



Centre for Project Management (CPM)

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TRAINING PROGRAMS	Venue	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA
		Dates											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PROJECT MANAGEMENT													
PMP - Project Management Professional Certification	6 weeks	Every 6 weeks as scheduled on the website											
CAPM - Certified Associate Project Management Certification	4 weeks	Every 4 weeks as schedule on the website											
Computerized Project Management	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Design and Implementation of M & E Systems	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Effective Management of NGO's, CBO's	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Grants Management	1 week	22 – 26			23 – 27			23 – 27			22 – 26		
Monitoring and Evaluation	4 Days		13 – 16			15 – 18			14 – 17			13 – 16	
Program Management	1 week			26 – 30			25 – 29			24 – 28			24 – 28
Participatory Project Planning and Management	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
PM Softwares - Ms Project	2 Days		08 – 09			10 – 11			09 – 10			08 – 09	
Project Budgeting and Cost Control	2 weeks			12 – 23			18 – 29			10 – 21			17 – 28
Project Financing Skills	2 weeks	15 – 26			16 – 27			16 – 27			15 – 26		
Project Leadership & Governance	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Construction Project Management	1 week			19 – 23			18 – 22			24 – 28			24 – 28
Project Management, and M & E with Ms Project	4 Days	09 – 12			03 – 06			10 – 13			02 – 05		
Project Monitoring And Evaluation	2 weeks		12 – 23			14 – 25			13 – 24			12 – 23	
Project Planning, Design and Implementation	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Project Proposal writing & fund raising techniques	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Research, Monitoring & Evaluation in Public Sector	2 weeks		12 – 23			14 – 25			13 – 24			12 – 23	
Result Based Performance Management (RBPM)	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Tailormade PM Softwares	2 Days	Tailor made as per client											
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT													
Accounting for non-Profit Making Organizations	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Activity Based Budgeting	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
Advanced Financial Analysis and Management	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Auditing and Internal Control	2 weeks	15 – 26			16 – 27			16 – 27			15 – 26		
Auditing for Internal Auditors	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
Budgeting And Budgetary Control	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Business Planning And Continuity Management	1 week	15 – 19			16 – 20			16 – 20			15 – 19		
Cash Management & Bank Reconciliation for Accounting officers	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Computerized Financial Management	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Computerized Program and Budget Analysis	2 weeks	15 – 26			16 – 27			16 – 27			15 – 26		
Credit Management and Risk Awareness	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Credit Management, Monitoring and Control	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Finance and Budgetary Management	1 week	15 – 19			16 – 20			16 – 20			15 – 19		
Financial Analysis and Management	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Financial Management for Donor funded Projects	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Financial Management for Project Accountants	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Financial Management in the Public Sector	2 weeks		12 – 23			14 – 25			13 – 24			12 – 23	
Financial Report Writing	3 Days			07 – 09			06 – 08			05 – 07			05 – 07
Fraud Detection and Prevention	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Logistics Management for NGOs	1 week		19 – 23			21 – 25			20 – 24			19 – 23	
Public Procurement	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Donor Funded Procurement	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Macro-economics Analysis	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Revenue Collection Management	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Value Chain Analysis and Development	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Value For Money	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
HUMAN RESOURCE AND COMMUNICATION													
Effective Communication Skills	3 Days			28 – 30			27 – 29			26 – 28			19 – 21
Employee Relations and HR Management	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Executive Secretarial Course	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Labor Relations and Conflict Management	2 weeks			05 – 16			04 – 15			03 – 14			03 – 14
Office Administration & Business Methods	2 weeks	15 – 26			16 – 27			16 – 27			15 – 26		
Proposal Writing and Presentations	2 Days		01 – 02			03 – 04			02 – 03			01 – 02	
Public Relations and Customer Care	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Records and Information Management (RAIM)	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Report Writing Skills	2 Days		22 – 23			29 – 30			23 – 24			29 – 30	
Training of Trainers (TOT)	2 Days			08 – 09			14 – 15			06 – 07			13 – 14
ENERGY AND ENVIRONMENT													
EIA - Environmental Impact Assessment	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Environmental Audit	1 week		19 – 23			21 – 25			20 – 24			19 – 23	



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ENGINEERING AND TECHNICAL													
Air-Conditioning & Mechanical Refrigeration Systems	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Air System Design & Equipment Specification And Selection 1	1 week	15 – 19			16 – 20			16 – 20			15 – 19		
Boiler Systems	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
Automotive Engine Technology - Principle, Service	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Height Safely High Voltage Operation For Engineers	1 week	15 – 19			16 – 20			16 – 20			15 – 19		
Introduction To Pro/Engineer Wildfire 5.0 And Rapid Prototyping	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
Programmable Logic Control and Automation	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Solar Photovoltaic (PV) Technology	1 week	22 – 26			23 – 27			23 – 27			22 – 26		
Air-Conditioning & Mechanical Refrigeration Systems	1 week		19 – 23			21 – 25			20 – 24			19 – 23	
Tig Arc Welding	1 week			12 – 16			04 – 08			10 – 14			03 – 07
PUBLIC LEADERSHIP AND GOVERNANCE													
Leadership and Governance Skills	4 Days	16 – 19			17 – 20			17 – 20			16 – 19		
Leadership and supervisory skills development	2 weeks		05 – 16			07 – 18			06 – 17			05 – 16	
Policy Development and Strategic Management	2 weeks			12 – 23			18 – 29			10 – 21			17 – 28
Strategic Leadership & Change Management in the Public Sector	2 weeks	08 – 19			02 – 13			09 – 20			01 – 12		
Strategic Women Leadership Development Programme	2 weeks		12 – 23			14 – 25			13 – 24			12 – 23	
Senior Management	1 week			19 – 23			18 – 22			24 – 28			24 – 28
Strategic Leadership Development	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Managing Public Health Projects	1 week		19 – 23			21 – 25			20 – 24			19 – 23	
Performance Management	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Management Skills for Excellence	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Management Advancement Program	1 week		19 – 23			21 – 25			27 – 31			26 – 30	
Senior Executive Development	1 week			19 – 23			18 – 22			17 – 21			17 – 21
Management Development for Personal Assistants	2 week	15 – 26			16 – 27			16 – 27			15 – 26		
International Business Strategy	1 week		12 – 16			07 – 11			13 – 17			05 – 09	
Strategy and Balance Scorecard Development	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Strategy Leadership and Change Management	1 week	22 – 26			23 – 27			23 – 27			22 – 26		
PROCUREMENT AND LOGISTICS													
Contract and Tender Management	4 Days		13 – 16			15 – 18			14 – 17			13 – 16	
Effective Fleet Management	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Logistics and Supply Chain Management	1 week	15 – 19			16 – 20			16 – 20			15 – 19		
Logistics Management for NGOs	1 week		19 – 23			21 – 25			27 – 31			26 – 30	
IT / SOFTWARES													
AutoCAD	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Basic Computer	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Cloud Computing for Enterprises	1 week		19 – 23			21 – 25			27 – 31			26 – 30	
Linux	1 week			12 – 16			04 – 08			10 – 14			03 – 07
Advanced Microsoft Excel	3 Days	24 – 26			25 – 27			25 – 27			24 – 26		
Ms Project for Project Manager	2 Days		08 – 09			10 – 11			09 – 10			08 – 09	
Premavera P6 Fundamentals	3 Days			07 – 09			06 – 08			05 – 07			05 – 07
Revit Architecture Level 1	1 week	08 – 12			09 – 13			09 – 13			08 – 12		
Revit Architecture Level 2	1 week		19 – 23			21 – 25			27 – 31			26 – 30	
Statar	1 week			19 – 23			18 – 22			24 – 28			24 – 28
Statistical Package for the Social Science (SPSS)	2 Days	25 – 26			26 – 27			26 – 27			25 – 26		
Systems Security	1 week		05 – 16			07 – 18			06 – 17			05 – 16	

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TRAINER CERTIFICATIONS

