



TRAINING CALENDAR 2016 / 2017

Institute of Leadership and Management centre number (821896)
www.acfidconsults.org

TRAINING VENUES & FEES

SWAZILAND | SOUTH AFRICA | DUBAI (UAE)
ASIA/PACIFIC | EUROPE

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FREE TABLET FOR ALL COURSE DELEGATES

TUITION / FEES / VENUES

Tuition fees cover contact lectures, course materials, excursions and international study tours. Payment is in United States Dollars (US\$)

TRAVEL & VISAS

Participants are responsible for visa application, transport and personal insurance while in the hosting countries.

REGISTRATION

All ACFID courses and programmes are open to participants from Government, NGOs and Private Organizations and Enterprises

TRAINING APPROACH

ACFID fully subscribes to the principles of adult education. Recognition is given to the individual participant's need for professional and personal development. Thus course programmes are structured such that they are participatory

COURSES / PROGRAMMES

TAILOR MADE COURSES ARE ALSO AVAILABLE

PROJECT MANAGEMENT COURSES

CIT	COURSE TITLE	DURATION	DATES
001	Computerized Project Management (CPM)	2 Weeks	27 Feb-09 Mar/06 - 17 Aug/12 - 23 Nov
002	Project Planning and Implementation (With Computer Application)	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Project Planning and Management (PPM)	2 Weeks	27 Feb-09 Mar/25-29 Jun / 08-12 Oct
004	Projects Monitoring & Evaluation (PME)	2 Weeks	07-18 May/06-17 Aug / 12-23 Nov
005	Monitoring & Evaluation of Community Projects (MECP)	2 Weeks	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Participatory Project Planning and Management (PPPM)	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Project Analysis and Design Programme (PADP)	1 Week	20-24 Feb/11-15 Jun / 24-28 Sep
008	Advanced Project Management (APM)	1 Week	27 Feb-09 Mar / 6-17 Aug / 12-23 Nov
009	Project Proposal Writing and Fund Raising	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
010	Advanced Procurement and Store Management	2 Weeks	27 Feb-09 Mar / 02-13 Apr / 29 Oct - 09 Nov
011	International and Internal Procurement for Donor Funded	2 Weeks	27 Feb-09 Mar / 6-17 Aug / 12-23 Nov
012	Procurement and Materials Management (With Computer Application)	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
013	Water Supply and Municipality Management	2 Weeks	01-12 Apr / 01-12 Jul / 11-22 Nov

MANAGEMENT AND HUMAN RESOURCE MANAGEMENT COURSES

MHR	COURSE TITLE	DURATION	DATES
001	Socio-Economic Reforms & Privatization	2 Weeks	27 Feb-09 Mar/06 - 17 Aug / 12-23 Nov
002	Tourism Marketing and Development	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Organization Restructuring and Change Management	2 Weeks	27 Feb-09 Mar/25-29 Jun / 08-12 Oct
004	Human Resources Management & Performance Enhancement	1 Week	07/18 May/06-17 Aug / 12-23 Nov
005	Advanced Human Resources Management (With Computer Application)	2 Weeks	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Management Development Programmes for Personal Assistants & Administrators	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Supervisory & Operations Management (With Computer Application)	2 Weeks	20-24 Feb/11-15 Jun / 24-28 Sep
008	Grievance Handling and HR Management	2 Weeks	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
009	Strategic Human Resource Management (With Computer Application)	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
010	Workplace Counseling & Employee Welfare Management	1 Week	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
011	Office Administration & Business Methods (With Computer Applications)	1 Week	27 Feb-09 Mar / 06-17 Aug / 12-23 Nov
012	Labour Relations & Conflict Management	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
013	Performance Management	2 Weeks	25-29 Jun/08-12 Oct
014	Trainers & Educators Workshop	2 Weeks	27 Feb-09 Mar/07-18 May / 12-23 Nov
015	Consultancy & Advisory Services Management	1 Week	05-09 Mar / 25-29 Jun / 08-12 Oct
016	Managements skills for excellence	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov

FINANCIAL MANAGEMENT COURSES

FM	COURSE TITLE	DURATION	DATES
001	Advanced Auditing Programme	2 Weeks	7-11 Jun / 6-17 Aug / 12-23 Nov
002	Advanced Budgeting and Budgetary Control	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Advanced Debt Management	2 Weeks	27 Feb-09 Mar / 25-29 Jun / 08-12 Oct
004	Advanced Financial Management	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
005	Auditing and Internal Control	1 Week	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Budgeting and Budgetary Control	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Credit Management, Monitoring and Control	2 Weeks	20-24 Feb/11-15 Jun / 24-28 Sep
008	Cash Management & Bank Reconciliation for Financial & Accounting officers	2 Weeks	07-18 May / 6-17 Aug / 12-23 Nov
009	Financial Management for Debt Manager and Administrators	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
010	Financial Management for Project Accountants	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
011	Financial Management for Pension Administrators	1 Week	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
012	Financial Management for Donor Funded Projects	2 Weeks	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
013	Financial Management in the Public Sector (With Computer Application)	2 Weeks	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
014	Financial Analysis and Management	2 Weeks	05-09 Mar / 25-29 Jun / 08-12 Oct
015	Managing Micro Finance Programme	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
016	Management of Local Government Finance	1 Week	20-24 Feb/11-15 Jun / 24-28 Sep
017	Managing the auditing Functions	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
018	Treasury and Financial Risk Management	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
019	Effective Cost Performance Management	2 Weeks	07 May - 18 May / 6-17 Aug / 12-23 Nov

EXECUTIVE & LEADERSHIP DEVELOPMENT COURSES

ELD	COURSE TITLE	DURATION	DATES
001	Advanced Leadership Development Programme	1 Week	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
002	Organizational Restructuring and Change Management	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Professional Development Programme for Secretaries	2 Weeks	27 Feb-09 Mar/25-29 Jun / 08-12 Oct
004	Strategic Leadership Development Programme	2 Weeks	27 Feb-09 Mar/12-23 Jun / 08-12 Oct
005	Strategic Women Leadership Development	2 Weeks	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Corporate Governance and Organizational Development	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Sports Management & Administration	1 Week	20-24 Feb/11-15 Jun / 24-28 Sep
008	Project Design and Contract Management	2 Weeks	10-21 Jan/04 - 15 Apr / 01-26 Aug / 31 Nov-11 Dec
009	Pension Fund and Reform and Management	2 Weeks	03-14 Jan/04 - 15 Apr / 01-26 Aug / 03-14 Oct
010	Research, Monitoring and Evaluation in the Public Sector	1 Week	07-18 Mar / 02-13 May / 04-15 July / 03-14 Oct
011	Local Government Leadership Development Programme	1 Week	10-14 Jan/09 - 13 May / 08-26 Aug / 05-09 Dec
012	Economic Analysis in the Public Sector	2 Weeks	07-11 Mar / 02-06 May / 04-08 July / 05-09 Dec

ENERGY, ENVIRONMENT AND MINING PROGRAMMES

PNT	COURSE TITLE	DURATION	DATES
200	Natural Resource Management and Sustainability	2 Weeks	4th Feb-22nd Feb / 6th May - 24th May
201	Environmental Management and Development	1 Week	5th Aug - 23rd Aug / 4th Nov - 22nd Nov
202	Environmental Impact Assessment (EIA)	2 Weeks	7th Jan - 1st Feb / 1st Apr - 26th Apr
203	Sanitation and Pollution Control	1 Week	1st Jul - 26th Jul / 7th Oct - 1st Nov
204	Water Sanitation Planning and Management	1 Week	4th Feb - 1st Mar / 6th May - 31st May
205	Sustainable Irrigation Management	1 Week	5th Aug - 30th Aug / 4th Nov - 29th Nov
206	Geographic Information System Management (GIS)	1 Week	4th Mar - 29th Mar / 3rd Jun - 28th Jun
207	Participatory Methodologies for Sustainability	2 Weeks	2nd Sept - 27th Sept / 2nd Dec - 27th Dec
208	Solid Waste Management	2 Weeks	4th Feb - 1st Mar / 6th May - 31st May
209	Environmental Planning and Management in Urban Design	2 Weeks	5th Aug - 30th Aug / 4th Nov - 29th Nov
210	Water Technology Engineering Management	2 Weeks	4th Feb - 1st Mar / 6th May - 31st May
211	Energy Management and Planning	2 Weeks	5th Aug - 30th Aug / 4th Nov - 29th Nov
212	Energy Project Monitoring and Evaluation	2 Weeks	4th Mar - 29th Mar / 3rd Jun - 28th Jun
213	Energy for Sustainable Development	1 Week	2nd Sept - 20th Sept / 2nd Dec - 20th Dec
214	Sustainable Renewable Energy	1 Week	4th Feb - 22nd Feb / 6th May - 24th May
215	Mining Geology	1 Week	5th Aug - 23rd Aug / 4th Nov - 22nd Nov
216	Mining Surveying	2 Weeks	4th Feb - 22nd Feb / 6th May - 24th May
217	Surface Mining	2 Weeks	5th Aug - 23rd Aug / 4th Nov - 22nd Nov

ECONOMIC MANAGEMENT & POLICY ANALYSIS

EMPA	COURSE TITLE	DURATION	DATES
001	Advanced Macroeconomic Analysis Programme	2 Weeks	27 Feb-09 Mar/06-17 Aug / 12-23 Nov
002	Policy Analysis for Senior Manager	1 Week	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Policy Development and Strategic Management	1 Week	27 Feb-09 Mar/25-29 Jun / 08-12 Oct
004	Trade and Investment Promotion Programme	2 Weeks	07-18 May/06-17 Aug / 12-23 Nov
005	Trade Negotiation Skills	2 Weeks	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Trade Policy Development and Macroeconomic Analysis	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Advanced Policy Management and Evaluation	2 Weeks	20-24 Feb/11-15 Jun / 24-28 Sep
008	Public Private Partnership Management	2 Weeks	27 Feb-09 Mar/06-17 Aug / 12-23 Nov

COMPUTER AND INFORMATION TECHNOLOGY

ICT	COURSE TITLE	DURATION	DATES
001	Computer and Information Technology for Managers	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
002	Computer and Software Management Skills Development	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
003	Computer and Information System Management	2 Weeks	27 Feb-09 Mar/25-29 Jun / 08-12 Oct
004	Computerized Financial Management for Accountants	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
005	Record & Data Management (computerising Systems)	1 Week	05-09 Mar / 25-29 Jun / 08-12 Oct
006	Advanced Computer Programme for Execution Assistants	1 Week	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
007	Computer and Data Security Management	2 Weeks	20-24 Feb/11-15 Jun / 24-28 Sep
008	Computer Auditing and Internal Control	2 Weeks	27 Feb-09 Mar/6-17 Aug / 12-23 Nov
009	Management Information System for Managers	2 Weeks	28 Feb-11 Mar/04 - 15 Apr / 04 - 15 July / 07-18 Nov
010	General Computer Applications for Manager	2 Weeks	02-13 Apr / 02-13 Jul / 29 Oct - 09 Nov
011	Databases Design and Maintenance	2 Weeks	27 Feb-09 Mar/25-29 Jun / 08-12 Oct