



# Centre for Project Management (CPM)

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

### ENGINEERING AND TECHNICAL

|   |        |         |         |         |  |         |         |  |         |         |  |         |         |
|---|--------|---------|---------|---------|--|---------|---------|--|---------|---------|--|---------|---------|
| Air-Conditioning & Mechanical Refrigeration Systems             | 1 week |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 20 – 24 |  |         | 13 – 17 |
| Air System Design & Equipment Specification And Selection 1     | 1 week | 11 – 15 |         |         |  | 12 – 16 |         |  | 12 – 16 |         |  | 11 – 15 |         |
| Boiler Systems  | 1 week |         | 08 – 12 |         |  |         | 10 – 14 |  |         | 09 – 13 |  |         | 08 – 12 |
| Automotive Engine Technology - Principle, Service And Diagnosis | 1 week |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 20 – 24 |  |         | 13 – 17 |
| Height Safely High Voltage Operation For Engineers              | 1 week | 11 – 15 |         |         |  | 12 – 16 |         |  | 12 – 16 |         |  | 11 – 15 |         |
| Introduction To Pro/Engineer Wildfire 5.0 And Rapid Prototyping | 1 week |         | 08 – 12 |         |  |         | 10 – 14 |  |         | 09 – 13 |  |         | 08 – 12 |
| Programmable Logic Control and Automation                       | 1 week |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 20 – 24 |  |         | 13 – 17 |
| Solar Photovoltaic (PV) Technology                              | 1 week | 25 – 29 |         |         |  | 26 – 30 |         |  | 26 – 30 |         |  | 25 – 29 |         |
| Air-Conditioning & Mechanical Refrigeration Systems             | 1 week |         | 22 – 26 |         |  |         | 24 – 28 |  |         | 23 – 27 |  |         | 22 – 26 |
| Tig Arc Welding   | 1 week |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |

### PUBLIC LEADERSHIP AND GOVERNANCE

|   |         |         |         |         |  |         |         |  |         |         |  |         |         |
|---|---------|---------|---------|---------|--|---------|---------|--|---------|---------|--|---------|---------|
| Leadership and Governance Skills                              | 1 week  | 11 – 15 |         |         |  | 12 – 16 |         |  | 12 – 16 |         |  | 11 – 15 |         |
| Leadership and supervisory skills development                 | 2 weeks |         | 01 – 12 |         |  |         | 03 – 14 |  |         | 02 – 13 |  |         | 01 – 12 |
| Policy Development and Strategic Management                   | 2 weeks |         |         | 10 – 21 |  |         | 07 – 18 |  |         | 06 – 17 |  |         | 06 – 17 |
| Strategic Leadership & Change Management in the Public Sector | 2 weeks | 18 – 29 |         |         |  | 19 – 30 |         |  | 19 – 30 |         |  | 18 – 29 |         |
| Strategic Women Leadership Development Programme              | 2 weeks |         | 15 – 26 |         |  |         | 17 – 28 |  |         | 16 – 27 |  |         | 15 – 26 |
| Senior Management   | 1 week  |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 13 – 17 |  |         | 13 – 17 |
| Strategic Leadership Development                              | 1 week  | 25 – 29 |         |         |  | 26 – 30 |         |  | 26 – 30 |         |  | 25 – 29 |         |
| Managing Public Health Projects                               | 1 week  |         | 15 – 19 |         |  |         | 17 – 21 |  |         | 16 – 20 |  |         | 15 – 19 |
| Performance Management  | 1 week  |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |
| Management Skills for Excellence                              | 1 week  | 04 – 08 |         |         |  | 05 – 09 |         |  | 05 – 09 |         |  | 04 – 08 |         |
| Management Advancement Program                                | 1 week  |         | 15 – 19 |         |  |         | 17 – 21 |  |         | 16 – 20 |  |         | 15 – 19 |
| Senior Executive Development                                  | 1 week  |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 13 – 17 |  |         | 13 – 17 |
| Management Development for Personal Assistants                | 2 week  | 11 – 22 |         |         |  | 12 – 23 |         |  | 12 – 23 |         |  | 11 – 22 |         |
| International Business Strategy                               | 1 week  |         | 08 – 12 |         |  |         | 10 – 14 |  |         | 09 – 13 |  |         | 08 – 12 |
| Strategy and Balance Scorecard Development                    | 1 week  |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |
| Strategy Leadership and Change Management                     | 1 week  | 11 – 15 |         |         |  | 12 – 16 |         |  | 12 – 16 |         |  | 11 – 15 |         |

### PROCUREMENT AND LOGISTICS

|                                       |        |         |         |         |  |         |         |  |         |         |  |         |         |
|---------------------------------------|--------|---------|---------|---------|--|---------|---------|--|---------|---------|--|---------|---------|
| Contract and Tender Management        | 1 week |         | 08 – 12 |         |  |         | 10 – 14 |  |         | 09 – 13 |  |         | 08 – 12 |
| Effective Fleet Management            | 1 week |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |
| Logistics and Supply Chain Management | 1 week | 11 – 15 |         |         |  | 12 – 16 |         |  | 12 – 16 |         |  | 11 – 15 |         |
| Logistics Management for NGOs         | 1 week |         | 15 – 19 |         |  |         | 17 – 21 |  |         | 16 – 20 |  |         | 15 – 19 |

### IT / SOFTWARES

|   |        |         |         |         |  |         |         |  |         |         |  |         |         |
|---|--------|---------|---------|---------|--|---------|---------|--|---------|---------|--|---------|---------|
| AutoCAD   | 1 week |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |
| Basic Computer                                    | 1 week | 11 – 15 |         |         |  | 12 – 16 |         |  | 14 – 18 |         |  | 11 – 15 |         |
| Cloud Computing for Enterprises                   | 1 week |         | 15 – 19 |         |  |         | 17 – 21 |  |         | 16 – 20 |  |         | 15 – 19 |
| Linux   | 1 week |         |         | 08 – 12 |  |         | 07 – 11 |  |         | 06 – 10 |  |         | 06 – 10 |
| Microsoft Excel                                   | 3 Days | 20 – 22 |         |         |  | 21 – 23 |         |  | 21 – 23 |         |  | 27 – 29 |         |
| Ms Project for Project Manager                    | 2 Days |         | 04 – 05 |         |  |         | 06 – 07 |  |         | 05 – 06 |  |         | 04 – 05 |
| Premavera P6 Fundamentals                         | 3 Days |         |         | 03 – 05 |  |         | 02 – 04 |  |         | 01 – 03 |  |         | 01 – 03 |
| Revit Architecture Level 1                        | 1 week | 18 – 22 |         |         |  | 19 – 23 |         |  | 19 – 23 |         |  | 18 – 22 |         |
| Revit Architecture Level 2                        | 1 week |         | 15 – 19 |         |  |         | 17 – 21 |  |         | 16 – 20 |  |         | 15 – 19 |
| Statar  | 1 week |         |         | 15 – 19 |  |         | 14 – 18 |  |         | 13 – 17 |  |         | 13 – 17 |
| Statistical Package for the Social Science (SPSS) | 2 Days | 28 – 29 |         |         |  | 29 – 30 |         |  | 29 – 30 |         |  | 28 – 29 |         |

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### TRAINER CERTIFICATIONS

