

GENERAL MANAGEMENT PROGRAMS

Code	Program Title	Duration	Course Fee (USD)	Dates
AAFOM	Advanced Administrative Functions and Office Management	1 Week	2750	24 – 28 February 18 – 22 August
AOMPS	Advanced office Management Programme for Secretaries	1 Week	2750	14 – 18 April 13 – 17 October
RMPS	Records Management and Office Administration	1 Week	2750	27 - 31 January 9 – 13 June
SMS	Supervisory Management Skills	1 Week	2750	26 – 30 May 8 – 12 September
SMSCS	Stores Management and Stock Control Systems	1 Week	2950	17 - 21 February 22 - 26 September
DRMPS	Data and Records Management Programme for Secretaries	1 Week	2750	3 – 7 February 21 – 25 July
MSSAO	Management Skills for Secretaries/ PA's and Administrative Officers	1 Week	2750	19 – 23 May 17 – 21 November
ASMS	Advanced Supervisory Management Skills	1 Week	2950	17 – 21 March 13 - 17 October
MMECC	Meeting Management, Ethics and Code of Conduct	1 Week	2750	14 - 18 April 25 – 29 August
PDPS	Professional Development Programme for Secretaries	1 Week	2750	5 – 9 May 1 – 5 December
ECCS	Effective Coaching & Counseling Skills	1 Week	2950	10 - 14 March 27 - 31 October
OAMPAS	Office Administration and Management for PA's and Secretaries	1 Week	2750	3 – 7 February 17 - 21 November
ASMMS	Advanced Supervisory & People Management Skills	1 Week	2950	12 – 16 May 8 - 12 September
MDPAS	Management Development Programme for Administrators and Secretaries	1 Week	2750	21 - 25 April 11 – 15 August
PRCC	Public Relations and Customer care	1 Week	2750	16 – 20 June 27 - 31 October
SWPS	Speech Writing and Presentation Skills	1 Week	2750	17 – 21 March 8 – 12 September
EPSPS	Effective Public Speaking and Presentation Skills	1 Week	2750	2 – 6 June 10 -14 November
TRWC	Technical Report Writing Course	1 Week	2750	19 – 23 May 6 – 10 October
CMMW	Conduct of Meetings and Minute Writing	1 Week	2750	24 – 28 February 21 – 25 July
PPSE	Protocol Procedures and Social Etiquette	1 Week	2750	7 – 11 July 3 – 7 November