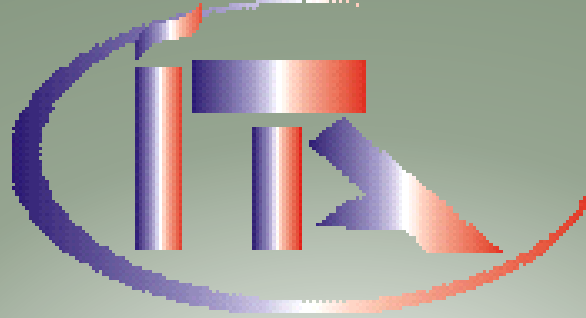


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MANAGEMENT DEVELOPMENT PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
1	ADVANCED LEADERSHIP DEVELOPMENT PROGRAMME FOR PUBLIC SERVICE DELIVERY	27 TH -31 ST MAY	5 DAYS	PRETORIA
2	PEOPLE LEADERSHIP AND TEAM MANAGEMENT	3 RD -7 TH JUNE	5 DAYS	PRETORIA
3	MASTER CLASS MANAGEMENT PROGRAMME FOR SUPERVISORS	17 TH -28 TH JUNE	TWO WEEKS	SWAZILAND
4	LEADERSHIP, ETHICS AND INTEGRITY DEVELOPMENT FOR SUPERVISORS AND HEADS OF DEPARTMENTS	15 TH -19 TH JULY	5 DAYS	PRETORIA
5	ADVANCED MANAGEMENT DEVELOPMENT PROGRAMME FOR MANAGERS AND SUPERVISORS	19 TH -23 RD AUG	5 DAYS	GHANA
6	DEVELOPING EMPLOYEE PASSION FOR WORK	28 TH OCT-1 ST Nov	5 DAYS	GHANA

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MANAGEMENT DEVELOPMENT PROGRAMMES

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7	STRATEGIC WOMEN LEADERSHIP DEVELOPMENT PROGRAM	10 TH -14 TH JUNE	5 DAYS	SWAZILAND
8	MASTER CLASS PERFORMANCE MANAGEMENT SYSTEMS	22 ND -26 TH JULY	5 DAYS	SWAZILAND
9	CHANGE MANAGEMENT - PRINCIPLES AND PROCESS	26 TH -30 TH AUG	5 DAYS	GHANA
10	PATTERNS OF INFLUENCE AND IMPACTS IN LEADERSHIP FOR HEADS OF DEPARTMENTS	2 ND - 6 TH SEPT	5 DAYS	PRETORIA
11	EXECUTIVE LEADERSHIP DEVELOPMENT FOR TECHNICAL EXECUTIVES	14 TH -18 TH OCT	5 DAYS	CAPE TOWN

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MANAGEMENT DEVELOPMENT PROGRAMMES

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12	MANAGING DIVERSITY AND INCLUSION	17 TH -21 ST JUNE	5 DAYS	GHANA
13	MATRIX MANAGEMENT	29 TH JULY-2 ND AUG	5 DAYS	SWAZILAND
14	MENTORING SKILLS DEVELOPMENT	9 TH -13 TH SEPT	5 DAYS	GHANA
15	MIDDLE MANAGER DEVELOPMENT	21 ST -25 TH OCT	5 DAYS	PRETORIA
16	TEAM LEADERSHIP DEVELOPMENT	4 TH -8 TH NOV	5 DAYS	SWAZILAND
17	COACHING FOR SUCCESS	18 TH -21 ST NOV	5 DAYS	GHANA
18	MANAGING REMOTE TEAMS	16 TH -20 TH DEC	5 DAYS	SWAZILAND

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HUMAN RESOURCES AND PERSONNEL PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
1	MANAGING REDUNDANCY, REDEPLOYMENT AND RESTRUCTURING	24 TH -28 TH JUNE	5 DAYS	PRETORIA
2	MOTIVATIONAL TRAINING TECHNIQUES	1 ST -5 TH JULY	5 DAYS	SWAZILAND
3	HANDLING DISCIPLINE AND GRIEVANCE	12 TH -16 TH AUG	5 DAYS	PRETORIA
4	FACILITATION SKILLS FOR TRAINERS	30 TH SEPT-4 TH OCT	5 DAYS	GHANA
5	DEVELOPING INTERNAL TRAINING SYSTEM	11 TH -15 TH NOV	5 DAYS	SWAZILAND

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HUMAN RESOURCES AND PERSONNEL PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
6	HUMAN CAPITAL DEVELOPMENT FOR HR PROFESSIONALS	8 TH -12 TH JULY	5 DAYS	SWAZILAND
7	ETHICS IN HUMAN RESOURCES AND PERSONNEL MANAGEMENT	5 TH -9 TH AUG	5 DAYS	GHANA
8	STRUCTURED APPROACH TO DEVELOPING AND EXECUTING AN EFFECTIVE HR STRATEGY	16 TH -20 TH SEPT	5 DAYS	CAPE TOWN
9	DEVELOPING HUMAN RESOURCES AND PERSONNEL MANAGEMENT IN THE MODERN ORGANISATION	7 TH -11 TH OCT	5 DAYS	SWAZILAND
10	EMPLOYEE ENGAGEMENT - BEST PRACTICE PRINCIPLES AND STRATEGIES	2 ND -6 TH DEC	5 DAYS	PRETORIA

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HUMAN RESOURCES AND PERSONNEL PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
11	DEVELOPING HUMAN RESOURCE INFORMATION SYSTEM (HRIS) IN AN ORGANISATION	27 TH -31 ST MAY	5 DAYS	CAPE TOWN
12	TRAIN THE TRAINER	3 RD -7 TH JUNE	5 DAYS	SWAZILAND
13	IDENTIFYING TRAINING NEEDS	15 TH -19 TH JULY	5 DAYS	SWAZILAND
14	DEVELOPING AND IMPLEMENTING MODERN APPRAISAL SKILLS	19 TH -23 RD AUG	5 DAYS	GHANA
15	MODERN APPROACHES TO ORGANISATIONAL TRANSFORMATION STRATEGIES	23 RD -27 TH SEPT	5 DAYS	PRETORIA

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HUMAN RESOURCES AND PERSONNEL PROGRAMMES

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16	HRM RISK MANAGEMENT AND AUDITING	10 TH -14 TH JUNE	5 DAYS	SWAZILAND
17	BUILD A BUSINESS CASE FOR HR TRANSFORMATION IN AN ORGANISATION	22 ND -26 TH JULY	5 DAYS	PRETORIA
18	STRATEGIC HR PLANNING	26 TH -30 TH AUG	5 DAYS	SWAZILAND
19	TRAINING NEEDS ANALYSIS, SKILLS AUDITING AND TRAINING EVALUATION/ROI	28 TH OCT-1 ST NOV	5 DAYS	PRETORIA
20	MANAGING EMPLOYEE RETIREMENT PROGRAMME	25 TH -29 TH NOV	5 DAYS	GHANA

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ORGANISATIONAL DEVELOPMENT PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
1	MANAGING PEOPLE BEHAVIOUR IN AN ORGANISATION	17 TH -21 ST JUNE	5 DAYS	SWAZILAND
2	CREATING AND IMPLEMENTING SUCCESSFUL ORGANISATIONAL CHANGE	29 TH JULY-2 ND AUG	5 DAYS	PRETORIA
3	DEVELOPING STRATEGIC WORKFORCE MANAGERS	9 TH -13 TH SEPT	5 DAYS	PRETORIA
4	CREATIVE LEADERSHIP DEVELOPMENT	21 ST - 25 TH OCT	5 DAYS	GHANA
5	INTERVENTION STRATEGIES FOR AN ORGANISATION'S DEVELOPMENT	4 TH -8 TH Nov	5 DAYS	SWAZILAND
6	COLLABORATIVE APPROACHES TO AN ORGANISATION'S DEVELOPMENT	16 TH -20 TH DEC	5 DAYS	SWAZILAND

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ORGANISATIONAL DEVELOPMENT PROGRAMMES

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
7	OPTIMISING ORGANISATIONAL TRANSFORMATION INITIATIVES	24 TH -28 TH JUNE	5 DAYS	PRETORIA
8	ADVANCED SKILLS IN WRITING A PERFORMANCE IMPROVEMENT PLAN	1 ST - 5 TH JULY	5 DAYS	PRETORIA
9	IMPROVING THE OVERALL EFFECTIVENESS OF AN ORGANISATION	12 TH -16 TH AUG	5 DAYS	SWAZILAND
10	MODERN AGE CUSTOMER SERVICE AND PROFESSIONAL SKILLS DEVELOPMENT	30 TH SEPT-4 TH OCT	5 DAYS	GHANA
11	IMPROVING ORGANISATIONAL CULTURE, CLIMATE AND COMMUNICATION	11 TH -15 TH Nov	5 DAYS	SWAZILAND

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FINANCE AND BUDGETING PROGRAMME

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
1	FINANCE FOR DECISION-MAKING	8 TH -12 TH JULY	5 DAYS	PRETORIA
2	BUDGETS AND FINANCIAL REPORTING OVERSIGHT FOR HEADS OF DEPARTMENTS	5 TH -9 TH AUG	5 DAYS	SWAZILAND
3	GOOD GOVERNANCE AUDIT IN THE PUBLIC SECTOR	16 TH -20 TH SEPT	5 DAYS	SWAZILAND
4	FINANCIAL LEADERSHIP IN SUSTAINABLE PUBLIC FINANCES	7 TH -11 TH OCT	5 DAYS	PRETORIA
5	ADVANCED FINANCIAL MANAGEMENT PROGRAMME FOR SENIOR EXECUTIVES COURSE	2 ND -6 TH DEC	5 DAYS	SWAZILAND
6	GOVERNMENT BUDGETING (MASTER CLASS)	9 TH -13 TH DEC	5 DAYS	SWAZILAND

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FINANCE AND BUDGETING PROGRAMME

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
7	MANAGING CONFLICT OF INTEREST IN THE PUBLIC SECTOR	10 TH -14 TH JUNE	5 DAYS	SWAZILAND
8	GOVERNMENT ACCOUNTING AND FINANCIAL MANAGEMENT (MASTER CLASS)	22 ND - 26 TH JULY	5 DAYS	PRETORIA
9	ADVANCED PUBLIC EXPENDITURE MANAGEMENT	26 TH -30 TH AUG	5 DAYS	PRETORIA
10	PERFORMANCE AUDIT (MASTER CLASS)	2 ND - 6 TH SEPT	5 DAYS	SWAZILAND
11	PUBLIC ACCOUNTS COMMITTEE (PAC) ESSENTIAL OVERSIGHT FUNCTIONS	14 TH -18 TH OCT	5 DAYS	PRETORIA

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SECRETARIAL DEVELOPMENT PROGRAMME

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
1	PRACTICAL DOCUMENT DEVELOPMENT AND LAYOUT FOR PERSONAL ASSISTANTS AND OFFICE ADMINISTRATORS	3 RD -7 TH JUNE	5 DAYS	SWAZILAND
2	MASTER CLASS SECRETARIAL SKILLS	10 TH -21 ST JUNE	TWO WEEKS	GHANA
3	HIGHER PROFICIENCY IN COMPUTER SKILLS FOR EXECUTIVE SECRETARIES AND ADMINISTRATORS	15 TH -19 TH JULY	5 DAYS	SWAZILAND
4	DEVELOPING COLLABORATIVE WORK FLOW FOR EXECUTIVE SECRETARIES AND THEIR SUPERIORS	19 TH -23 RD AUG	5 DAYS	PRETORIA

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SECRETARIAL DEVELOPMENT PROGRAMME

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
5	MASTER CLASS COMPUTER SKILLS FOR EXECUTIVE AND PERSONAL ASSISTANTS - MCCS (OFFICE 2019)	23 RD -27 TH SEPT	5 DAYS	SWAZILAND
6	PRACTICAL BUSINESS WRITING SKILLS, CREATING RFPs, EXECUTIVE SUMMARIES AND MINUTES TAKING FOR EXECUTIVE ASSISTANTS	28 TH OCT-1 ST NOV	5 DAYS	PRETORIA
7	PROJECT MANAGEMENT FOR ADMINISTRATIVE AND EXECUTIVE ASSISTANTS	25 TH -29 TH NOV	5 DAYS	SWAZILAND
8	PROPOSAL, BID PREPARATION AND COMPLIANCE REVIEWS FOR EXECUTIVE (C) LEVEL ASSISTANTS	2 ND - 6 TH DEC	5 DAYS	SWAZILAND

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9	REPORT WRITING, EDITING AND PROOF-READING SKILLS FOR EXECUTIVE ASSISTANTS AND PAs	10 TH -14 TH JUNE	5 DAYS	PRETORIA
10	COMMUNICATING WITH DIPLOMACY, DISCRETION AND INFLUENCE FOR SENIOR EXECUTIVE ASSISTANTS	22 ND -26 TH JULY	5 DAYS	PRETORIA
11	EFFECTIVE CO-ORDINATION, COMMUNICATION AND INFORMATION DISSEMINATION SKILLS FOR EXECUTIVE ASSISTANTS AND PAs	26 TH -30 TH AUG	5 DAYS	SWAZILAND
12	DRAFTING SPEECHES, ARTICLES AND BRIEFINGS FOR EXECUTIVE ASSISTANTS AND PAs	2 ND -6 TH SEPT	5 DAYS	SWAZILAND

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SECRETARIAL DEVELOPMENT PROGRAMME

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13	EFFECTIVE PERSONAL ASSISTANTS AND OFFICE ADMINISTRATORS COURSE	17 TH -21 ST JUNE	5 DAYS	SWAZILAND
14	CONTEMPORARY ADMINISTRATIVE SKILLS AND OFFICE ETIQUETTE FOR SECRETARIES	29 TH JULY-2 ND AUG	5 DAYS	PRETORIA
15	ADVANCED MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE AND PERSONAL ASSISTANTS	12 TH -23 RD AUG	TWO WEEKS	SWAZILAND
16	ESSENTIAL BUSINESS WRITING SKILLS FOR EXECUTIVE ASSISTANTS	21 ST -25 TH OCT	5 DAYS	SWAZILAND

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SECRETARIAL DEVELOPMENT PROGRAMME

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17	SECRETARIAL RECORDS MANAGEMENT	24 TH -28 TH JUNE	5 DAYS	SWAZILAND
18	SECRETARIAL COMMUNICATION SKILLS	1 ST - 5 TH JULY	5 DAYS	SWAZILAND
19	MODERN OFFICE MANAGEMENT	12 TH -16 TH AUG	5 DAYS	PRETORIA

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PROGRAM AND PROJECT MANAGEMENT PROGRAMME

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1	ADVANCED MICROSOFT PROJECT SKILLS FOR PROGRAMME OFFICERS	8 TH -12 TH JULY	5 DAYS	SWAZILAND
2	BID MANAGEMENT ON PROJECT MANAGEMENT SERVICES	5 TH -9 TH AUG	5 DAYS	PRETORIA
3	ADVANCED PROJECT FINANCE PROGRAMME	16 TH -20 TH SEPT	5 DAYS	SWAZILAND
4	PROJECT MANAGEMENT BID TENDER PREPARATION	7 TH -11 TH OCT	5 DAYS	PRETORIA
5	BID AND PROPOSAL MANAGEMENT	2 ND -6 TH DEC	5 DAYS	SWAZILAND
6	TECHNICAL BIDDING AND TENDERING IN PROJECT MANAGEMENT	9 TH -13 TH DEC	5 DAYS	SWAZILAND

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PROGRAM AND PROJECT MANAGEMENT PROGRAMME

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7	CONTRACTS MANAGEMENT IN PROJECT MANAGEMENT	10 TH -14 TH JUNE	5 DAYS	PRETORIA
8	BID ON RFP - PROJECT AND PORTFOLIO MANAGEMENT	22 ND -26 TH JULY	5 DAYS	SWAZILAND
9	PROJECT FINANCE AND DISBURSEMENT FOR DONOR FUNDED PROJECTS	26 TH -30 TH AUG	5 DAYS	SWAZILAND
10	TENDERING, COST ESTIMATION AND RISK ANALYSIS FOR PROJECT	2 ND -6 TH SEPT	5 DAYS	PRETORIA
11	ADVANCED FINANCIAL MANAGEMENT COURSE FOR PROJECT ACCOUNTANTS IMPLEMENTING GOVERNMENT AND DONOR FUNDED PROJECTS	14 TH -25 TH OCT	TWO WEEKS	SWAZILAND

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PROCUREMENT MANAGEMENT PROGRAMME

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1	PUBLIC PROCUREMENT AND CONCESSION CONTRACTS	3 RD -7 TH JUNE	5 DAYS	SWAZILAND
2	GOODS AND EQUIPMENT PROCUREMENT	15 TH -19 TH JULY	5 DAYS	PRETORIA
3	ADVANCED TRAINING IN BID AND TENDERING MANAGEMENT	19 TH -23 RD AUG	5 DAYS	SWAZILAND
4	PROCUREMENT FOR PROJECTS AND PROGRAMS	23 RD -27 TH SEPT	5 DAYS	PRETORIA
5	CONTRACTING IN GOVERNMENT FOR GOVERNMENT OFFICIALS	28 TH OCT-1 ST NOV	5 DAYS	SWAZILAND
6	TENDERING PROCEDURES AND BID EVALUATION	25 TH -29 TH NOV	5 DAYS	SWAZILAND

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7	PROCUREMENT AND VALUE FOR MONEY AUDIT SKILLS	10 TH -14 TH JUNE	5 DAYS	PRETORIA
8	PROCUREMENT AUDIT AND SYSTEMS FOR PREVENTION AND DETECTION OF FRAUD AND CORRUPTION	22 ND -26 TH JULY	5 DAYS	SWAZILAND
9	PROCUREMENT OF WORKS AND GOODS FOR DONOR-FUNDED PROJECTS	26 TH -30 TH AUG	5 DAYS	SWAZILAND
10	COMMERCIAL CONTRACTING AND CONTRACT LIFE-CYCLE MANAGEMENT	2 ND -6 TH SEPT	5 DAYS	PRETORIA
11	COMPETITIVE BIDDING, CONTRACT PREPARATION AND MANAGEMENT	14 TH -18 TH OCT	5 DAYS	SWAZILAND

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TECHNICAL COMPETENCE DEVELOPMENT PROGRAMME

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1	PUBLIC SERVICE RECORDS KEEPING	3 RD -7 TH JUNE	5 DAYS	SWAZILAND
2	ELECTRONIC RECORDS KEEPING AND MANAGEMENT	10 TH -21 ST JUNE	TWO WEEKS	SWAZILAND
3	BID AND TENDER WRITING FUNDAMENTALS	9 TH -13 TH SEPT	5 DAYS	SWAZILAND
4	MANAGING HUMAN, FINANCIAL AND MATERIAL RESOURCES	21 ST - 25 TH OCT	5 DAYS	PRETORIA
5	TECHNICAL AND FINANCIAL REPORTING WRITING SKILLS	4 TH -8 TH Nov	5 DAYS	SWAZILAND

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Dubai courses - Request for Details
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Embassy House
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INTERNATIONAL TRAINING ASSOCIATES



2019 TRAINING CALENDAR

Course Fee

One Week: USD \$2450

Two Weeks: USD \$3150

TECHNICAL COMPETENCE DEVELOPMENT PROGRAMME

N ^o	COURSE TITLE	MONTH	DURATION	VENUE
6	HR - WRITING SKILLS WORKSHOP	10 TH -14 TH JUNE	5 DAYS	SWAZILAND
7	BUSINESS AND REPORT WRITING SKILLS	15 TH -19 TH JULY	5 DAYS	PRETORIA
8	FACILITATION SKILLS IN BID WRITING - TENDERS	5 TH -9 TH AUG	5 DAYS	SWAZILAND
9	BID WRITING FOR PROJECT MANAGERS	16 TH -20 TH SEPT	5 DAYS	SWAZILAND
10	PEOPLE-FIRST MANAGEMENT TRAINING FOR MANAGERS AND SUPERVISORS	14 TH -18 TH Oct	5 DAYS	PRETORIA
11	QUALITATIVE METHODS IN ORGANISATIONAL RESEARCH	11 TH -15 TH Nov	5 DAYS	SWAZILAND

professional development training

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