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

Microsoft Office Word Advanced	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
Microsoft Office Powerpoint Beginner	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+ delegates: N\$2500 per delegate
Microsoft Office Powerpoint Intermediate	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Office Powerpoint Advanced	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+ delegates: N\$2999 per delegate
Microsoft Outlook Beginners course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Outlook Advanced course	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate
Microsoft Access Beginners course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Access Intermediate course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Access Advanced course	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
MICROSOFT OFFICE AND COMPUTER SKILL COURSES [5 days: 1-5 persons (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)]	
Microsoft Visio	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Basic Computer Skills and Windows Fundamentals	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Microsoft Access Beginners to Advanced level	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Microsoft Excel Beginners to Advanced level	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Basic Microsoft office all in one Package	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Advanced Microsoft office all in one Package	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec

Microsoft Project Training	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
MANAGEMENT ACCOUNTING & PASTEL ACCOUNTING COURSES [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]	
Sage Pastel Introduction to Bookkeeping	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
SAP Training	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Sage Pastel Partner Intermediate	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Sage Pastel Partner Advanced	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Sage Pastel Payroll Administration	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Skills in Cost and Management Accounting	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Management Accounting Level 1	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Management Accounting Level 2	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Advanced Financial Management in the Public Sector - Planning, Implementation, Reporting and Analyses	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Taxes and Business Strategy:	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Introduction to Financial and Managerial Accounting	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Business Analysis Using Financial Statements	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Business Strategy & Reporting Workshop	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Zero Based Budgeting and Cost Management Workshop	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Fundamentals of Value Added Tax	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Mastering Company Tax Techniques for Optimizing Tax Burden	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec

Determining and Analysing Company Tax Result	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Management Choices to Optimize Taxation	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Understanding Tax System	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Tax Focus on Namibian Tax Symposium (Basic VAT, ITAS Information, Income Tax, Employee Pay and Taxes)	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Accounts Payable: Basic to Advanced Skills	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Basic to Advanced Tax Analysis and Revenue	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Tax Training Workshop (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)	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
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)]	
CorelDRAW for Beginners	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
CorelDRAW for Intermediate & Advanced	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Graphic Design Fundamentals	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe After Effects 2D	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe Premiere Basic Video Editing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe Captivate	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe Dreamweaver	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe Photoshop	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec

Adobe InDesign	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Adobe Illustrator	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
ADVANCED IT COURSES [5 days:N\$14999 per delegate]	
Check Point Certified Security Administrator	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Check Point Certified Security Administrator and Engineering	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Check Point Multi-Domain Security Management with Virtual System Extension	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Interconnecting Cisco Networking Devices Part 1	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Interconnecting Cisco Network Devices Part 2	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco IP Routing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco IP Switched Networks	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Troubleshooting and Maintaining Cisco IP Networks	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
IPv6 Fundamentals Design, and Deployment	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Edge Network Security Solutions	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco IOS Network Security	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing and Configuring Cisco Identity Service Engine Secure Solutions	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Identity Services Engine for Wireless Engineers	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec

Cisco Unified Wireless Networks	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Data Center Unified Computing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing the Application Control Engine Service Module	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Introducing Cisco Data Center Networking	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Introducing Cisco Data Center Technologies	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Data Center Application Services	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Data Center Unified Computing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Designing Cisco Data Center Unified Computing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Troubleshooting Cisco Data Center Unified Computing	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
Implementing Cisco Unified Communications Security	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vSphere: Install, Configure, Manage	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vSphere: Design Workshop	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware NSX : Install, Configure, Manage	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vSphere: Troubleshooting Workshop	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware Horizon View: Install, Configure, Manage	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vRealize Automation: Install, Configure, Manage	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vCenter Site Recovery Manager: Install, Configure, Manage	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec
VMware vCenter Operations Manager: Advanced Usage & Dashboard Design	2-6 Sept, 30 Sept-4 Oct, 28 Oct-01 Nov, 4-8 Nov, 2-6 Dec

VMware vCenter Configuration Manager: Install, Configure, Manage	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Virtualizing Enterprise Desktops and Apps	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Deploying Windows Desktops and Enterprise Applications	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Administering System Center Configuration Manager and Intune	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced Automated Administration with Windows PowerShell	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Fundamentals of Windows Server Infrastructure	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Active Directory Services with Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Networking with Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Storage and High Availability with Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Administering the Web Server (IIS) Role of Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Deploying Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Installing and Configuring Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Administering Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Configuring Advanced Windows Server Services	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Designing and Implementing a Server Infrastructure	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing an Advanced Server Infrastructure	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing a Desktop Infrastructure	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing Desktop Application Environments	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Upgrading Your Skills to MCSA Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec

Virtualizing Enterprise Desktops and Apps	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Deploying Windows Devices and Enterprise Apps	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Managing Enterprise Devices and Apps using System Center Configuration Manager	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Managing Windows Environments with Group Policy	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Windows PowerShell Scripting and Toolmaking	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Networking with Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Server Virtualization with Windows Server Hyper-V and System Center	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Configuring and Administering Hyper-V in Windows Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing and Managing Microsoft Server Virtualization	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Planning and Designing Microsoft Virtualization Solutions	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Designing and Deploying Messaging Solutions with Microsoft Exchange Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Configuring, Managing and Troubleshooting Microsoft Exchange Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced Solutions of Microsoft Exchange Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Core Solutions of Microsoft Exchange Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Introduction to Installing & Managing Exchange Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced Solutions of SharePoint	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Developing Microsoft SharePoint Server Core Solutions	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Developing Microsoft SharePoint Server Advanced Solutions	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Upgrading your End User Skills to SharePoint	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 Power User	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Introduction to SharePoint for Collaboration and Document	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 End User	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 Site Collection and Site Administration	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Microsoft SharePoint Server for the Site Owner/Power User	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 Search Inside Out	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 Business Intelligence	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
PowerPivot, Power View and SharePoint Business Intelligence Center for Analysts	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SharePoint 2013 End User Level I	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced SharePoint Business Intelligence	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
PowerShell for SharePoint	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec

Visualizing Data with SharePoint, Report Builder, PowerPivot and PowerView with NO CODE	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Basic SharePoint Server Branding	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
The 14 SharePoint Server Collection and Site Templates	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Creating and Sharing Interactive Dashboards with PowerPivot, Power View and SharePoint Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Administering Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Developing Microsoft SQL Server Databases	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing a Data Warehouse with Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Implementing Data Models and Reports with Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Designing Database Solutions for Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Designing Business Intelligence Solutions for Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
SQL Server Reporting Services	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Administering Microsoft SQL Server	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Programming Fundamentals of Web Development	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Introduction to HTML5	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced Windows Store App Development Using HTML5 and JavaScript	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Programming in C#	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Essentials of Developing Windows Store Apps Using C#	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Advanced Windows Store App Development Using C#	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Developing ASP .NET MVC 4 Web Applications	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Developing Windows Azure and Web Services	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Software Testing with Visual Studio	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	9-13 Sept, 7-11 Oct, 28 Oct-01 Nov, 11-15 Nov, 9-13 Dec

Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Developing Web Applications with Microsoft Visual Studio	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Developing Data Access Solutions with Microsoft Visual Studio	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
HTML5 Programming	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Fundamentals of XAML and Microsoft Expression Blend	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Developing Rich Internet Applications Using Silverlight 4	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Administering Team Foundation Server	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Windows Azure Solutions with Microsoft Visual Studio	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Managing Projects with Project Server	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA IT Fundamentals	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA A+ Part II	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA A+ Bootcamp	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA CDIA+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Cloud+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Mobility+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Mobile App Security+ Android Edition	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Mobile App Security+ iOS Edition	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Network+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Linux+ powered by LPI	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Project+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Security+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Server+	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Storage+ Powered by SNIA	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Cloud Essentials	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
CompTIA Advanced Security Practitioner	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Red Hat System Administration I	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
-Red Hat System Administration II	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
JBoss Application Administration I	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
JBoss Application Administration II	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
JBoss Enterprise Application Development I	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris ZFS Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec

System Administration for the Oracle Solaris OS Part 1	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
System Administration for the Oracle Solaris OS Part 2	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris 10 Performance Management	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Configuring Security on the Oracle Solaris Operating System	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris System Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris Advanced System Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Transition to Oracle Solaris	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris ZFS Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris Zones Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Unix and Linux Essentials	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris Security Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris Network Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Solaris ZFS Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Admin Workshop I	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Performance Tuning DBA Release 2	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Data Guard Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database SQL Tuning Workshop	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Advanced PL SQL	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Managing Oracle on Linux for DBAs	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database New Features for Administrators	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Install and Upgrade Workshop	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Administration Workshop	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Backup and Recovery Workshop	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Admin, Install and Upgrade Accelerated	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Managing Multitenant Architecture	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Data Guard Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database SQL Tuning for Developers	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Introduction to SQL	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Program with PL/SQL	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database SQL and PL/SQL Fundamentals	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Oracle Database Admin Workshop I	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
MySQL for Database Administrators	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
MySQL for Developers	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Developing Applications with the Java EE Platform	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java SE 7 Develop Rich Client Applications	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec

Java SE Fundamentals	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java SE Programming	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java Performance Tuning and Optimization	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java ME Develop Applications for Mobile Phones	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Architect Enterprise Applications with Java EE	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java EE 6 Develop Web Applications with JSF	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java EE 6 Develop Business Components with JMS & EJBs	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java EE 6 Develop Database Applications with JPA	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java EE 6 Develop Web Components with Servlets and JSPs	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java EE 6 Develop Web Services with JAX-WS and JAX-RS	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java SE 8 New Features	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java SE 8 Fundamentals	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Java SE 8 Programming	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Drupal	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Wordpress Content Management System	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
System Implementation Essentials	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
OpenCMS	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
ICT Skills & Basic Computer Hardware Programme	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
HTML 5	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Linux development and Programming	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Linux System Administration	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
SOFT SKILL COURSES [5 days: 1-5 delegates (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)] [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]	
Drivers/Messenger Development Course	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Leadership and Change Management	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Managing Poor Performance, Absenteeism, ill health and Injury at work	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Elementary Statistics & Excel for statistical data analysis	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Cash Flow Management	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Advanced Recruitment, Selection and interviewing skills	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Financial reporting course	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec
Effective Procurement Management	16-20 Sept, 14-18 Oct, 28 Oct-01 Nov, 18-22 Nov, 16-20 Dec

Business Succession Planning	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Employee Engagement	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Customer Care & Telephone Etiquette	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Stock Control Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Team Building	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Secretaries and PA's Workshop	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Internal Auditing	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Rural Livelihood Improvement Strategies and Entrepreneurship	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Policy Analysis for Senior Manager	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Communication and Listening Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Project Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Time and Stress Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Management of Local Government Finance	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Confidence and Assertiveness	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Public Procurement and Management using Pastel	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Professional Secretarial and administrative Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Youth Leadership Development and empowerment	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Anger and Conflict Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Cleaning, Hygiene, workplace health for cleaners	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Professional Minute taking and report writing skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Successfully Managing People	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Emotional Intelligence	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Management of Risk Foundation	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Supply Chain Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Strategic Leadership Development Programme	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Leadership Development for Women Leaders in Government	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Leadership Innovation and Change Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Financial Management for NGOs	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Information Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Computerized Public Sector Financial Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec

Finance and Budgeting for Non Finance Managers	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
International Financial Reporting Standards (IFRS)	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Training of Trainers (TOT)	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Professional Office Administration	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Skills for Executive Assistants	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Change Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
HR policy development and implementation	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Professional Development Programme for Secretaries	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Workplace Counseling and employee welfare Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Communication, Negotiation and Presentation Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Modern Executive Secretaries And PAs Including Protocol and Diplomacy	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Talent Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Natural resources development and environment protection	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Executive Strategy Setting, Implementation and Monitoring	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Natural Disasters and Floods Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Corporate Governance for Senior Executives	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Public Sector Financial Management and control	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Management Accounting Techniques	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Interpretation and Analysis of Financial Statement	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Bookkeeping and Basic Accountancy for Administrative Professionals	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Assertiveness & Self Confidence	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Data and records Management Programme for Secretaries	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Time and Stress Management for Managers	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Measuring HR effectiveness	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Health Centre Administration and Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Revenue Collection Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Strategic Logistics: Planning and Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Budgeting and Budgetary Control	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Coaching and Mentoring Skills for Leaders	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec

Mastering leadership and management skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Corporate Planning and Strategic Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Minute Taking and Professional Report Writing Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Team Building and Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Management Skills for Private Secretaries & Personal Assistants	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Computerized Accounting Systems	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Recruitment and Selection	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Electronic Records Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Public Speaking and Presentation Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Revenue Collection Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Computerised Fixed Assets Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Emotional Intelligence	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Cleaning, Hygiene, workplace health	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Computerized Project Planning and Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Monitoring & Management of Warehouses	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Switchboard Operations, Speed Typing and Data Entry Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Defensive Driving Skills for Safety	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Personal Productivity	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Project Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Bookkeeping Fundamentals	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Communicating Across Cultures	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Professional and Business Writing Skills	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Performance Management and Appraisals	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Disaster Risk Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Statistics Using SPSS	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Intermediate Statistics Using SPSS	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
SPSS Statistics Essential Training	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Data Management & Statistical Analysis Using SPSS	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Introduction to Longitudinal Analysis Using SPSS	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec

Organizational development & Training Needs Analysis	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
HIV/AIDS Workplace Health	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Entrepreneurial Marketing & Sales Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Business Strategy and Planning	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Budgeting & Financial Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Business Process Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Advanced Co-operative and Mentorship Programme	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Effective Enterprise Risk Management	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Building Sustainable Traffic for Business Growth	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Creativity & Entrepreneurship	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Building and Leading Effective Teams	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec
Financial Analysis for Decision Making	23-27 Sept, 21-25 Oct, 28 Oct-01 Nov, 25-29 Nov, 02-06 Dec

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