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## MAY TO SEPTEMBER 2024 TRAINING CALENDAR

### TRAINING VENUES: Swakopmund, Windhoek, Otjiwarongo, Oshakati

Delegates can choose one of the above venues for training workshops. We also offer in-house training for a minimum of 4 delegates.

COURSE TITLE	DATES
<b>MICROSOFT OFFICE COURSES</b>	
Microsoft Excel Beginners course	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Excel Intermediate course	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Excel Advanced course	2 days: 1-5 delegates ( <b>N\$ 3999</b> ), 5-9 delegates ( <b>N\$3500</b> per delegate), 10+ delegates ( <b>N\$2999</b> per delegate)
Microsoft Excel For Beginners to Intermediate Level	3 days: 1-5 delegates ( <b>N\$ 4999</b> ), 5-9 delegates ( <b>N\$4500</b> per delegate), 10+ delegates ( <b>N\$3999</b> per delegate)
Microsoft Excel For Intermediate to Advanced Level	3 days: 1-5 delegates ( <b>N\$ 4999</b> ), 5-9 delegates ( <b>N\$4500</b> per delegate), 10+ delegates ( <b>N\$3999</b> per delegate)
Microsoft Excel PowerPivot Training	3 days: 1-5 delegates: <b>N\$ 4999</b> , 5-9 delegates: <b>N\$4500</b> per delegate, 10+delegates: <b>N\$3999</b> per delegate
Microsoft Excel Interactive with Dashboard	3 days: 1-5 delegates: <b>N\$ 4999</b> , 5-9 delegates: <b>N\$4500</b> per delegate, 10+delegates: <b>N\$3999</b> per delegate
Microsoft Office Word Beginner	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Office Word Intermediate	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate

Microsoft Office Word Advanced	3 days: 1-5 delegates: <b>N\$ 4999</b> , 5-9 delegates: <b>N\$4500</b> per delegate, 10+delegates: <b>N\$3999</b> per delegate
Microsoft Office Powerpoint Beginner	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+ delegates: <b>N\$2500</b> per delegate
Microsoft Office Powerpoint Intermediate	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Office Powerpoint Advanced	2 days: 1-5 delegates: <b>N\$ 3999</b> , 5-9 delegates: <b>N\$3500</b> per delegate, 10+ delegates: <b>N\$2999</b> per delegate
Microsoft Outlook Beginners course	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Outlook Advanced course	2 days: 1-5 delegates: <b>N\$ 3999</b> , 5-9 delegates: <b>N\$3500</b> per delegate, 10+delegates: <b>N\$2999</b> per delegate
Microsoft Access Beginners course	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Access Intermediate course	2 days: 1-5 delegates: <b>N\$ 3500</b> , 5-9 delegates: <b>N\$2999</b> per delegate, 10+delegates: <b>N\$2500</b> per delegate
Microsoft Access Advanced course	3 days: 1-5 delegates: <b>N\$ 4999</b> , 5-9 delegates: <b>N\$4500</b> per delegate, 10+delegates: <b>N\$3999</b> per delegate
<b>MICROSOFT OFFICE AND COMPUTER SKILL COURSES</b> [5 days: 1-5 persons ( <b>N\$ 6999</b> ), 5-9 delegates ( <b>N\$6500</b> per delegate), 10+ delegates ( <b>N\$5999</b> per delegate) ]	
Microsoft Visio	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Basic Computer Skills and Windows Fundamentals	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Microsoft Access Beginners to Advanced level	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Microsoft Excel Beginners to Advanced level	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Basic Microsoft office all in one Package	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Advanced Microsoft office all in one Package	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept

Microsoft Project Training	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
<b>MANAGEMENT ACCOUNTING &amp; PASTEL ACCOUNTING COURSES [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]</b>	
Sage Pastel Introduction to Bookkeeping	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Sage Pastel Partner Intermediate	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Sage Pastel Partner Advanced	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Sage Pastel Payroll Administration	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Skills in Cost and Management Accounting	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Management Accounting Level 1	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Management Accounting Level 2	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Advanced Financial Management in the Public Sector - Planning, Implementation, Reporting and Analyses	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Taxes and Business Strategy:	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Introduction to Financial and Managerial Accounting	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Business Analysis Using Financial Statements	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Business Strategy & Reporting Workshop	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Zero Based Budgeting and Cost Management Workshop	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Fundamentals of Value Added Tax	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Mastering Company Tax Techniques for Optimizing Tax Burden	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept

Determining and Analysing Company Tax Result	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Management Choices to Optimize Taxation	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Understanding Tax System	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
<b>Tax Focus on Namibian Tax Symposium</b> (Basic VAT, ITAS Information, Income Tax, Employee Pay and Taxes)	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Accounts Payable: Basic to Advanced Skills	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Basic to Advanced Tax Analysis and Revenue	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
<b>Tax Training Workshop</b> (Tax Topics on Tourism & other entertainment related businesses, Tax Framework for Farmers, Tax Relevance for Retailers, Tax Principles for Property Developers/Construction Industry, Tax Management for Millennials)	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
<b>GRAPHIC DESIGN AND WEB DESIGN COURSES [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]</b>	
CorelDRAW for Beginners	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
CorelDRAW for Intermediate & Advanced	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Graphic Design Fundamentals	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe After Effects 2D	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe Premiere Basic Video Editing	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe Captivate	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe Dreamweaver	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe Photoshop	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept

Adobe InDesign	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
MySQL for Beginners	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Adobe Illustrator	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
<b>ADVANCED IT COURSES [5 days:N\$11500 per delegate]</b>	
Check Point Certified Security Administrator	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Check Point Certified Security Administrator and Engineering	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Check Point Multi-Domain Security Management with Virtual System Extension	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Interconnecting Cisco Networking Devices Part 1	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Interconnecting Cisco Network Devices Part 2	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing Cisco IP Routing	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing Cisco IP Switched Networks	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Troubleshooting and Maintaining Cisco IP Networks	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
IPv6 Fundamentals Design, and Deployment	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing Cisco Edge Network Security Solutions	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing Cisco IOS Network Security	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing and Configuring Cisco Identity Service Engine Secure Solutions	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept
Implementing Cisco Identity Services Engine for Wireless Engineers	29 Apr-3 May,6-10 May,3-7 Jun,1-5 July,29 July-2 Aug,5-9 Aug,2-6 Sept

Cisco Unified Wireless Networks	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Cisco Data Center Unified Computing	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing the Application Control Engine Service Module	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Introducing Cisco Data Center Networking	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Introducing Cisco Data Center Technologies	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Cisco Data Center Application Services	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Cisco Data Center Unified Computing	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Designing Cisco Data Center Unified Computing	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Troubleshooting Cisco Data Center Unified Computing	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Cisco Unified Communications Security	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vSphere: Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vSphere: Design Workshop	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware NSX : Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vSphere: Troubleshooting Workshop	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware Horizon View: Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vRealize Automation: Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vCenter Site Recovery Manager: Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
VMware vCenter Operations Manager: Advanced Usage & Dashboard Design	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep

VMware vCenter Configuration Manager: Install, Configure, Manage	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Virtualizing Enterprise Desktops and Apps	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Deploying Windows Desktops and Enterprise Applications	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Administering System Center Configuration Manager and Intune	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced Automated Administration with Windows PowerShell	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Fundamentals of Windows Server Infrastructure	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Active Directory Services with Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Networking with Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Storage and High Availability with Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Administering the Web Server (IIS) Role of Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Deploying Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Installing and Configuring Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Administering Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Configuring Advanced Windows Server Services	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Designing and Implementing a Server Infrastructure	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing an Advanced Server Infrastructure	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing a Desktop Infrastructure	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Desktop Application Environments	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Upgrading Your Skills to MCSA Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep

Virtualizing Enterprise Desktops and Apps	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Deploying Windows Devices and Enterprise Apps	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Managing Enterprise Devices and Apps using System Center Configuration Manager	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Managing Windows Environments with Group Policy	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Windows PowerShell Scripting and Toolmaking	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Networking with Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Server Virtualization with Windows Server Hyper-V and System Center	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Configuring and Administering Hyper-V in Windows Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing and Managing Microsoft Server Virtualization	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Planning and Designing Microsoft Virtualization Solutions	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Designing and Deploying Messaging Solutions with Microsoft Exchange Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Configuring, Managing and Troubleshooting Microsoft Exchange Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced Solutions of Microsoft Exchange Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Core Solutions of Microsoft Exchange Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Introduction to Installing & Managing Exchange Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced Solutions of SharePoint	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Developing Microsoft SharePoint Server Core Solutions	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Developing Microsoft SharePoint Server Advanced Solutions	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Upgrading your End User Skills to SharePoint	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SharePoint 2013 Power User	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Introduction to SharePoint for Collaboration and Document	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SharePoint 2013 End User	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep



	Aug,9-13 Sep
SharePoint 2013 Site Collection and Site Administration	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Microsoft SharePoint Server for the Site Owner/Power User	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SharePoint 2013 Search Inside Out	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SharePoint 2013 Business Intelligence	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
PowerPivot, Power View and SharePoint Business Intelligence Center for Analysts	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SharePoint 2013 End User Level I	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced SharePoint Business Intelligence	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
PowerShell for SharePoint	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep

Visualizing Data with SharePoint, Report Builder, PowerPivot and PowerView with NO CODE	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Basic SharePoint Server Branding	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
The 14 SharePoint Server Collection and Site Templates	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Creating and Sharing Interactive Dashboards with PowerPivot, Power View and SharePoint Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Administering Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Developing Microsoft SQL Server Databases	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing a Data Warehouse with Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Implementing Data Models and Reports with Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Designing Database Solutions for Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Designing Business Intelligence Solutions for Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
SQL Server Reporting Services	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Administering Microsoft SQL Server	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Programming Fundamentals of Web Development	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Introduction to HTML5	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced Windows Store App Development Using HTML5 and JavaScript	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Programming in C#	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Essentials of Developing Windows Store Apps Using C#	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Advanced Windows Store App Development Using C#	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Developing ASP .NET MVC 4 Web Applications	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep

Developing Windows Azure and Web Services	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Software Testing with Visual Studio	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	29 Apr-3 May,13-17 May,10-14 Jun,8-12 Jul,29 July-2 Aug,12-16 Aug,9-13 Sep

Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Developing Web Applications with Microsoft Visual Studio	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Developing Data Access Solutions with Microsoft Visual Studio	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
HTML5 Programming	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Fundamentals of XAML and Microsoft Expression Blend	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Developing Rich Internet Applications Using Silverlight 4	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Administering Team Foundation Server	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Windows Azure Solutions with Microsoft Visual Studio	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Managing Projects with Project Server	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA IT Fundamentals	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA A+ Part II	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA A+ Bootcamp	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA CDIA+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Cloud+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Mobility+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Mobile App Security+ Android Edition	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Mobile App Security+ iOS Edition	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Network+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Linux+ powered by LPI	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Project+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Security+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Server+	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Storage+ Powered by SNIA	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Cloud Essentials	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
CompTIA Advanced Security Practitioner	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Red Hat System Administration I	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
-Red Hat System Administration II	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
JBoss Application Administration I	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
JBoss Application Administration II	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
JBoss Enterprise Application Development I	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris ZFS Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept

System Administration for the Oracle Solaris OS Part 1	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
System Administration for the Oracle Solaris OS Part 2	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris 10 Performance Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Configuring Security on the Oracle Solaris Operating System	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris System Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris Advanced System Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Transition to Oracle Solaris	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris ZFS Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris Zones Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Unix and Linux Essentials	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris Security Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris Network Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Solaris ZFS Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Admin Workshop I	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Performance Tuning DBA Release 2	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Data Guard Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database SQL Tuning Workshop	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Advanced PL SQL	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Managing Oracle on Linux for DBAs	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database New Features for Administrators	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Install and Upgrade Workshop	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Administration Workshop	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Backup and Recovery Workshop	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Admin, Install and Upgrade Accelerated	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Managing Multitenant Architecture	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Data Guard Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database SQL Tuning for Developers	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Introduction to SQL	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Program with PL/SQL	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database SQL and PL/SQL Fundamentals	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Oracle Database Admin Workshop I	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
MySQL for Database Administrators	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
MySQL for Developers	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Developing Applications with the Java EE Platform	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java SE 7 Develop Rich Client Applications	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept

Java SE Fundamentals	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java SE Programming	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java Performance Tuning and Optimization	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java ME Develop Applications for Mobile Phones	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Architect Enterprise Applications with Java EE	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java EE 6 Develop Web Applications with JSF	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java EE 6 Develop Business Components with JMS & EJBs	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java EE 6 Develop Database Applications with JPA	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java EE 6 Develop Web Components with Servlets and JSPs	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java EE 6 Develop Web Services with JAX-WS and JAX-RS	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java SE 8 New Features	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java SE 8 Fundamentals	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Java SE 8 Programming	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Drupal	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Wordpress Content Management System	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
System Implementation Essentials	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
OpenCMS	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
ICT Skills & Basic Computer Hardware Programme	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
HTML 5	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Linux development and Programming	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Linux System Administration	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
<b>SOFT SKILL COURSES [5 days: 1-5 delegates (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)]</b> <b>[3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]</b>	
Drivers/Messenger Development Course	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Leadership and Change Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Managing Poor Performance, Absenteeism, ill health and Injury at work	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Elementary Statistics & Excel for statistical data analysis	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Cash Flow Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Advanced Recruitment, Selection and interviewing skills	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Financial reporting course	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Effective Procurement Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept

Business Succession Planning	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Employee Engagement	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Customer Care & Telephone Etiquette	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Effective Stock Control Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Team Building	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Advanced Secretaries and PA's Workshop	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Internal Auditing	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Rural Livelihood Improvement Strategies and Entrepreneurship	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Policy Analysis for Senior Manager	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Effective Communication and Listening Skills	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Advanced Project Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Time and Stress Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Management of Local Government Finance	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Confidence and Assertiveness	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Public Procurement and Management using Pastel	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Professional Secretarial and administrative Skills	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Youth Leadership Development and empowerment	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Anger and Conflict Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Cleaning, Hygiene, workplace health for cleaners	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Professional Minute taking and report writing skills	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Successfully Managing People	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Emotional Intelligence	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Management of Risk Foundation	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Supply Chain Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Strategic Leadership Development Programme	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Leadership Development for Women Leaders in Government	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Leadership Innovation and Change Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Financial Management for NGOs	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Information Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept
Computerized Public Sector Financial Management	29 Apr-3 May,20-24 May,17-21 Jun,15-19 July,19-23 Aug,16-20 Sept

Finance and Budgeting for Non Finance Managers	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
International Financial Reporting Standards (IFRS)	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Training of Trainers (TOT)	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Professional Office Administration	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Skills for Executive Assistants	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Change Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
HR policy development and implementation	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Professional Development Programme for Secretaries	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Workplace Counseling and employee welfare Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Effective Communication, Negotiation and Presentation Skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Modern Executive Secretaries And PAs Including Protocol and Diplomacy	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Talent Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Natural resources development and environment protection	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Executive Strategy Setting, Implementation and Monitoring	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Natural Disasters and Floods Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Corporate Governance for Senior Executives	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Public Sector Financial Management and control	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Management Accounting Techniques	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Interpretation and Analysis of Financial Statement	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept



Bookkeeping and Basic Accountancy for Administrative Professionals	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Assertiveness & Self Confidence	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Data and records Management Programme for Secretaries	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Time and Stress Management for Managers	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Measuring HR effectiveness	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Health Centre Administration and Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Revenue Collection Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Strategic Logistics: Planning and Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Budgeting and Budgetary Control	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Coaching and Mentoring Skills for Leaders	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept

Mastering leadership and management skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Corporate Planning and Strategic Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Effective Minute Taking and Professional Report Writing Skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Effective Team Building and Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Management Skills for Private Secretaries & Personal Assistants	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Computerized Accounting Systems	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Recruitment and Selection	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Electronic Records Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Public Speaking and Presentation Skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Revenue Collection Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Computerised Fixed Assets Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Emotional Intelligence	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Cleaning, Hygiene, workplace health	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Computerized Project Planning and Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Effective Monitoring & Management of Warehouses	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Switchboard Operations, Speed Typing and Data Entry Skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Defensive Driving Skills for Safety	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Personal Productivity	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Project Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Bookkeeping Fundamentals	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept

	Aug,23-27 Sept
Communicating Across Cultures	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Professional and Business Writing Skills	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Performance Management and Appraisals	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Disaster Risk Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Statistics Using SPSS	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Intermediate Statistics Using SPSS	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
SPSS Statistics Essential Training	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Data Management & Statistical Analysis Using SPSS	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Introduction to Longitudinal Analysis Using SPSS	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept

Organizational development & Training Needs Analysis	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
HIV/AIDS Workplace Health	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Entrepreneurial Marketing & Sales Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Business Strategy and Planning	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Budgeting & Financial Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Business Process Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Advanced Co-operative and Mentorship Programme	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Effective Enterprise Risk Management	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Building Sustainable Traffic for Business Growth	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Creativity & Entrepreneurship	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Building and Leading Effective Teams	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept
Financial Analysis for Decision Making	29 Apr-3 May,27-31 May,24-28 Jun,22-26 Jul,29 July-2 Aug,27-30 Aug,23-27 Sept

## VTECH TRAINING ACADEMY OFFERS:

1. **IN-HOUSE AND ON-SITE CUSTOMISED TRAINING**-Vtech ITS develop customized in-house and on-site training programmes through participatory training needs.

2. **FLEXIBLE TRAINING DATES, DURATION & VENUES**-Where the scheduled training dates, venues and duration do not suit your requirement, you can suggest the dates and venue suitable for your organization!

3. **ON REQUEST TRAINING** -The training calendar does not include all the courses we offer. Should there be any course you want and it's not appearing on the calendar please don't hesitate to question us.

**Detailed descriptions of these workshops (courses) are available upon request. You may e-mail us at [info@vtech.com.na](mailto:info@vtech.com.na)**

**Website: [www.vtech.edu.na](http://www.vtech.edu.na) Call us +264 85 3000 800 / 0813748399 Fax: 0886504058**

**TRAINING VENUES: Swakopmund, Windhoek, Otjiwarongo, Oshakati:** Delegates can choose one of the above venues for training workshops. We also offer in-house training for a minimum of 4 delegates.