delegating			03 TO 07				07 TO 11				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
LM21343	Supervisory Excellence		03 TO 07			12 TO 16			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21344	Supervisory Management Skills			17 TO 20				14 TO 18					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21345	Supervisory Skills	06 TO 10		31 MARCH TO 04 APRIL				07 TO 11			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21346	Supervisory skills ( Being an effective supervisor)		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
LM21347	Supervisory Skills Essentials			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21348	Sustainable Urban Development	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
LM21349	Talented Professional Manager		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21350	The 360° Leader	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21351	The Art of Advanced Communication		10 TO 14				02 TO 06					06 TO 10		Namibia; Zambia; South Africa; Kenya	YES

CODE	COURSE TITLE	DATES												COUNTRY		ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
LM21352	The Art of Deliberate Success	06 TO 10				12 TO 16							03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
LM21353	The Boston Advanced Leadership Programme		24 TO 28					30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21354	The Boston Advanced Management Programme			31 MARCH TO 04 APRIL							01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
LM21355	The Boston Global Leaders Programme	27 TO 31					16 TO 20					20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
LM21356	The Boston Global Strategic and Operational Management Programme		03 TO 07					07 TO 11						08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21357	The Competent Manager	13 TO 17			14 TO 18				25 TO 29				17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
LM21358	The Complete Course in Cultural Intelligence (Ci)			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21359	The Complete Course on How to Supervise Public Sector	27 TO 31				12 TO 16				15 TO 19				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21360	The Complete Course on IPO - Learn Initial Public Offering (IPO)		10 TO 14			26 TO 30			11 TO 15				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21361	The Complete Course on Leadership	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21362	The Complete Course on Management		24 TO 28			19 TO 23			18 TO 22				24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
LM21363	The Effective Supervisor			24 TO 28			23 TO 27			22 TO 26				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21364	The Effective Team leader	27 TO 31			12 TO 16			25 TO 29					03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21365	The Essentials of Leadership		03 TO 07			05 TO 09					08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21366	The Essentials of Leadership & Management	13 TO 17			21 TO 25				04 TO 08					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21367	The Future of Learning: Re-engineering the Learning Experience			17 TO 20			09 TO 13					13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21368	The Happy Workplace Leadership Programme	06 TO 10			14 TO 18			21 TO 25		15 TO 19			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21369	The Influential Leader		24 TO 28			26 TO 30			25 TO 29					08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
LM21370	The Leadership & Management Transition			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21371	The Leadership Challenge	27 TO 31				12 TO 16					01 TO 05			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
LM21372	The Leadership Journey		03 TO 07					30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21373	The Leadership of Inclusion	13 TO 17			28 APRIL TO 02 MAY				04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21374	The Leadership Transition		10 TO 14				02 TO 06			15 TO 19				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21375	The Management & Leadership Development Programme	06 TO 10			07 TO 11				25 TO 29						Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21376	The Management Essentials		03 TO 07			05 TO 09					08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
LM21377	The Middle Manager Development Programme	13 TO 17			21 TO 25				04 TO 08					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21378	The Neuroscience of Leadership & Performance		10 TO 14					02 TO 06				06 TO 10			Namibia; South Africa; Botswana; Kenya	YES

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
LM21379	The New Venture Development Process	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21380	The Positive Leader		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21381	The Power of Leaders			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21382	The Professional Leader	27 TO 31					16 TO 20				20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
LM21383	The Professional Manager		17 TO 21					14 TO 18						Namibia; Zambia; South Africa; Botswana; Kenya	YES
LM21384	The Strategic Public Manager			03 TO 07			02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
LM21385	The Team Leader		10 TO 14			06 TO 09			18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21386	The Three-Dimensions of Leadership										20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21387	The Total Leader				07 TO 11			07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21388	Thought Leadership: The Competencies		03 TO 07				09 TO 13					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21389	Time & Priority Management			31 MARCH TO 04 APRIL					04 TO 08				22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21390	Training Management & Organisational Learning					26 TO 30				22 TO 26				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21391	Transformational Change and Strategic Leadership	27 TO 31					02 TO 06		25 TO 29		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21392	Transformational Leadership with EQ		17 TO 21			19 TO 23				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21393	Transformative Scenario Planning			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21394	Understanding Business Processes	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21395	Understanding the Dynamics of Petrochemicals Industry		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21396	Understanding the Emerging Blockchain Business Model	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21397	Understanding, Developing & Maintaining Quality Management Systems		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21398	Value-Based Leadership	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21399	Women in Leadership		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21400	Work Smarter: Advanced Time, Stress Management and Prioritization	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21401	Working Safely with the Public - Dealing with Confrontation, Intimidation and Aggression		10 TO 14				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21402	Working, Managing and Leading Remotely	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
LM21403	Workshop on Aligning Training and Strategy in Your Business		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES

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## LEGAL

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
L21001	Anti Money Laundering Compliance			17 TO 20			09 TO 13					13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
L21002	Arbitration and Dispute Resolution	06 TO 10			14 TO 18			21 TO 25			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
L21003	Business and Commercial Law		24 TO 28			05 TO 09				18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
L21004	Compliance And Inspections of Private Employment Agencies and Designated Employers Under the Employment Service Act (Namibia)			10 TO 14			30 JUNE TO 04 JULY					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
L21005	Compliance Regulatory Professionals	27 TO 31					12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
L21006	Conducting a Skill Gap Analysis		03 TO 07					30 JUNE TO 04 JULY					24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
L21007	Corporate Liability Provision: Anti Bribery & Corruption	13 TO 17			28 APRIL TO 02 MAY					04 TO 08					Namibia; Zambia; South Africa; Kenya	YES
L21008	Debt Recovery and Legal Process		10 TO 14				02 TO 06				15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
L21009	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	06 TO 10			07 TO 11					25 TO 29					Namibia; South Africa; Botswana; Kenya	YES
L21010	Drafting Commercial Contracts: Tenancies & Lawful Evictions		03 TO 07			05 TO 09					08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
L21011	Fundamentals of Contracting	13 TO 17			21 TO 25					04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
L21012	Intellectual Property Rights		10 TO 14				02 TO 06					06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
L21013	International Law Essentials	06 TO 10				12 TO 16							03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
L21014	Legal Research and Drafting		24 TO 28					30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
L21015	Legal Writing and Drafting Skills			31 MARCH TO 04 APRIL							01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
L21016	Mergers and Acquisitions	27 TO 31					16 TO 20					20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
L21017	Risk Management & Assessment Tools at the Workplace		03 TO 07						07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
L21018	Service Level Agreements (SLA); Understanding Buyers & Vendor Roles	13 TO 17			14 TO 18					25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
L21019	Traffic Officers and By-Law Enforcement			10 TO 14				30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES



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## **MAINTENANCE AND ENGINEERING**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
ME21001	Achieving CMMIS Data Integrity		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21002	Advanced Circuit Breaker Operation and Maintenance			24 TO 28			23 TO 27				22 TO 26		01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21003	Advanced Data Analysis Techniques	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21004	Advanced Electrical Training		03 TO 07			05 TO 09					08 TO 12			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21005	Advanced Heavy Lifting & Transportation Techniques for Onshore & Offshore Projects	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
ME21006	Advanced Maintenance Management			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21007	Applied Asset Management and ISO 55000	06 TO 10			14 TO 18			21 TO 25		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21008	ARC Flash Hazard Analysis Impact, Control & Safety		17 TO 21			26 TO 30			25 TO 29				08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21009	Artificial Intelligence (AI): Transforming Business with New Technologies			10 TO 14				14 TO 18			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21010	Asset Management	20 TO 24				12 TO 16					01 TO 05		01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21011	AutoCAD 2d and 3d Drawings and Practical Projects		10 TO 14				16 TO 20					10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21012	Basic Electrical Safety Training		17 TO 21			05 TO 09			18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21013	Basic Electrical Training			10 TO 14				28 JULY TO 01 AUG			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21014	Best Practices in Facilitating and Maintenance Management for Building Owners, Administration and Planners (Including Capital Projects)	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
ME21015	Best Practices in Revenue Protection		17 TO 21				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21016	Boilers: Operation, Maintenance, Inspection, Control and Troubleshooting	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Kenya	YES
ME21017	Building control skills		10 TO 14				02 TO 06				15 TO 19		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21018	Building Inspectors- Compliance and Law Enforcement	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21019	Building Services Maintenance and Management		03 TO 07			05 TO 09					08 TO 12			Namibia; Zambia; South Africa; Kenya	YES
ME21020	Cathodic Protection Systems	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
ME21021	Centrifugal Compressor & Steam Turbine		17 TO 21				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21022	Chiller Design, Installation, Maintenance & Troubleshooting	20 TO 24				12 TO 16						03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
ME21023	Commissioning & Start-Up with API RP 1FSC Foundation		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21024	Competency Development & Managerial Excellence for Operation & Production Supervisors			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21025	Competency Development & Managerial Excellence for Plant Supervisors	27 TO 31					16 TO 20				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
ME21027	Construction & Civil Engineering Fundamentals for Non-Civil Engineers	13 TO 17			14 TO 18			25 TO 29			17 TO 21			Namibia; South Africa; Botswana; Kenya	YES
ME21028	Construction Administration for Engineers			10 TO 14			30 JUNE TO 04 JULY			20 TO 24				Namibia; Zambia; South Africa; Kenya	YES
ME21029	Control Valves & Actuators		17 TO 21					28 JULY TO 01 AUG					01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21030	Cooling Towers: Operation, Maintenance and Troubleshooting			03 TO 07			02 TO 06			22 TO 26				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21031	Cost Effective Maintenance	13 TO 17			07 TO 11			14 TO 18			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
ME21032	Couplings & Shaft Alignment		03 TO 07			26 TO 30				15 TO 19		17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
ME21033	Creating Maintenance Excellence			31 MARCH TO 04 APRIL					25 TO 29		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21034	Data Analysis Techniques		10 TO 14			12 TO 16	09 TO 13						22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
ME21035	Data Collection Techniques	27 TO 31			07 TO 11				11 TO 15	08 TO 12		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
ME21036	Data Visualization		17 TO 21					14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21037	Diesel Engine			03 TO 07			02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
ME21038	Economic & Technical Evaluations in Engineering & Maintenance Projects		10 TO 14			05 TO 09			18 TO 22				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21039	Effective Supply Chain, Warehouse and Inventory Management										20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21040	Electric Submersible Pumps (ESPs)				07 TO 11			07 TO 11		01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21041	Electrical & Instrumentation Design, Installation & Operation		03 TO 07				09 TO 13					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21042	Electrical Distribution Equipment Operation & Maintenance			31 MARCH TO 04 APRIL					04 TO 08				22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
ME21043	Electrical Drawings and Control Circuits					26 TO 30				22 TO 26				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21044	Electrical Engineering Advanced Workshop	27 TO 31					02 TO 06		25 TO 29		06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21045	Electrical Equipment & Control Systems Commissioning, Testing & Start-Up of Electrical Systems		17 TO 21			19 TO 23				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21046	Electrical Installations & Maintenance			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21047	Electrical Installations in Hazardous Areas	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21048	Electrical Motor Installation and Protection		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21049	Electrical Protection	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Kenya	YES
ME21050	Electrical Safety Advanced		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21051	Electrical Safety Basic	06 TO 10			07 TO 11				25 TO 29					Namibia; South Africa; Botswana; Kenya	YES
ME21052	Energy Isolation: Standards, Techniques and Best Practices		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ME21053	Engineering Electronic Document Management Systems (EDMS)	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21054	Excellence in Maintenance and Reliability Management		10 TO 14					02 TO 06				06 TO 10		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21055	Facilities Management	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21056	Facility Planning and Management		24 TO 28					30 JUNE TO 04 JULY					01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ME21057	Failure Mode Effect and Criticality Analysis (FMECA) Facilitator Skills Training			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21058	FIDIC Claims: Management of Claims and Resolution of Disputes	13 TO 17			28 APRIL TO 02 MAY					22 TO 26			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21059	FIDIC Contracts Management: Practical Use of FIDIC Contracts			17 TO 20				09 TO 13			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21060	Fired Heaters and Heat Exchangers	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21061	Fitness for Service Assessment of Pressure Vessels, Tanks and Piping Systems Using API 579-1 and ASME FFS Standards		24 TO 28			05 TO 09				18 TO 22			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
ME21062	Flores and Relief Systems: Efficient Design, Safe Operation & Maintenance			10 TO 14				30 JUNE TO 04 JULY			20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
ME21063	Fundamentals of Asset Management	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ME21064	Fundamentals of Renewable Energy		03 TO 07					30 JUNE TO 04 JULY				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21065	Fundamentals of Reservoir Engineering	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21066	Gas Turbine Technology		10 TO 14					02 TO 06		15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
ME21067	Generator Excitation Systems	06 TO 10			07 TO 11					25 TO 29				Namibia; South Africa; Botswana; Kenya	YES
ME21068	Grounding Systems Design & Application		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21069	Heavy Duty Diesel Engine (HDD) Operation and Maintenance	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
ME21070	Hydraulic Systems			17 TO 20				07 TO 11				10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
ME21071	Implementing Effective Preventive & Predictive Maintenance Programmes	13 TO 17			28 APRIL TO 02 MAY					22 TO 26			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21072	Industrial Instrumentation and Modern Control Systems			17 TO 20				09 TO 13			13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
ME21073	Innovative Root Cause Analysis	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21074	Integrated Waste Management- From Collection to Decomposition and Recycling		24 TO 28			05 TO 09				25 TO 29			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21075	Intermediate Electrical Safety Training			10 TO 14				30 JUNE TO 04 JULY			20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21076	ISO 50001: Energy Management Systems	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ME21077	LV, MV and HV Circuit Breakers:		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
ME21078	Machinery Diagnostics and Root Cause Failure Analysis	13 TO 17			28 APRIL TO 02 MAY			04 TO 08				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21079	Machinery Failure, Vibration & Predictive Maintenance		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21080	Maintenance & Reliability Best Practices	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21081	Maintenance Audit and Site Inspection			03 TO 07			16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21082	Maintenance Auditing and Continuous Improvement		17 TO 21			26 TO 30								Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21083	Maintenance Auditing Specialist	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21084	Maintenance Errors		24 TO 28			05 TO 09			04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
ME21085	Maintenance Management Professional			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21086	Maintenance Planning	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
ME21087	Maintenance Planning, Scheduling & Control		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21088	Maintenance Strategy Development and Cost Effective Implementation	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21089	Managing Efficient Shutdowns & Turnarounds		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21090	Managing Shutdowns, Turnarounds and Outages			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21091	Mastering Maintenance Audits	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
ME21092	Materials of Construction for Process Equipment & Piping Systems		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21093	Mobile Lifting Equipment Operation and Maintenance	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
ME21094	Modern Electrical Power Systems		10 TO 14				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21095	Modern Maintenance Technologies	06 TO 10				12 TO 16						03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21096	Modern plumbing and pipefitting		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21097	Modern Power System Protective Relaying			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21098	Modern Valve Technology	27 TO 31					16 TO 20				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
ME21099	Offshore Structure Design, Construction, Inspection, Maintenance & Repair		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME21100	Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME21101	Operation, Diagnostics and Maintenance of Equipment for Production			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
ME21102	Optimizing Equipment Maintenance & Replacement Decisions	27 TO 31				12 TO 16				15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
ME2103	Power & Distribution Transformers		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
ME2104	Power Quality, Harmonics Mitigation & Reactive Power Management	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
ME2105	Power, Electricity and Industry Infrastructure		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
ME2106	Practical Pump & Valve Technology			24 TO 28				23 TO 27			22 TO 26		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2107	Preventive and Predictive Maintenance	13 TO 17						21 TO 25			06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
ME2108	Principles, Applications and Performance of Pumps, Compressors and Turbines		03 TO 07			05 TO 09				15 TO 19			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2109	Problem Solving & Decision Making Skills for Engineers and Technical Professionals	20 TO 24			14 TO 18			07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
ME2110	Process Control Cybersecurity			10 TO 14				02 TO 06		18 TO 22		27 TO 31		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2111	Process Plant Optimization Technology and Continual Improvement		10 TO 14			05 TO 09		14 TO 18						Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2112	Process Plant Start-up and Commissioning	06 TO 10			07 TO 11		09 TO 13				08 TO 12		01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
ME2113	Process Plant Start-up, Commissioning and Troubleshooting			03 TO 07				07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
ME2114	Process Troubleshooting and Problem Solving		03 TO 07			12 TO 16			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2115	Protective Control Relay Systems and Automation			17 TO 20				14 TO 18				08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2116	Pumps, Compressors & Turbines	13 TO 17			14 TO 18		16 TO 20			15 TO 19				Namibia; South Africa; Botswana; Kenya	YES
ME2117	Reducing Costs through Spares Optimisation and Rationalisation		17 TO 21						11 TO 15			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
ME2118	Refinery Critical Equipment Operation for Compressors, Turbines and Pumps	20 TO 24				12 TO 16								Namibia; Zambia; South Africa; Kenya	YES
ME2119	Reliability Engineering Excellence		10 TO 14		14 TO 18			14 TO 18			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2120	Risk Based Strategies for Inspection & Maintenance (RBI & RBM)			31 MARCH TO 04 APRIL			02 TO 06			08 TO 12			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2121	Root Cause Analysis (RCA) Facilitator Training	06 TO 10		03 TO 07				21 TO 25						Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2122	Root Cause Failure Analysis					05 TO 09					13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
ME2123	Safety in Process Equipment Design & Operation	27 TO 31			07 TO 11						22 TO 26			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2124	Safety Standards & Compliance in Mining Operations					26 TO 30			04 TO 08					Namibia; South Africa; Botswana; Kenya	YES
ME2125	Security Management, Planning and Asset Protection with Integrated Security Solutions	20 TO 24		03 TO 07				07 TO 11			27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
ME2126	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry					12 TO 16				15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2127	Solar & Solar Heater Installation		03 TO 07		14 TO 18			21 TO 25						Namibia; South Africa; Botswana; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
ME2128	Solar Installation, Inspection and Testing	13 TO 17		17 TO 20			02 TO 06		11 TO 15				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2129	Starting-up Plant (SC & GC)		24 TO 28		21 TO 25			14 TO 18			22 TO 26				Namibia; South Africa; Botswana; Kenya	YES
ME2130	Start-up, Commissioning & Testing of Electrical Systems			10 TO 14		12 TO 16						20 TO 24		08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2131	Steam Boilers		03 TO 07						21 TO 25						Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2132	Storage Tank Design, Construction & Maintenance	20 TO 24			07 TO 11		09 TO 13			18 TO 22	01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2133	Strategic Thinking and Leadership for Engineers	20 TO 24		03 TO 07								06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
ME2134	Substation Design & Operation		10 TO 14			05 TO 09		14 TO 18					01 TO 05		Namibia; South Africa; Botswana; Kenya	YES
ME2135	TAMCO High Voltage Switchgears	27 TO 31		24 TO 28			16 TO 20			18 TO 22					Namibia; Zambia; South Africa; Kenya	YES
ME2136	Technical Report Writing in the Maritime & Offshore Industry		17 TO 21			19 TO 23					22 TO 26		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2137	Transformer Operational Principles, Selection & Troubleshooting	06 TO 10			14 TO 18				04 TO 08						Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2138	Transmission & Distribution Operation & Design Calculations			10 TO 14			16 TO 20					27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
ME2139	Transport Infrastructure Performance and Maintenance		17 TO 21			26 TO 30									Namibia; South Africa; Botswana; Kenya	YES
ME2140	Troubleshooting & Maintenance of Electrical Equipment	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2141	Troubleshooting Process Operation		24 TO 28			05 TO 09			04 TO 08				01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2142	Understanding and Preventing Process Equipment Failures			10 TO 14			30 JUNE TO 04 JULY				20 TO 24				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2143	Uninterruptible Power Supply (UPS)	27 TO 31				12 TO 16					01 TO 05		08 TO 12		Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2144	Value Engineering		10 TO 14			26 TO 30			11 TO 15			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2145	Valves, Actuators and Steam Traps:	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17				Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2146	Variable Frequency Drives (VFDs)		24 TO 28			19 TO 23			18 TO 22			24 TO 28			Namibia; Zambia; South Africa; Botswana; Angola	YES
ME2147	Writing Effective Maintenance Procedures			24 TO 28			23 TO 27				22 TO 26		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES



# 16

## MARKETING AND SALES

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
MS21001	Advanced Digital Marketing	06 TO 10		03 TO 07	07 TO 11		02 TO 06		04 TO 08	22 TO 26	20 TO 24		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21002	Blockchain and other Emerging Technologies		03 TO 07			05 TO 09	30 JUNE TO 04 JULY			01 TO 05		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
MS21003	Brand Manager	06 TO 10		31 MARCH TO 04 APRIL							06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
MS21004	Business Development Professional		24 TO 28				02 TO 06		18 TO 22				01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
MS21005	Content marketing Essential Skills	13 TO 17		03 TO 07		26 TO 30		07 TO 11		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21006	Core Marketing and Sales Skills for Business Professionals		03 TO 07		07 TO 11		16 TO 20		25 TO 29		20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21007	Creating an Effective Strategic Communications Plan	13 TO 17		10 TO 14		05 TO 09		14 TO 18		15 TO 19		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
MS21008	Crisis Communication Skills		10 TO 14		21 TO 25		23 TO 27		18 TO 22	29 SEPT TO 03 OCT		15 TO 19		Namibia; South Africa; Botswana; Kenya	YES
MS21009	Customer Experience (CX) and Brand Activation Professional	06 TO 10		17 TO 20		26 TO 30		07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21010	Customer Experience Mapping		24 TO 28		07 TO 11		09 TO 13			01 TO 05				Namibia; South Africa; Botswana; Kenya	YES
MS21011	Customer Profiling Techniques & Procedures	20 TO 24		10 TO 14					04 TO 08		13 TO 17		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21012	Digital Marketing Hands-on Masterclass	06 TO 10	03 TO 07			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21013	Effective Content Marketing			31 MARCH TO 04 APRIL			23 TO 27		25 TO 29		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21014	Effective Customer Care Skills	27 TO 31				19 TO 23	30 JUNE TO 04 JULY			08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
MS21015	Essential Events Management, Protocol Etiquette & Travel Management		10 TO 14		07 TO 11		16 TO 20				13 TO 17		22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
MS21016	Events and Conferences Management	13 TO 17		10 TO 14					18 TO 22	22 TO 26		10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
MS21017	Events Management		03 TO 07		28 APRIL TO 02 MAY			14 TO 18		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21018	From Sales Management to Leadership	27 TO 31		03 TO 07						01 TO 05		24 TO 28	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21019	Fundamentals of Marketing				07 TO 11		09 TO 13		11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Kenya	YES
MS21020	Key Account Management: Best Practices	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
MS21021	Market Leadership & Marketing Strategies			03 TO 07			23 TO 27		25 TO 29		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21022	Market Research and Intelligence	13 TO 17			14 TO 18	19 TO 23				08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
MS21023	Marketing Communications and Media Planning		17 TO 21					07 TO 11			27 TO 31		22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
MS21024	Marketing for Non Marketers	27 TO 31		17 TO 20		12 TO 16			11 TO 15		06 TO 10	10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21025	Marketing Professional	06 TO 10		31 MARCH TO 04 APRIL			16 TO 20			15 TO 19				Namibia; Zambia; South Africa; Kenya	YES
MS21026	Online & New Media Marketing Campaigns							21 TO 25			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21027	Products Sales, Marketing, Trading and Risk Management		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21028	Public Enterprises Strategic Marketing Planning	13 TO 17			07 TO 11		16 TO 20				13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
MS21029	Public Relations and Media Skills			03 TO 07		19 TO 23		14 TO 18		01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21030	Public Relations Campaigns: From Planning to Execution		24 TO 28		21 TO 25						27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
MS21031	Public Relations Professional	06 TO 10		10 TO 14			02 TO 06		04 TO 08	29 SEPT TO 03 OCT		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21032	Sales & Marketing Management		10 TO 14		28 APRIL TO 02 MAY					15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
MS21033	Sales Bootcamp	20 TO 24		17 TO 20			30 JUNE TO 04 JULY	25 TO 29		20 TO 24		22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21034	Sales Management Best Practices for Building a World-Class Sales Team		17 TO 21		14 TO 18		16 TO 20			08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21035	Sales Manager Training	06 TO 10		03 TO 07		12 TO 16			11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21036	Sales Negotiation for Results		10 TO 14		21 TO 25			07 TO 11		15 TO 19			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21037	Sales Professional Training	13 TO 17					09 TO 13		18 TO 22			10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
MS21038	Social Media Marketing and Brand Development		17 TO 21	10 TO 14		12 TO 16		21 TO 25		29 SEPT TO 03 OCT		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21039	Social Media Marketing: Setup, Manage And Optimise Social Media Campaigns Effectively	27 TO 31			14 TO 18		23 TO 27			08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
MS21040	Strategic Account Management	06 TO 10		31 MARCH TO 04 APRIL					04 TO 08		13 TO 17		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21041	Strategic Key Account Management		17 TO 21				09 TO 13			15 TO 19		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21042	Strategic Pricing	20 TO 24				12 TO 16		07 TO 11	25 TO 29		27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21043	Tele sales Customer Care		10 TO 14		07 TO 11		23 TO 27			01 TO 05		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
MS21044	Telephone & Office Etiquette	13 TO 17		03 TO 07		12 TO 16		29 JULY TO 01 AUG			06 TO 10		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
MS21045	The Art of Solution Selling		24 TO 28		21 TO 25			14 TO 18		15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21046	The Essentials of Business Etiquette and Protocol	27 TO 31		10 TO 14			02 TO 06		18 TO 22		13 TO 17		01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
MS21047	The New Venture Development Process		03 TO 07		28 APRIL TO 02 MAY			21 TO 25		08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21048	The Strategic Marketing Plan	20 TO 24			14 TO 18		23 TO 27		11 TO 15		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21049	Understanding the Emerging Blockchain Business Model	06 TO 10		03 TO 07		06 TO 09	30 JUNE TO 04 JULY			01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
MS21050	Writing for the Web				14 TO 18		02 TO 06		04 TO 08		06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES





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## PLANNING AND STRATEGY MANAGEMENT

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
PSM21001	Adaptive Leadership			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21002	Advanced Strategic Management	06 TO 10			14 TO 18			21 TO 25		15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
PSM21003	Analytical Thinking and Evidence Based Decision Making		17 TO 21			26 TO 30			25 TO 29				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21004	Building and Presenting a Powerful Business Case			10 TO 14				14 TO 18			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21005	Building High Performance Board	27 TO 31				12 TO 16				01 TO 05		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21006	Business Analysis		10 TO 14				16 TO 20					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21007	Business Analyst	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21008	Business Process		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21009	Business Process Design & Re-engineering	06 TO 10			07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Kenya	YES
PSM21010	Business Process Re-Engineering		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21011	Certificate in World Class Business Sustainability	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21012	Compensation, Benefit Administration & Reward Management		10 TO 14				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21013	Creative Strategic Planning & Leadership	27 TO 31		03 TO 07						01 TO 05		24 TO 28	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21014	Design Thinking - The Next Competitive Advantage				07 TO 11		09 TO 13		11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21015	Developing & Implementing Strategic Marketing Plans	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21016	Developing and Implementing the Business Plan			03 TO 07			23 TO 27		25 TO 29		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Kenya	YES
PSM21017	Developing Strategic Partnerships, Joint Ventures, and Consortia	13 TO 17			14 TO 18	19 TO 23				08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21018	Due Diligence: Appraisal and Management of Potential Investors and Partners		17 TO 21					07 TO 11			27 TO 31		22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
PSM21019	Economic Analysis and Attracting Foreign Direct Investment	27 TO 31		17 TO 20		12 TO 16			11 TO 15		06 TO 10	10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21020	Effective Organisational Leadership			17 TO 20			09 TO 13				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21021	Essentials of Balanced Scorecard	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21022	Evaluating Collaborative Development Opportunities		24 TO 28			05 TO 09			18 TO 22			08 TO 12		Namibia; South Africa; Botswana; Kenya	YES
PSM21023	Feasibility Studies: Preparation, Analysis and Evaluation			10 TO 14				30 JUNE TO 04 JULY			20 TO 24			Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21024	HR as a Strategic Partner	27 TO 31				12 TO 16				01 TO 05		01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
PSM21025	HR Metrics & Analytics				07 TO 11		09 TO 13		11 TO 15		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21026	HR Strategy	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
PSM21027	Improving Business Leadership through Technology		24 TO 28				30 JUNE TO 04 JULY						01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21028	Improving Leadership, Governance and Risk Management in Nonprofit Organisations Specialisation			31 MARCH TO 04 APRIL						01 TO 05				Namibia; Zambia; South Africa; Kenya	YES
PSM21029	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	27 TO 31					16 TO 20					20 TO 24		Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21030	Introduction to Public-Private Partnerships (PPPs)		03 TO 07					07 TO 11					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21031	IT Strategy and Architecture Principles & Practices	13 TO 17			14 TO 18				25 TO 29			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
PSM21032	Key Performance Indicators (KPIs)			10 TO 14			30 JUNE TO 04 JULY					20 TO 24		Namibia; South Africa; Botswana; Kenya	YES
PSM21033	Leadership & Strategic Impact		17 TO 21					28 JULY TO 01 AUG					01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PSM21034	Leadership & Strategic Thinking		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21035	Leadership Decision Making	06 TO 10			07 TO 11				25 TO 29					Namibia; South Africa; Botswana; Kenya	YES
PSM21036	Leadership Development and Succession Strategist		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21037	Leading & Managing through Strategic Planning & Innovation		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21038	Leading for Strategic Success	13 TO 17			07 TO 11		16 TO 20					13 TO 17	22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21039	Leading Strategic HR Transformation			03 TO 07		19 TO 23		14 TO 18		01 TO 05		10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PSM21040	Learning and Development Strategies for a High Performing Organisation		24 TO 28		21 TO 25							27 TO 31		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21041	Managing Collaborative Development	06 TO 10		10 TO 14			02 TO 06		04 TO 08	29 SEPT TO 03 OCT			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21042	Marketing Strategies and Planning		10 TO 14		28 APRIL TO 02 MAY					15 TO 19		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21043	Mastering Entrepreneurship	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
PSM21044	Mergers and Acquisitions			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21045	Planning Specialist		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21046	Public Policy Development	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PSM21047	Public Sector Management, Governance & Fiscal Sustainability Techniques Seminar			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
PSM21048	Shaping the Future: Tools for Developing Strategic Foresight		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21049	Smart Leadership	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSM21050	Strategic Awareness and Business Acumen		10 TO 14			19 TO 23			25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21051	Strategic Decision-Making Models for Managers			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21052	Strategic Formulation, Implementation and management process	06 TO 10				05 TO 09		21 TO 25				13 TO 17		Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY		
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
PSM21053	Strategic HR Business Partner		03 TO 07				02 TO 06				08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSM21054	Strategic Leadership	27 TO 31			28 APRIL TO 02 MAY			21 TO 25			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21055	Strategic Management	20 TO 24			28 APRIL TO 02 MAY				04 TO 08			13 TO 17		22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
PSM21056	Strategic Management in Business	06 TO 10		31 MARCH TO 04 APRIL					28 JULY TO 01 AUG				10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PSM21057	Strategic Performance Management using an Executive Dashboard		03 TO 07				02 TO 06				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21058	Strategic Planning & Effective Budgeting			17 TO 20			30 JUNE TO 04 JULY				29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
PSM21059	Strategic Planning & Goal Setting	13 TO 17			28 APRIL TO 02 MAY				11 TO 15				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21060	Strategic Planning and Management in the Public Sector	20 TO 24		31 MARCH TO 04 APRIL					28 JULY TO 01 AUG				24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSM21061	Strategic Planning Using the Balanced Scorecard		10 TO 14			19 TO 23				25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21062	Strategic Planning, Development & Implementation: Strategic Planning Professional			03 TO 07			16 TO 20				15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21063	Strategic Planning, Management Control & Effective Budgeting	06 TO 10				05 TO 09		21 TO 25				13 TO 17			Namibia; Zambia; South Africa; Kenya	YES
PSM21064	Strategic Selling & Value Propositions for Business to Business (B2B) Companies		03 TO 07				02 TO 06				08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21065	Strategic Thinking & Business Planning	27 TO 31			28 APRIL TO 02 MAY			21 TO 25			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21066	Strategic Thinking and Planning	13 TO 17			21 TO 25			28 JULY TO 01 AUG					17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
PSM21067	Strategic Thinking, Analysis & Business Planning			10 TO 14			23 TO 27				29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
PSM21068	Strategic Thinking, Analysis and Planning		17 TO 21				02 TO 06			01 TO 05			01 TO 05		Namibia; Zambia; South Africa; Kenya	YES
PSM21069	Strategic, Operational & Tactical Leadership	27 TO 31				05 TO 09			18 TO 22				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21070	Strategies for Leading Successful Change Initiative			31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21071	Strategy & Business Analysis		24 TO 28			26 TO 30					22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21072	Strategy Excellence: From Strategic Vision to Tactical Execution		03 TO 07			05 TO 09					15 TO 19			15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
PSM21073	Strategy Formulation, Implementation, Monitoring and Evaluation	20 TO 24			14 TO 18			07 TO 11					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21074	Strategy Management in the Government and Public Sectors			10 TO 14			02 TO 06		18 TO 22			27 TO 31			Namibia; South Africa; Botswana; Kenya	YES
PSM21075	Strategy Masterclass		10 TO 14			05 TO 09		14 TO 18							Namibia; Zambia; South Africa; Kenya	YES
PSM21076	Strategy, Risks, Negotiation & Leadership	06 TO 10			07 TO 11		09 TO 13				08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21077	Successful Planning, Organizing and Control			03 TO 07				07 TO 11					03 TO 07		Namibia; South Africa; Botswana; Kenya	YES



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## **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	ONLINE
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
PSCM21001	Advanced Inventory Management	06 TO 10	10 TO 14		21 TO 25			25 TO 29			17 TO 21			Namibia, South Africa, Botswana, Kenya	YES
PSCM21002	Advanced Logistics & Material Management		03 TO 07	17 TO 20		05 TO 08	09 TO 13		18 TO 22	15 TO 19	10 TO 14			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21003	Advanced Tendering Procedures & Bid Evaluation	20 TO 24		03 TO 07				28 JULY TO 01 AUG			20 TO 24		08 TO 12	Namibia, South Africa, Botswana, Kenya	YES
PSCM21004	Advanced Warehouse Management		17 TO 21		07 TO 11	26 TO 30		14 TO 18		08 TO 12	27 TO 31			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21005	Advanced Warehouse Management, Warehousing Performance Measures, Storage Control & Safety	13 TO 17		10 TO 14	28 TO 30		18 TO 20		18 TO 22				01 TO 05	Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21006	Best Practices for Optimizing Warehouse Safety		10 TO 14			05 TO 08		21 TO 25		01 TO 05		24 TO 28		Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21007	Bid Evaluation Committee (BEC)	20 TO 24		10 TO 14			09 TO 13	28 JULY TO 01 AUG			13 TO 17			Namibia, South Africa, Botswana, Kenya	YES
PSCM21008	Big Data Analytics for Supply Chain Optimization		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06		25 TO 29	15 TO 19		03 TO 07		Namibia, South Africa, Botswana, Kenya	YES
PSCM21009	Complex Procurement & Vendor Management	06 TO 10		17 TO 20		12 TO 16		07 TO 11		01 TO 05	27 TO 31			Namibia, Zambia, South Africa, Kenya	YES
PSCM21010	Contract and Procurement	27 TO 31	10 TO 14		28 TO 30		02 TO 06	14 TO 18	11 TO 15		06 TO 10			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21011	Contract Drafting for Procurement, Tendering & Commissioning Skills		10 TO 14				02 TO 06				06 TO 10			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21012	Cost Reduction techniques for effective Procurement	27 TO 31		03 TO 07						01 TO 05		24 TO 28	22 TO 24	Namibia, Zambia, South Africa, Kenya	YES
PSCM21013	Data Management, Security and Warehousing				07 TO 11		09 TO 13		11 TO 15		06 TO 10			Namibia, South Africa, Botswana, Kenya	YES
PSCM21014	Demand Management in the Public Sector	06 TO 10	24 TO 28			05 TO 09		21 TO 25		22 TO 26		17 TO 21		Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21015	Developing Purchasing Policies, Processes and SLAs			03 TO 07			23 TO 27		25 TO 29		20 TO 24		17 TO 19	Namibia, South Africa, Botswana, Kenya	YES
PSCM21016	Dynamic Simulation of Supply Chain and Logistics	13 TO 17			14 TO 18	19 TO 23				08 TO 12		24 TO 28		Namibia, South Africa, Botswana, Kenya	YES
PSCM21017	Effective Expediting in the Supply Chain	20 TO 24		10 TO 14			09 TO 13	28 JULY TO 01 AUG			13 TO 17			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21018	Effective Procurement Management		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06		25 TO 29	15 TO 19		03 TO 07		Namibia, Zambia, South Africa, Kenya	YES
PSCM21019	Effective Stores & Inventory Control	06 TO 10		17 TO 20		12 TO 16		07 TO 11		01 TO 05	27 TO 31			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21020	Effective Tender Preparation and Evaluation Techniques	27 TO 31	10 TO 14		28 TO 30		02 TO 06	14 TO 18	11 TO 15		06 TO 10			Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21021	e-Procurement : Developing, Implementing and Managing the Complete Process		03 TO 07		14 TO 18	19 TO 23			04 TO 08				01 TO 05	Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21022	Estimating and Costing for Imports and Exports	13 TO 17		10 TO 14	21 TO 25		09 TO 13			22 TO 26		24 TO 28		Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21023	Excellence in Warehouse and Inventory		03 TO 07	24 TO 28		05 TO 08		14 TO 18		01 TO 05		03 TO 07		Namibia, Zambia, South Africa, Kenya	YES
PSCM21024	Fleet & Road Freight Management – Critical Resources	20 TO 24			07 TO 11	12 TO 16		30 JUNE TO 04 JULY			06 TO 10		08 TO 12	Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21025	Fleet and Transport Management		24 TO 28	03 TO 07			02 TO 06		04 TO 08	08 TO 12		17 TO 21		Namibia, Zambia, South Africa, Botswana, Kenya	YES
PSCM21026	Fleet Management Safety Management Training		17 TO 21					07 TO 11			27 TO 31		22 TO 24	Namibia, Zambia, South Africa, Botswana, Angola	YES
PSCM21027	Fleet management skills	27 TO 31		17 TO 20			12 TO 16		11 TO 15		06 TO 10	10 TO 14		Namibia, Zambia, South Africa, Botswana, Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	
PSCM21028	General inventory and procurement management	06 TO 10		31 MARCH TO 04 APRIL			16 TO 20			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21029	Global Procurement & Supply Chain Management							21 TO 25			20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21030	Global Sourcing Strategy & Smart International Procurement		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSCM21031	International Freight Management	13 TO 17			07 TO 11		16 TO 20				13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21032	Inventory & Stock Control Management			03 TO 07		19 TO 23		14 TO 18		01 TO 05		10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
PSCM21033	Inventory And Warehouse Management for Procurement Professionals		24 TO 28		21 TO 25						27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21034	Leadership in Procurement	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21035	Leading & Managing Vendor Relations		10 TO 14			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21036	Leading and Managing Vendor Relations	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSCM21037	Legal Aspects in Supply Chain Management & Procurement Contract Law for buyers			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
PSCM21038	Local Economic Development		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21039	Logistics & Supply Chain Management	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
PSCM21040	Logistics and Transport Management			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26		15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21041	Logistics Management		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21042	Logistics Management & Supply Chain (Integrated Global Perspective)	13 TO 17		03 TO 07		12 TO 16		28 JULY TO 01 AUG			06 TO 10		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21043	Material Cataloguing, Specifications and Storage Planning		24 TO 28		21 TO 25			14 TO 18		15 TO 19		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSCM21044	Materials (Stock) and Warehouse Management	27 TO 31		10 TO 14			02 TO 06		18 TO 22		13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSCM21045	Materials and Supply Chain Management		03 TO 07		28 APRIL TO 02 MAY			21 TO 25		08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSCM21046	Namibian Procurement Act Training	20 TO 24			14 TO 18		23 TO 27		11 TO 15		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21047	Negotiating & Contracting in Procurement & Supply	06 TO 10		03 TO 07		05 TO 09	30 JUNE TO 04 JULY			01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21048	Negotiating Strategy for Better Purchasing Value				14 TO 18		02 TO 06		04 TO 08		06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PSCM21049	Negotiation Strategies for Better Purchasing Value		03 TO 07			05 TO 09			04 TO 08		06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
PSCM21050	Operations Management Masterclass	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
PSCM21051	Optimising Warehouse Performance		24 TO 28			26 TO 30			11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21052	Performing a Procurement GAP Analysis	06 TO 10			14 TO 18			07 TO 11		29 SEPT TO 03 OCT			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
PSCM21053	Planning Simulation: Managing Supply and Demand		03 TO 07			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21054	Portfolio Management and Corporate Finance Principles			10 TO 14			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
PSCM21055	Procurement Act Training (Procurement of Goods, Works and Non-Consultancy)	20 TO 24			07 TO 11		23 TO 27				01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21056	Procurement and Supply Chain Management: Best Practices		17 TO 21			19 TO 23			18 TO 22				17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
PSCM21057	Procurement and Vendor Management			10 TO 14			23 TO 27				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
PSCM21058	Procurement Best Practices		10 TO 14			26 TO 30			25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21059	Procurement Bid Evaluation (Procurement Act)	20 TO 24			28 APRIL TO 02 MAY				04 TO 08			06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21060	Procurement Management	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18					03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSCM21061	Procurement Management of Equipment and Works for World Bank Aided Projects		03 TO 07				02 TO 06		11 TO 15				17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
PSCM21062	Procurement of Goods and Services			17 TO 20			30 JUNE TO 04 JULY				29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
PSCM21063	Procurement Planning and Bid Management	13 TO 17			28 APRIL TO 02 MAY				04 TO 08				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21064	Procurement Planning Process, Bid Management, Tender and Specification Writing							21 TO 25				20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21065	Procurement Professional		03 TO 07		28 APRIL TO 02 MAY				11 TO 15	22 TO 26			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PSCM21066	Production Management and Material Requirements Planning	20 TO 24		03 TO 07		19 TO 23			18 TO 22		27 TO 31		22 TO 24		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21067	Purchasing And Resourcing Procurement Management		17 TO 21		07 TO 11		30 JUNE TO 04 JULY			01 TO 05			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21068	Purchasing Management and Cost Saving Techniques	06 TO 10	15 TO 19	03 TO 07	26 TO 30	12 TO 16		14 TO 18				06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21069	Purchasing, Procurement & Inventory Management		03 TO 07				02 TO 06		04 TO 08				15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21070	Risk Management in the Supply Chain	27 TO 31		10 TO 14		26 TO 30		21 TO 25		15 TO 19			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
PSCM21071	Safe Warehousing - Warehouse Safety, Policies & Procedures	13 TO 17	17 TO 21	15 TO 19	07 TO 11		23 TO 27		25 TO 29		27 TO 31				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21072	Ship Chartering, Laytime & Demurrage Masterclass			17 TO 20		05 TO 08		02 TO 04					03 TO 07		Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSCM21073	Stock Control			03 TO 07			09 TO 13				29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21074	Stock Management, Forecasting and Demand Planning	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21075	Stock Management, Forecasting and Demand Planning: Tools and Techniques		10 TO 14			12 TO 16			18 TO 22				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21076	Strategic Cost and Value Management in the Supply Chain	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT					Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21077	Strategic Procurement, Projects & Contracts Management			10 TO 14			23 TO 27		25 TO 29				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
PSCM21078	Strategic Skills for Procurement		17 TO 21				02 TO 06			29 SEPT TO 03 OCT					Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21079	Strategic Sourcing 7 Steps for Better Procurement Value	27 TO 31				05 TO 09				08 TO 12			01 TO 05		Namibia; South Africa; Botswana; Kenya	YES



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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE	
PSCM21080	Strategic Sourcing and Commodity Management			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21081	Strategic Sourcing: 7 Steps for Better Procurement Value		24 TO 28			26 TO 30				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21082	Strategic Sourcing: The Optimum Approach to Buying	06 TO 10			28 APRIL TO 02 MAY					25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21083	Supplier Relationship Management (SRM) and Operational Excellence			03 TO 07					28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSCM21084	Supply Chain and Logistics Management		03 TO 07		07 TO 11		16 TO 20			25 TO 29		20 TO 24		22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
PSCM21085	Supply Chain Effectiveness Audit	13 TO 17		10 TO 14		05 TO 09		14 TO 18		15 TO 19			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21086	Supply Chain Management		10 TO 14		21 TO 25		23 TO 27			18 TO 22	29 SEPT TO 03 OCT			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21087	Supply Chain Management for Junior Practitioners	06 TO 10		17 TO 20		26 TO 30		07 TO 11					03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21088	Supply Chain Management for Senior Practitioners		24 TO 28		07 TO 11		09 TO 13				01 TO 05				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21089	Supply Chain Operations	20 TO 24		10 TO 14						04 TO 08		13 TO 17		15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
PSCM21090	Supply Chain Operations: Principles for Continuity and Sustainability	06 TO 10	03 TO 07			05 TO 09		21 TO 25		22 TO 26			17 TO 21		Namibia; South Africa; Botswana; Kenya	YES
PSCM21091	Supply Chain Risk Management	27 TO 31			12 TO 16			25 TO 29					03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
PSCM21092	Supply Chain Risk Management Supply Chain Risk Management		03 TO 07			05 TO 09					08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21093	Supply Market Analysis	13 TO 17			21 TO 25					04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21094	Tendering: Contract Preparation and Bid Evaluation	20 TO 24		03 TO 07		19 TO 23		14 TO 18		22 TO 26		10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21095	The Effective Procurement Manager		10 TO 14		28 TO 30		09 TO 13		25 TO 29			27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21096	The Successful Buyer	27 TO 31		31 MARCH TO 04 APRIL		26 TO 30	02 TO 06	28 JULY TO 01 AUG				13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21097	Vehicle Fleet Development & Management		17 TO 21			12 TO 16		21 TO 25		08 TO 12			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21098	Warehouse & Stores Management	06 TO 10	15 TO 19	03 TO 07	28 TO 30		18 TO 20		04 TO 08	01 TO 05			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21099	Warehouse Operations and Management		10 TO 14		21 TO 25		02 TO 06	21 TO 25				20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21100	Waste Management	13 TO 17	22 TO 26	24 TO 28		19 TO 23				18 TO 22	08 TO 12		17 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSCM21101	Winning Tenders, Bids and Proposals		03 TO 07	10 TO 14		26 TO 30		14 TO 18					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES



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## PROJECT MANAGEMENT

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
PM21001	Advanced Intelligent Transportation Systems		24 TO 28			05 TO 09			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PM21002	Advanced Project Economics & Risk Management for Professionals	20 TO 24		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
PM21003	Advanced Project Economics, Risk & Decision Analysis		10 TO 14			19 TO 23			25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21004	Advanced Project Management			03 TO 07			16 TO 20			15 TO 19			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PM21005	Applying Project Control	06 TO 10				05 TO 09		21 TO 25			13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
PM21006	Basic Project Management			10 TO 14			02 TO 06			08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21007	Best Practices in Projects Technical Library & Digitalization	27 TO 31			28 APRIL TO 02 MAY			21 TO 25		29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Kenya	YES
PM21008	Business Analysis for Project Success		03 TO 07				30 JUNE TO 04 JULY					24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21009	Business Analysis within a Project Environment	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21010	Business Process Reengineering (BPR)		10 TO 14				02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21011	Construction Supervision Skills	06 TO 10		10 TO 14	07 TO 11				25 TO 29					Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21012	Cost Analysis of Plug and Abandonment Operations		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Kenya	YES
PM21013	Decision Making in Projects	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21014	Decision Making in Projects (Engineering)		10 TO 14				02 TO 06				06 TO 10			Namibia; Zambia; South Africa; Botswana; Kenya	YES
PM21015	Delivering Successful Projects		24 TO 28				30 JUNE TO 04 JULY				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21016	Developing Key Leadership Skills to Deliver Better Projects	20 TO 24		31 MARCH TO 04 APRIL						08 TO 12		24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21017	Developing Project Strategy		10 TO 14				09 TO 13			29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21018	Development Projects, Concepts and Facilities			03 TO 07					25 TO 29		27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21019	Effective Project Coordination & Management	06 TO 10				05 TO 09				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
PM21020	Essentials Of Ngo Project Management		03 TO 07					28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21021	Feasibility Analysis	27 TO 31			28 APRIL TO 02 MAY		23 TO 27			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
PM21022	Feasibility Studies: Preparation, Analysis and Evaluation			03 TO 07			16 TO 20				27 TO 31			Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21023	Grant Project Proposal Writing		17 TO 21			26 TO 30								Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21024	Improved Lean Project Management Practices for Offshore and Marine Developments	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21025	Managing Agile Projects		24 TO 28			05 TO 09			04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Botswana; Kenya	YES
PM21026	Managing Business Requirements Using a Project Framework			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
PM21027	Managing IT Projects Effectively	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES

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PM21028	Managing Project Control		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia, South Africa, Botswana, Kenya	YES
PM21029	Managing Projects with MS Project 2016	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			13 TO 17			Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21030	Mastering Project Management		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21031	Mastering Project Metrics, KPIs and Dashboards			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21032	Monitoring and Evaluation (M&E)	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21033	Monitoring And Evaluation (m&e) Of Government Projects		03 TO 07			05 TO 09				08 TO 12				Namibia, Zambia, South Africa, Kenya	YES
PM21034	Offshore & Marine Projects Risks Management	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia, Zambia, South Africa, Botswana, Kenya	YES
PM21035	Offshore Project Assessment		10 TO 14				02 TO 06				06 TO 10			Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21036	Petroleum Project Economics & Risk Analysis	27 TO 31				12 TO 16				01 TO 05			01 TO 05	Namibia, Zambia, South Africa, Kenya	YES
PM21037	Planning, Organising & Controlling Projects		03 TO 07					30 JUNE TO 04 JULY				24 TO 28		Namibia, South Africa, Botswana, Kenya	YES
PM21038	Policies Development for Monitoring and Evaluation (M&E)	13 TO 17			28 APRIL TO 02 MAY				04 TO 08					Namibia, Zambia, South Africa, Kenya	YES
PM21039	Portfolio Management Professional	06 TO 10		31 MARCH TO 04 APRIL				30 JUNE TO 04 JULY		15 TO 19			01 TO 05	Namibia, South Africa, Botswana, Kenya	YES
PM21040	PPP Project Financial Modelling with Excel		03 TO 07			05 TO 09			04 TO 08		06 TO 10			Namibia, South Africa, Botswana, Kenya	YES
PM21041	Private–Public Partnerships for Development Projects	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21042	Professional Project Analyst		24 TO 28			26 TO 30			11 TO 15			17 TO 21		Namibia, Zambia, South Africa, Botswana, Kenya	YES
PM21043	Project & Event Management Masterclass	06 TO 10			14 TO 18			07 TO 11		29 SEPT TO 03 OCT			22 TO 24	Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21044	Project Analysis: Tools & Techniques for Managing Risk & Uncertainty		03 TO 07			26 TO 30			04 TO 08			10 TO 14		Namibia, Zambia, South Africa, Kenya	YES
PM21045	Project Budgeting & Cost Management		10 TO 14			12 TO 16			25 TO 29				01 TO 05	Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21046	Project Execution	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18			27 TO 31			Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21047	Project Financial Control & Project Management		24 TO 28			19 TO 23			18 TO 22				01 TO 05	Namibia, South Africa, Botswana, Kenya	YES
PM21048	Project Management & Compliance	13 TO 17			28 APRIL TO 02 MAY					22 TO 26			08 TO 12	Namibia, Zambia, South Africa, Kenya	YES
PM21049	Project Management (Basic to Intermediate)			17 TO 20				09 TO 13			13 TO 17			Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21050	Project Management for Energy Projects	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21051	Project Management for Non-Project Professionals		03 TO 07		07 TO 11		16 TO 20		25 TO 29		20 TO 24		22 TO 24	Namibia, South Africa, Botswana, Kenya	YES
PM21052	Project Management for Transport Infrastructure	13 TO 17		10 TO 14		05 TO 09		14 TO 18		15 TO 19		24 TO 28		Namibia, South Africa, Botswana, Kenya	YES
PM21053	Project Management Fundamentals (Prince2 and PMBOK)		10 TO 14		21 TO 25		23 TO 27		18 TO 22	29 SEPT TO 03 OCT			15 TO 19	Namibia, Zambia, South Africa, Kenya	YES
PM21054	Project Management Professional	06 TO 10		17 TO 20		26 TO 30		07 TO 11				03 TO 07		Namibia, Zambia, South Africa, Botswana, Angola	YES
PM21055	Project Management Skills	20 TO 24			28 APRIL TO 02 MAY					01 TO 05			15 TO 19	Namibia, Zambia, South Africa, Botswana, Angola	YES

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		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING		
PM21056	Project Performance Measurement and Management		10 TO 14			12 TO 16			18 TO 22				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21057	Project Policy & Financial Appraisal	13 TO 17			21 TO 25			21 TO 25			29 SEPT TO 03 OCT				Namibia; South Africa; Botswana; Kenya	YES
PM21058	Project Quality Management Workshop			10 TO 14				23 TO 27		25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PM21059	Project Risk Management		17 TO 21					02 TO 06				29 SEPT TO 03 OCT			Namibia; South Africa; Botswana; Kenya	YES
PM21060	Public Sector Project Management Fundamentals	27 TO 31				05 TO 09					08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PM21061	Risk Management Professional			31 MARCH TO 04 APRIL				21 TO 25			22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES
PM21062	Road Geometric Design		24 TO 28			26 TO 30				04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PM21063	Stakeholder Management	06 TO 10			28 APRIL TO 02 MAY					25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
PM21064	Stakeholders Management: Achieving Consensus for Successful Project Execution			03 TO 07					28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Kenya	YES
PM21065	Technical Project Management		17 TO 21		21 TO 25		02 TO 06				15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
PM21066	The Project Management Professional	13 TO 17			28 APRIL TO 02 MAY					04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PM21067	Vehicle Control Systems			03 TO 07				09 TO 13				29 SEPT TO 03 OCT			Namibia; Zambia; South Africa; Kenya	YES
PM21068	Working Effectively in Project Teams	20 TO 24			28 APRIL TO 02 MAY						01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Kenya	YES



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## **PUBLIC SECTOR MANAGEMENT**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
PSM21001	Advanced Intelligent Transportation Systems	20 TO 24				12 TO 16		07 TO 11	25 TO 29		27 TO 31		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21002	Asset Management for the Public Sector		10 TO 14		07 TO 11		23 TO 27			01 TO 05		17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
PSM21003	Audit Readiness: Reporting on Predetermined Objectives	13 TO 17		03 TO 07		12 TO 16		28 JULY TO 01 AUG			06 TO 10		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21004	Board Induction Training		24 TO 28		21 TO 25			14 TO 18		15 TO 19		03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21005	Building Inspection Skills	27 TO 31		10 TO 14			02 TO 06		18 TO 22		13 TO 17		01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PSM21006	Building Inspection Skills Advanced		03 TO 07		28 APRIL TO 02 MAY			21 TO 25		08 TO 12		24 TO 28		Namibia; South Africa; Botswana; Kenya	YES
PSM21007	Business Presentation and Public Speaking in the Public Sector	20 TO 24			14 TO 18		23 TO 27		11 TO 15		20 TO 24		17 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21008	Consultation, engagement & stakeholder management	06 TO 10		03 TO 07		05 TO 09	30 JUNE TO 04 JULY			01 TO 05		03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSM21009	Crucial Written Communications For Public Service Officers				14 TO 18		02 TO 06		04 TO 08		06 TO 10		01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21010	Developing Effective Public Policy & Policy Delivery	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21011	Diplomacy, Protocol & Event Management		24 TO 28			05 TO 09			04 TO 08				01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21012	Effective Government Relations			10 TO 14			30 JUNE TO 04 JULY				20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
PSM21013	Effective Government Relations for the Oil & Gas Sector	27 TO 31				12 TO 16				01 TO 05			08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21014	Effective Policy Analysis & Development		10 TO 14			26 TO 30			11 TO 15			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PSM21015	Empowering Responsible Leaders in Local Government	06 TO 10		31 MARCH TO 04 APRIL				14 TO 18		13 TO 17				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21016	Executive Development Programme For Local Government Leadership		24 TO 28			19 TO 23			18 TO 22			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21017	GRAP/PSAS Financial Reporting			24 TO 28			23 TO 27			22 TO 26			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
PSM21018	Implementation of Public Service Standards	27 TO 31			12 TO 16			25 TO 29				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSM21019	Improving Public Sector Performance in the 21st Century		03 TO 07			05 TO 09				08 TO 12				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21020	Information Management for Senior Manager	13 TO 17			21 TO 25				04 TO 08				08 TO 12	Namibia; South Africa; Botswana; Kenya	YES
PSM21021	Intelligent Transportation Systems Architecture, Engineering Processes & Standards		10 TO 14				02 TO 06				06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
PSM21022	Local Government Strategic Capability and Leadership Skills	06 TO 10			07 TO 11		09 TO 13			08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21023	Management And Protection Of Information (MPI)			03 TO 07				07 TO 11				03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
PSM21024	Management of Informal Trading		03 TO 07			12 TO 16			04 TO 08		20 TO 24			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21025	Managing Policy Projects			17 TO 20				14 TO 18					08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21026	Megaproject Management in Traffic Engineering	13 TO 17			14 TO 18		16 TO 20			15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
PSM21027	Monitoring And Evaluation (m&e) Of Government Projects	27 TO 31		24 TO 28			16 TO 20		18 TO 22					Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21028	Monitoring and Evaluation for the Public Sector			10 TO 14			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Kenya	YES
PSM21029	Municipal Cash Handling and Customer Care	20 TO 24			07 TO 11		23 TO 27			01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21030	Municipal Finance Management		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21031	Municipal Integrated Development Planning			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21032	Municipal Public Accounts Committee		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21033	Peace Officers Refresher Training	06 TO 10			28 APRIL TO 02 MAY			14 TO 18		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21034	People Management and Empowerment for Senior Managers	13 TO 17			21 TO 25			21 TO 25		29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21035	Policy Development and Implementation			10 TO 14			23 TO 27		25 TO 29			03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSM21036	Policy Management, Implementation and Analysis in the Public Sector		17 TO 21				02 TO 06			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21037	Political / Administrative Alignment in the Public Sector	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia; South Africa; Botswana; Kenya	YES
PSM21038	Procurement and Supply Chain Management in the Public Sector			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21039	Project Management for Public Officials		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21040	Public Enterprises Strategic Marketing Planning	06 TO 10			28 APRIL TO 02 MAY				25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21041	Public Finance Refresher And Appropriation Programme			03 TO 07				28 JULY TO 01 AUG			27 TO 31			Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21042	Public Financial Management		17 TO 21		21 TO 25		02 TO 06			15 TO 19			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
PSM21043	Public Financial Management for Non-Financial Managers		24 TO 28					30 JUNE TO 04 JULY			13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21044	Public Financial Management for Public Sector Managers	27 TO 31			14 TO 18			28 JULY TO 01 AUG				03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
PSM21045	Public Policy, Problem Solving and Analysis for Public Sector Managers		24 TO 28			26 TO 30			11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21046	Public Procurement Act - Namibia	06 TO 10			14 TO 18			07 TO 11		29 SEPT TO 03 OCT			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21047	Public Sector Accounting and Budgeting		03 TO 07			26 TO 30			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Kenya	YES
PSM21048	Public Sector Innovation and Smart Cities			10 TO 14			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21049	Public Sector Risk Management	20 TO 24			07 TO 11		23 TO 27			01 TO 05			15 TO 19	Namibia; Zambia; South Africa; Botswana; Kenya	YES
PSM21050	Road Asset Management		17 TO 21			19 TO 23			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21051	Road Traffic Safety Management System			10 TO 14			23 TO 27			29 SEPT TO 03 OCT				Namibia; Zambia; South Africa; Botswana; Angola	YES
PSM21052	Smart City Mobility Applications		10 TO 14			26 TO 30			25 TO 29			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES



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PSM21053	SME development	20 TO 24			28 APRIL TO 02 MAY				04 TO 08		13 TO 17		22 TO 24	Namibia, South Africa, Botswana, Kenya	YES
PSM21054	Spatial Planning, Land Use Management and Urban Development Dynamics	06 TO 10		31 MARCH TO 04 APRIL				28 JULY TO 01 AUG				10 TO 14		Namibia, South Africa, Botswana, Kenya	YES
PSM21055	Strategic Leadership in Government		03 TO 07				02 TO 06			01 TO 05			08 TO 12	Namibia, Zambia, South Africa, Kenya	YES
PSM21056	Strategic Planning and Policy Formulation for Public Officials			17 TO 20			30 JUNE TO 04 JULY			29 SEPT TO 03 OCT				Namibia, Zambia, South Africa, Botswana, Angola	YES
PSM21057	Strategy Implementation	13 TO 17			28 APRIL TO 02 MAY				11 TO 15			24 TO 28		Namibia, Zambia, South Africa, Botswana, Angola	YES
PSM21058	Supply Chain Management Bid Committee			03 TO 07			09 TO 13			08 TO 12			15 TO 19	Namibia, Zambia, South Africa, Kenya	YES
PSM21059	Supply Chain Management for Public Officials	20 TO 24			28 APRIL TO 02 MAY				25 TO 29		27 TO 31			Namibia, South Africa, Botswana, Kenya	YES
PSM21060	The Complete Course on How to Supervise Public Sector		10 TO 14			12 TO 16				15 TO 19			08 TO 12	Namibia, South Africa, Botswana, Kenya	YES
PSM21061	Tourism ,marketing and Town development	27 TO 31				05 TO 09				08 TO 12			01 TO 05	Namibia, South Africa, Botswana, Kenya	YES
PSM21062	Traffic Project –From Idea to Construction			31 MARCH TO 04 APRIL				21 TO 25		22 TO 26			15 TO 19	Namibia, South Africa, Botswana, Kenya	YES
PSM21063	Urban Town planning		24 TO 28			26 TO 30			04 TO 08			10 TO 14		Namibia, South Africa, Botswana, Kenya	YES



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**QUALITY AND  
PRODUCTIVITY**

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
QP21001	ASQ Approved Lean Six Sigma Green Belt	13 TO 17			28 APRIL TO 02 MAY				22 TO 26			08 TO 12	Namibia, Zambia, South Africa; Botswana, Angola	YES	
QP21002	Improving Productivity through Quality Enhancement and Cost Reduction			17 TO 20			09 TO 13				13 TO 17		Namibia, South Africa; Botswana, Kenya	YES	
QP21003	Implementing Effective Preventive & Predictive Maintenance	06 TO 10			14 TO 18			21 TO 25		08 TO 12		17 TO 21	Namibia, South Africa; Botswana, Kenya	YES	
QP21004	Lean Six Sigma Green Belt		24 TO 28			05 TO 09			18 TO 22			08 TO 12	Namibia, South Africa; Botswana, Kenya	YES	
QP21005	Lean Thinking: A Strategy for Operational Excellence			10 TO 14			30 JUNE TO 04 JULY				20 TO 24		Namibia, Zambia, South Africa; Botswana, Angola	YES	
QP21006	Manager of Quality/Organizational Excellence Refresher	27 TO 31				12 TO 16				01 TO 05		01 TO 05	Namibia, Zambia, South Africa; Botswana, Angola	YES	
QP21007	Process Management: Mapping and Improvement		03 TO 07				30 JUNE TO 04 JULY					24 TO 28	Namibia, Zambia, South Africa; Botswana, Angola	YES	
QP21008	Quality Management Professional	13 TO 17			28 APRIL TO 02 MAY			04 TO 08					Namibia, South Africa; Botswana, Kenya	YES	
QP21009	Simplification of Work Processes and Procedures		10 TO 14				02 TO 06			15 TO 19		08 TO 12	Namibia, Zambia, South Africa; Botswana, Kenya	YES	
QP21010	Six Sigma Yellow Belt	06 TO 10			07 TO 11				25 TO 29				Namibia, Zambia, South Africa, Kenya	YES	
QP21011	Strategic Quality Management		03 TO 07			05 TO 09				08 TO 12			Namibia, Zambia, South Africa; Botswana, Angola	YES	
QP21012	Total Quality Management (TQM): Tool Box for Continual Improvement	13 TO 17			21 TO 25			04 TO 08				08 TO 12	Namibia, Zambia, South Africa; Botswana, Angola	YES	



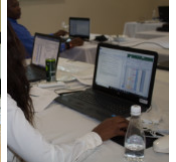
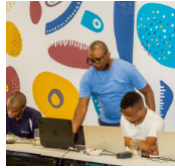
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# SAP

2025 TRAINING CALENDAR

CODE	COURSE TITLE	DATES												COUNTRY	
		JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	FACE TO FACE TRAINING	ONLINE
SAP21001	SAP AC Accounting Customizing II: Special G/L Transactions, Document Parking, Validation & Substitution, Archiving	06 TO 10		10 TO 14	14 TO 18				04 TO 08		02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21002	SAP AC Asset Accounting		03 TO 07	17 TO 20		05 TO 08		14 TO 18		01 TO 05		03 TO 07		Namibia; Zambia; South Africa; Kenya	YES
SAP21003	SAP AC Basics of Customizing for Financial Accounting: General Ledger, Accounts Receivable, Accounts Payable	20 TO 24			28 TO 30	19 TO 23			11 TO 15			17 TO 21		Namibia; Zambia; South Africa; Botswana; Kenya	YES
SAP21004	SAP AC Business Processes in Financial Accounting	13 TO 17	17 TO 21		07 TO 11		30 JUNE TO 04 JULY				06 TO 10		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21005	SAP AC Business Processes in Management Accounting (Controlling) for Service Industries and Public Sector	06 TO 10		03 TO 07		12 TO 16			04 TO 08			10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21006	SAP AC Cash Management		03 TO 07				09 TO 13			08 TO 12				Namibia; Zambia; South Africa; Botswana; Kenya	YES
SAP21007	SAP AC Financial Accounting Customizing I (Payment Run, Dunning Run, Correspondence)			10 TO 14		26 TO 30		14 TO 18			13 TO 17		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21008	SAP AC Financial Closing	13 TO 17	17 TO 21		07 TO 11				18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
SAP21009	SAP AC New General Ledger Accounting (In SAP ERP)	20 TO 24	03 TO 07	17 TO 20		05 TO 08		21 TO 25		15 TO 19				Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21010	SAP AC Parallel Accounting Standards / New GL					12 TO 16	23 TO 27		25 TO 29		06 TO 10	03 TO 07		Namibia; South Africa; Botswana; Kenya	YES
SAP21011	SAP Advanced Planning and Optimization	06 TO 10		10 TO 14	14 TO 18		02 TO 06							Namibia; South Africa; Botswana; Kenya	YES
SAP21012	SAP Basis		10 TO 14	23 TO 26	28 TO 30	19 TO 23				01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
SAP21013	Sap Business One Skills Workshop	13 TO 17		24 TO 28				21 TO 25		22 TO 26	20 TO 24		15 TO 19	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21014	SAP Business Intelligence (BI) Training		10 TO 14		07 TO 11				25 TO 29			24 TO 28		Namibia; Zambia; South Africa; Kenya	YES
SAP21015	SAP CA Reporting in Financials	06 TO 10		10 TO 14		12 TO 16		28 JULY TO 01 AUG			02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
SAP21016	SAP Controlling		03 TO 07	31 MARCH TO 04 APRIL			02 TO 06			08 TO 12			08 TO 12	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21017	Sap Customer Relationship Management (CRM)	13 TO 17	10 TO 14		21 TO 25	26 TO 30		14 TO 18				24 TO 28		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21018	SAP ERP Human Capital Management (HCM) Overview			10 TO 14			09 TO 13			01 TO 05			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
SAP21019	SAP ERP Procurement I	20 TO 24			14 TO 18				25 TO 29		06 TO 10			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21020	SAP ERP Procurement II		10 TO 14		28 TO 30	05 TO 08		21 TO 25		08 TO 12			08 TO 12	Namibia; Zambia; South Africa; Kenya	YES
SAP21021	SAP Financial Accounting I	13 TO 17		03 TO 07				28 JULY TO 01 AUG				17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21022	SAP Financial Accounting II		03 TO 07			26 TO 30	23 TO 27				13 TO 17			Namibia; South Africa; Botswana; Kenya	YES
SAP21023	SAP Financials	13 TO 17			28 TO 30		02 TO 06			01 TO 05			01 TO 05	Namibia; Zambia; South Africa; Kenya	YES
SAP21024	SAP HCM Business Processes in SAP ERP		17 TO 21	31 MARCH TO 04 APRIL					18 TO 22			03 TO 07		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21025	SAP HCM Management & Administration I	27 TO 31	10 TO 14			05 TO 08		28 JULY TO 01 AUG			02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
SAP21026	SAP HCM Management & Administration II			10 TO 14						22 TO 26			22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES


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SAP21027	SAP HCM Organizational Management	20 TO 24			28 TO 30		23 TO 27		25 TO 29		20 TO 24			Namibia; Zambia; South Africa; Kenya	YES
SAP21028	SAP HCM Payroll		03 TO 07			26 TO 30				08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21029	SAP HCM Processes and Forms	13 TO 17		03 TO 07				14 TO 18					15 TO 19	Namibia; South Africa; Botswana; Kenya	YES
SAP21030	SAP NetWeaver Process Integration	20 TO 24			14 TO 18			18 TO 22		06 TO 10				Namibia; Zambia; South Africa; Kenya	YES
SAP21031	SAP Plant Maintenance – Analytics in Enterprise Asset Management		10 TO 14	10 TO 14			09 TO 13		15 TO 19			01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21032	SAP Plant Maintenance – Business Processes in Plant Maintenance	06 TO 10				05 TO 08		21 TO 25			10 TO 14			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21033	SAP Plant Maintenance – Maintenance and Service Processing: Preventive		17 TO 21		28 TO 30		02 TO 06		04 TO 08		02 TO 03			Namibia; South Africa; Botswana; Kenya	YES
SAP21034	SAP Plant Maintenance – Maintenance Processing: Operational Functions	13 TO 17		10 TO 14				14 TO 18		08 TO 12				Namibia; South Africa; Botswana; Kenya	YES
SAP21035	SAP Plant Maintenance – Managing Technical Objects		03 TO 07			12 TO 16			18 TO 22			17 TO 21		Namibia; Zambia; South Africa; Kenya	YES
SAP21036	SAP Process Integration	20 TO 24			14 TO 18					22 TO 26		01 TO 05		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21037	SAP Production Planning/Manufacturing I		10 TO 14	17 TO 20			23 TO 27				13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21038	SAP Production Planning/Manufacturing II	27 TO 31			07 TO 11			28 JULY TO 01 AUG				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21039	SAP Project System		17 TO 21			05 TO 08				01 TO 05			22 TO 24	Namibia; South Africa; Botswana; Kenya	YES
SAP21040	SAP Quality Management (QM) Training		10 TO 14		28 TO 30			14 TO 18			20 TO 24			Namibia; South Africa; Botswana; Kenya	YES
SAP21041	SAP Sales and Distribution	13 TO 17		24 TO 28			09 TO 13		15 TO 19			15 TO 19		Namibia; Zambia; South Africa; Kenya	YES
SAP21042	SAP SCM Consumption-Based Planning and Forecasting		03 TO 07	10 TO 14		26 TO 30			18 TO 22		13 TO 17			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21043	SAP SCM Inventory Management and Physical Inventory	20 TO 24			14 TO 18		02 TO 06					10 TO 14		Namibia; South Africa; Botswana; Kenya	YES
SAP21044	SAP SCM Processes in Procurement	06 TO 10	10 TO 14	17 TO 20				28 JULY TO 01 AUG		08 TO 12			01 TO 05	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21045	SAP SCM Purchasing		17 TO 21			05 TO 08					06 TO 10			Namibia; South Africa; Botswana; Kenya	YES
SAP21046	SAP SCM Warehouse Management	13 TO 17	03 TO 07		28 TO 30			14 TO 18		01 TO 05		17 TO 21		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21047	SAP Supplier Relation Management	20 TO 24		03 TO 07			02 TO 06		25 TO 29		13 TO 17		22 TO 24	Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21048	SAP TM Charges and Settlement in SAP Transportation Management		10 TO 14			12 TO 16				08 TO 12		10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21049	SAP TM Optimizer Planning and Execution in SAP Transportation Management	13 TO 17			28 TO 30			21 TO 25						Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21050	SAP TM Order Management and Planning Basics in SAP Transportation Management			17 TO 20			02 TO 06		04 TO 08			15 TO 19		Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21051	SAP TM Processes in Transportation Management	20 TO 24				05 TO 08					02 TO 03			Namibia; Zambia; South Africa; Botswana; Angola	YES
SAP21052	SAP TM Transportation Management for LSP		17 TO 21		07 TO 11			28 JULY TO 01 AUG				10 TO 14		Namibia; Zambia; South Africa; Botswana; Angola	YES





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