

# WASO GROUP INTERNATIONAL CONSULTANCY (WGIC)

Introducing WGIC & Sample Corporate Training Titles (Courses)

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## **Preamble**

Today, we live in a dynamic, ever-changing, fast-paced competitive environment that poses enormous and inevitable challenges that cannot be overlooked or ignored by any organization. Globalization and rapid technological changes have altered the way we do business; consequently, it is no longer "business as usual". This is compounded by unprecedented catastrophic disasters such as the recent Covid - 19 pandemic that paralyzed the whole world.

## **About us**

Waso Group International Consultancy (WGIC) is a global development-oriented and action-driven management consulting firm; one of the leading global consultants in providing proven and sustainable strategic management models and solutions. The firm boasts of providing cutting-edge strategic interventions and solutions for complex management and organizational problems. It has recently emerged as one of the leading and trending organizations in providing rapid post covid growth recovery and development, offering unmatched expertise and strategic interventions.

## **What we do In a nutshell:**

- We help our clients to achieve world-class operations; blending strategic thinking with hands-on practicality, as well as develop and implement operational strategies that solve our clients' most critical and complex problems.
- We combine analytical rigour and deep experience to align organizations with business imperatives, strengthening both short-term and long-term performance.
- We provide professional advice on array of issues that enables organizations to grow and yield higher Return On Investment (ROI) or profit. For example, we advise private, public and social sectors in key fundamental areas such as Strategy Implementation - is there a gap between your strategic plan and what is being implemented? Learning and Development - are you getting transformative value from your learning and

development strategy? Business Operations - do your teams, systems and processes deliver the value that client or customer expects? Organizational Culture - does your culture enable execution of your business strategy?

- We provide independent, strategic professional advice on finance and value creation; hence we work with clients on various financial topics such as financial analysis and modelling and strengthening the finance function. This is often preceded by auditing (which can be executed by our Auditing Division or department)
- We help clients develop IT strategies that are tightly aligned to organization's goals and corporate priorities, and to design organization and governance approaches to deliver the highest value.
- We help organizations build authentic, resilient cultures based on deeply felt moral and high-performance values
- We help citizens, in particular the employees, unlock the full potential of their organizations.
- We provide "best practices" in management processes to enhance organizational growth and productivity.
- We offer corporate training that yield immediate results and guarantees long term sustainable transformation.

Our company is built on the belief that our customers' needs and challenges are of the utmost importance and a priority. Our entire team is therefore committed to meeting those needs and challenges. We partner with you, working as part of your team through every step of the innovation process to achieve your objectives. As a result, a high percentage of our clients are from repeat customers and referrals.

To accomplish these profound and phenomenal tasks we have a pool of experts or consultants who are drawn from academia, professionals, practitioners and seasoned national, regional and international consultants. These consultants draw upon years of direct front-line experience and deep industry knowledge and global market trend to ensure our clients' success. Thus, they have tremendous wealth of practical hands-on experience and expertise that span several decades and continents.

We strongly believe in collaboration, networking, and information sharing. Therefore, we are willing and ready to collaborate with local and international organisations, Institutions of higher learning and other consulting firms to

enhance capacity building and sustainable development. To this end, we do work in collaboration or partnership with other organizations when deemed necessary or as required by sponsors.

We provide voluntary follow up services to our clients, to get feedback and/or ensure their success, such as additional professional advice, trainings, mentorships, coaching, participation in organizations' committees and boards, and many more; for we believe that the success of our clients, directly or indirectly, is also our success.

Our clients include, but are not limited to, governments, institutions, parastatal bodies, private enterprises, local and international Non-Governmental Organizations (NGOs), Grassroots and Community Based Organizations (CBOs) worldwide.

**Note:** Our consultancy services are fundamentally supported by training that we offer to the leaders and the entire organization through our Corporate Training Division (See our Sample Corporate Training Menu).

## **Product Offerings (Services)**

**We offer various services, grouped under the following Divisions:**

- Auditing/Taxation
- Organizational Development (OD)
- Sustainable Development
- Project Management, Monitoring & Evaluation
- Information Technology (IT)
- Research
- Corporate & Development Training
- General Consulting

## **Auditing:**

- Auditing
- Taxation
- Payroll management
- Commercial and Financial Accounting
- Income & Sales tax
- Computerized accounting
- Annual financial statements
- Corporate Finance
- Forensic Auditing
- And much more

## **Project Management, Monitoring & Evaluation**

- Project Identification
- Project Design
- Project Development
- Project Implementation
- Project Monitoring
- Project Evaluation
- And much more

## **Corporate and Development Training:**

- Training Workshops (In House and external)
- Training Needs Analysis
- Training Evaluation
- Civic Education
- Business training
- Information dissemination
- Creating awareness (promotions & campaigns)
- And much more

NOTE: See our corporate training information with some suggested course titles.

### Information Technology (IT):

- Innovative and reliable IT solutions
- IT Management
- Short-term and long-term assistance
- Procurement, set-up and training
- Ongoing technology management and support
- Workplace Computerisation
- Sector Reviews and Diagnostic Studies
  1. Strategy
  2. Training
  3. Networking

### Research:

- Feasibility Studies
- Market Research
- Environmental Scanning
- Industry Analysis
- Competitor Analysis
- SWOT Analysis
- Organizational Situational Analysis
- Contract research
- R&D (Research & Development)
- And much more

### Organizational Development (OD):

- Organizational growth and development interventions
- Change management
- Environmental management
- Conflict management and resolution
- Strategic management and planning

- Performance management
- Leadership development and coaching
- Corporate development and governance
- Transformational change
- Quality management systems
- Merger management
- Strategy & Organization
- Globalization
- Operations Management

**General Consulting:** We also carry out other various consultancy services based on specific client needs. Such general services include, but are not limited to:

- Staff Inductions including public servants and elected leaders
- Professional staff recruitment and selection
- Civic education
- Business plan preparation
- Proposal writing
- Report writing
- New venture creation
- Events planning and management
- Global business
- Strategic Planning
- Sustainability
- Organisational Strategy and recruiting
- Impact Assessment and Evaluation
- Job Evaluation
- Salary and Benefits Survey
- Business Valuation
- Branding
- Media Training
- Business Coaching
- EOI (Expression of Interest) tender bidding
- General supply: stationary, equipment, etc

- And much more

# WASO GROUP INTERNATIONAL CONSULTANCY (WGIC)

Do you want to strengthen or sharpen the skills of  
your staff for more productivity?

**Sample Corporate Workshop Training Menu**



# Corporate Workshop Training Course (Titles)

## Sample Training Menu)

### Note:

1. **Course Titles.** Titles are listed alphabetically for ease of reference, from A-Z. For example, if you want a title like “Policy Analysis Management” then you simply go to “P” on the table.
2. **Tailor Made Courses:** If you don’t see the precise topics, courses, or titles you need, we can create customized programmes that suit your needs i.e. courses that suit the specific or unique circumstances of your organization can be designed.
3. **Revision:** We can also revise the programs or contents to include other subject matter or to make them appropriate for any audience you would like to address.
4. **Certificates:** Certificates are awarded to participants at the completion of the training workshops.

### A few Suggested Course Titles

## A

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
WGIC-1A/22	Advanced Audit of Micro-Finance Institutions	Auditing	2 days to 4 weeks	In-House or External Venue eg Hotel

WGIC-2A/22	Advanced Advocacy, Communication & Behavioral Change (HIV/AIDS)	Health (HIV/AIDS)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-3A/22	Advanced Computer Skills Development	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-4A/22	Advanced Computer Program for Secretaries, PAs & Clerks	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-5A/22	Advanced Computer Skills for Data Records Management	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-6A/22	Advanced Database Management Programmes - sap3	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-7A/22	Advanced Environmental Impact Assessment	Environmental Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-8A/22	Advanced Financial Management	Financial Management	2 days to 4 weeks	In-House or External Venue eg Hotel

WGCI-9A/22	Advanced Health Information Management	Health (IT)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI-10A/13	Advanced Human Resources Management	Human Resources Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI-11A/ 13	Advanced Management Information Systems	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI -12A/ 13	Advanced Management Policy Development	Management Policy	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI -13A/ 13	Advanced Marketing Management	Marketing	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI -14A/ 13	Advanced Organizational Change & Strategy Development	Organizational Development	2 days to 4 weeks	In-House or External Venue eg Hotel
WGCI -15A/ 13	Advanced Professional Administration Management	Administration/ Management	2 days to 4 weeks	In-House or External Venue eg Hotel
	Advanced Project Management	Project Management		

WGCI -16A/ 13			2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-17A/ 13	Advanced Project Planning, Monitoring & Evaluation	Project Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-18A/ 13	Advanced Record & Information Management	Record (IT)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-19A/ 13	Advanced Rural Development & Extension Management	Rural Development	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-20A/ 13	Advanced Skills for Executive Secretaries, PAs & Clerks	Skills Development	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-21A/ 13	Advanced Strategic Management	Strategic Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-22A/ 13	Advanced Word, Excell, PowerPoint, Access, Email Internet & Outlook	IT	2 days to 4 weeks	In-House or External Venue eg Hotel

**Total "A" Course Titles: 22**

## B

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
WGIC-1B/ 13	Broadcasting Policy & Regulation	Broadcasting	2 days to 4 weeks	In-House or External Venue eg Hotel
WFGIC-2B/ 13	Budgeting & Budgetary Control	Finance (Accounting)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-3B/ 13	Budgeting & Financial Management (Public Sector)	Finance (Accounting)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-4B/ 13	Budgeting & Fiscal Decentralisation Programme	Finance (Accounting)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-5B/ 13	Building Effective Judicial Management	Judiciary (Management)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-6B/ 13	Building Effective Military Management	Military (Management)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-7B/ 13	Business & Financial Management for SME's	Finance (SME)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-8B/ 13	Business Development in International Marketing	International Marketing	2 days to 4 weeks	In-House or External Venue eg Hotel

WGIC-9B/ 13	Business Process Management & Modelling Management	Business Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-10/ 13	Business Strategy & Planning Management	Business Management	2 days to 4 weeks	In-House or External Venue eg Hotel

**Total “B” Course Titles: 10**

## C

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
WGIC-1C/ 13	Introduction: Word, Excell, Access, PowerPoint, Email and Internet	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-2C/ 13	Capacity Building for Public Sector Development	Capacity Building	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-3C/ 13	Cash flow and Credit Control Management	Finance	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-4C/ 13	Certified Information Systems Security Professional (CISSP)	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-5C/ 13	Child Protection and Children	Child Protection	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-6C/ 13	Communication Skills (Skills Development & Presentation)	Communication	2 days to 4 weeks	In-House or External Venue eg Hotel

WGIC-7C/ 13	Community Health & Primary Health Care	Health (Community Health)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-8C/13	Community Water Management, Optimization & Sustainability	Community Development	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-9C/ 13	Community Water Supply & Waste Management	Water (Community Development)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-10C/ 13	Compensation Management Programme	Compensation	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-11C/ 13	Compiling, Issuing & Evaluating Tenders	Tenders (Awarding)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-12C/ 13	Computer Networking Administration	IT (Computers)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-13C/ 13	Computer and Software Management Skills	IT (Computers)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-14C/ 13	Computer Application in Finance & Accounts	IT (Finance)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-15C/ 13	Computer Applications in Project Management	IT (Project Management)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-16C/ 13	Computer Assisted Financial Management	IT (Finance)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-17C/ 13	Computer Assisted Human Resources	IT (Human Resources)	2 days to 4 weeks	In-House or External

				Venue eg Hotel
WGIC-18C/ 13	Computer Skills for Data Records Management	IT (Data Records)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-19C/ 13	Computer Software Management Skills for Secretaries	IT	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-20C/ 13	Computerised Financial Management	Finance (IT)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-21C/ 13	Computerised Registry Systems program	IT (Secretaries)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-22C/ 13	Computerised Project Management	IT (Project Management)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-23C/ 13	Computerised Records Mngt., Reporting Writing & Presentation	IT (Records, Report writing & presentations)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-24C/ 13	Conflict Management, Conciliation & Mediation	Conflict Resolutions	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-25C/ 13	Conflict Resolution in Natural ResourWGICs Management	Conflict Resolutions	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-26C/ 13	Construction & Environment Management	Construction (Environmental Management)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-27C/ 13	Contract Management & Dispute Resolution	Construction	2 days to 4 weeks	In-House or External Venue eg Hotel



WGIC-28C/ 13	Contract Procedures & Project Planning	Contracts	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-29C/ 13	Contractual Laws & Dispute Resolution	Conflict Resolutions	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-30C/ 13	Contractual Laws and Dispute Resolution	Contract Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-31C/ 13	Corporate Finance Management	Finance (Corporate)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-32C/ 13	Corporate Performance Improvement Program	Corporate Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-33C/ 13	Corporate Strategic Management	Corporate Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-34C/ 13	Crisis Management & Contingency Planning	Crisis Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-35C/ 13	Crystal Reports & Rational Database	Reports	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-36C/ 13	Customer Care & Public Relations	Customer Care	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-37C/ 13	Customer Service & Retention Strategies	Customer Care	2 days to 4 weeks	In-House or External Venue eg Hotel

**Total “C” Course Titles: 37**

## D

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
WGIC-D1/ 13	Data & Records Management for Secretaries, PAs & Clerks	Data Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D2/ 13	Data Collection & Survey Management	Data Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D3/ 13	Data Management & Public Management Information Systems	Data Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D4/ 13	Data Management & Statistical Analysis	Data Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D5/ 13	Data Protection Principles & Regulations	Data Protection	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D6/ 13	Dealing with Conflict & Difficult People	Conflict Resolution	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D7/ 13	Debt Management Strategies	Debt Management	2 days to 4 weeks	In-House or External

				Venue eg Hotel
WGIC-D8 /13	Centralisation and Local Government Management	Decentralization (Local Governments)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D9/ 13	Delinquency Management for Micro-Finance Institutes	Micro-Finance	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D10/ 13	Developing Internal Communication Strategy	Communication (Internal)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D11/ 13	Developing Internal Training System	Internal Systems (Training)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D12/ 13	Development Banking & Administration	Banking (Administration)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D13/ 13	Development Banking & Micro-Credit Management	Banking (Micro-credit finanWGIC)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D14/ 13	Digital Broadcasting Migration and Cost Modelling	Broadcasting	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D15/ 13	Digital Libraries Management Course	Library Management	2 days to 4 weeks	In-House or External e.g.

				Hotel Venue eg Hotel
WGIC-D16/ 13	Disaster Preparedness & Response	Disaster Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D17/ 13	Drought Management & Response Programme	Drought Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D18/ 13	Disaster Planning & Recovery Management	Disaster Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D19/ 13	Documentation Management	Documentation	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D20/ 13	Drafting, Negotiating and Managing Contracts	Contract Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-D21/ 13	Drought and Food Security Management	Food Security	2 days to 4 weeks	In-House or External Venue eg Hotel

**Total “D” Course Titles: 21**

**E**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In-House or External Venue</b>
WGIC-E1/ 13	E-Commerce and Cyber Crimes Law	E-Commerce	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E2 /13	Economic Analysis & Development Research	Economics (Analysis)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E3 /13	Economic Evaluation of Environmental Impact	Economics (Evaluation)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E4/ 13	Economic Modelling & Financial Forecasting	Economics (Forecasting)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E5/ 13	Education Information Systems Management	Education (IT)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E6/ 13	Educational Curriculum Development	Education (Curriculum)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E7/ 13	Effective Communication Skills Programme	Communication	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E8/ 13	Effective Office Management & Administration	Office Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E9/ 13	Effective Procurement & Contract Management	Procurement Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E10/ 13	e-Government (Policy, Strategy & Implementation)	E-Government	2 days to 4 weeks	In-House or External Venue eg Hotel

WGIC-E11/ 13	Electrical Project Monitoring & Evaluation – Computerised	Electronics (Monitoring & Evaluation)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E12/13	Electronic Fraud Management	Electronic Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E13/ 13	Employee & Labour Relations	Labour Relations	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E14/13	Employee Contract Management	Labour Relations	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E15/ 13	Environment and Public Transport	Transport (Environment)	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E16/ 13	Environmental Impact Assessment Programme	Environmental Management	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E17/ 13	Epidemiology & Statistics Course	Statistics	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E18/ 13	Exceptional Performance Management for Secretaries & PA's	Secretarial Performance	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E19/ 13	Exceptional Performance Management for Clerical Officers	Clerical	2 days to 4 weeks	In-House or External Venue eg Hotel
WGIC-E20/ 13	External Audit of Micro-Institutions	Auditing Micro-finance institutions)	2 days to 4 weeks	In-House or External Venue eg Hotel

**Total “E” Course Titles: 20**

## F

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In-House or External Venue eg Hotel</b>
WGIC- F1/ 13	Finance & Accounting for Non-Finance Managers	Finance/Accounting	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F2/ 13	Finance & Projects Management for NGOs	Finance/Funding & Projects	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F3/ 13	Financial Management	Finance/Accounting	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F5/ 13	Financial Management & Budgeting	Finance/Funding (Budgeting)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F6/ 13	Financial Management & Disbursement of Donor Funded Projects	Finance/Funding (Disbursement)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F7/ 13	Financial Management for Micro-Finance	Finance/Funding (Micro-finance)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F8/ 13	Financial Management for Public Funds	Finance/Funding (Public Funds)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F9/ 13	Financial Management Planning (FMP)	Finance (Planning)	2 days to 3 weeks	In-House or External Venue eg Hotel

WGIC-F10/ 13	Financial Management, Budgeting & Payroll Administration	Finance (Payroll Administration)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F11/ 13	Financial Reporting & Auditing of Donor Projects	Finance (Reporting & Auditing)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F12/ 13	Financial Reporting for Governments	Finance Reporting	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F13/ 13	Financial Self-Reliance & Resource Mobilisation	Finance Funding	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F14/ 13	Financial Skills for PA's	Finance Skills (Personal Assistants)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F15/ 13	Food Security & Sustainable Agriculture	Food Security	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F16/ 13	Forensic Auditing for Internal Auditors	Auditing (Forensic)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F17/ 13	Forest Sustainability & Land Use	Forest (Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F18/ 13	Fraud Detection, Prevention & Corruption	Fraud (Detection)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-F19/ 13	Fund Raising & Money Management Techniques	Fundraising (Techniques)	2 days to 3 weeks	In-House or External Venue eg Hotel



WGIC-F20/ 13	Fund-Raising for Development Projects	Fundraising (Development)	2 days to 3 weeks	In-House or External Venue eg Hotel
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## Total “F” Course Titles: 20

## G

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
WGIC-G1/ 13	Gender & Economic Policy Analysis (GEPA)	Gender (Economic policy)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G2/ 13	Gender & Youth Development Programme	Gender (Youth)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G3/ 13	Gender Analysis for Agriculture and Natural Resources	Gender (Analysis)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G4/ 13	Gender Education & Development	Gender (Education)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G5/ 13	Gender Equality & Community Development	Gender (Equality)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G6/ 13	Gender Evaluation Methodology	Gender (Evaluation)		In-House or External Venue eg Hotel
WGIC-G7/ 13	Gender in Micro-Finance Management	Gender (Micro-finanWGIC)		In-House or External Venue eg Hotel

WGIC-G8/ 13	Gender Issues for Sustainable Development	Gender (Sustainable development)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G9/ 13	Gender Mainstreaming (Practical Skills and Critical Analysis)	Gender (Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G10/ 13	Gender Mainstreaming (Train the Trainer)	Gender (TOT)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G11/ 13	Gender Sensitisation and Development	Gender (Awareness)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G12/ 13	Gender Training Policy on HIV/AIDS	Gender (HIV/AIDS)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G13/ 13	Gender, Law, Health & Politics	Gender (Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G14/ 13	Gender, Youth & Disability Policy	Gender (Policy)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G15/ 13	Geographic Information Systems (GIS)	GIS (Statistics/IT)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G16/ 13	Good Governance & Public Stewardship	Corporate Governance (Public Accountability)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G17/ 13	Good Governance & Federalism	Corporate Governance (Federalism)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G18/ 13	Good Governance and Policy Analysis Management	Corporate Governance (Policy Analysis)	2 days to 3 weeks	In-House or External Venue eg Hotel

WGIC-G19/ 13	Goods & Equipment Procurement (Mngt. and Selection of Consultants & Contractors)	Procurement Management	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G20/ 13	Government Accounting & Principles	Finance (Accounting principles)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G21/ 13	Government Financial Reporting Standards	Finance (Reporting)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-G22/ 13	Grievance Handling and HR Management	Human Resources (Grievances)	2 days to 3 weeks	In-House or External Venue eg Hotel
				In-House or External Venue eg Hotel

**Total “G” Course Titles: 22**

## H

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In-House or External Venue</b>
WGIC-H1/ 13	Health Information Management	Health (IT)	2 days to 3 weeks	In-House or External Venue eg Hotel

WGIC-H2/ 13	Health Promotion and Disease Control	Health (Disease Control)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H3/ 13	HIV/AIDS Counselling & Management Techniques	HIV/AIDS (Counselling)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H4/ 13	HIV /AIDS Mitigation, Care & Treatment	HIV/AIDS (Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H5/ 13	HIV/AIDS (Communication & Behaviour Change)	HIV/AIDS (Behaviour change)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H6/ 13	HIV/AIDS: Peer Education & Behavioural Change	HIV/AIDS (Peer education)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H7/ 13	Hospitality Management Programme	Tourism (Hospitality)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H8/ 13	Human Relations Mngt. (Counselling & Management Techniques)	Human Relations	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H9/ 13	Human Resources and Performance Management	Human Resources	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-H10/ 13	Human Resources Management	Human Resources	2 days to 3 weeks	In-House or External Venue eg Hotel

**Total “H” Course Titles: 10**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In-House or External Venue</b>
WGIC-I1/ 13	ICT Application in Management	ICT (IT/Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I2/ 13	Impact Evaluation for Water & Sanitation	Water & Sanitation (Evaluation)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I3/ 13	Improving Governance & Controlling Corruption	Corporate Governance	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I4/ 13	Information Systems Security certification & Accreditation	Information Systems (IT)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I5/ 15	Information Technology & Management Program	IT	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I6/ 16	Information Technology & Mass Media	Journalism/Media (IT)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I7/ 17	Information Technology & Risk Management	Risk Management	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I8/ 18	Information Technology Application in Project Management	Project Management (IT)	2 days to 3 weeks	In-House or External Venue eg Hotel

WGIC-I9/ 13	Integrated Computer Application for Managers	Integrated Computers (IT)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I10/ 13	Internal Auditing for Governments	Internal Auditing	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I11/ 13	International Accounting Standards in Petroleum Accounting	Finance/Accounting (Oil)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I12/ 13	International Purchasing Management (Principles & Policy)	Purchasing & Supply (International)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I13/ 13	International Trade & Economic Relations	Trade (International)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I14/ 13	Interpersonal Skills Management	Interpersonal Skills	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I15/ 13	Investigation & Prevention of Corruption in Projects	Corruption Management	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I16/ 13	Investment Promotion Techniques	Investments	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I17/ 13	Irrigation Systems for Sustainable Agriculture	Agriculture	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-I18/ 13	IT Systems & Network Security	IT	2 days to 3 weeks	In-House or External

				Venue eg Hotel
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**Total “I” Course Titles: 18**

## J

CODE	COURSE TITLE	Course Category	Duration	Venue
WGIC-J1/ 13	Job Analysis & Evaluation (HR Perspective)	Human Resources	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-J2/ 13	Job Re-Grading & Evaluation Programme	Human Resources	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC- J3/13	Journalism Skills	Journalism	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-J4/ 13	Judicial Administration	Judicial (Management)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-J5/ 13	Judicial Records Management	Judicial (Records)	2 days to 3 weeks	In-House or External Venue eg Hotel

**Total “J” Course Titles: 5**

## K

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
WGIC-K1/13	Knowledge Management & Good Governance	Information Science	2 days to 3 weeks	In-House or External Venue eg Hotel

**Total “K” Course Titles: 1**

## L

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
WGIC-L1/ 13	Leadership and Climate Change	Leadership (Climate) Change	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L2/ 13	Leadership in Public Sector & Disaster Management	Leadership (Disaster))	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L3/ 13	Leadership in Neighbour Conflict	Leadership (Conflict Resolution	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L4/ 13	Leadership & Management Skills for New Leaders	Leadership (New leaders)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L5/ 13	Leadership & Management Skills for Women	Leadership (Women)	2 days to 3 weeks	In-House or External Venue eg Hotel



WGIC-L6/ 13	Legislative Drafting by Parliamentarians	Legislative Assembly (MPs)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L7/ 13	Legislative Drafting & Court Reporting	Legislative Assembly (Court)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L8/ 13	Licensing Inspection & Database Registration Course	Licensing Management	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L9/ 13	Loan Portfolio Audit for Microfinance Institutions	Loan Management (Finance)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L10/ 13	Logistics and Materials Procurement Management	Logistics (Procurement)	2 days to 3 weeks	In-House or External Venue eg Hotel
WGIC-L11/ 13	Logistics and Supply Chain Management	Logistics (Supply chain)	2 days to 3 weeks	In-House or External Venue eg Hotel

**Total “L” Course Titles: 11**

# M

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
WGIC-M1 / 13	Macro & Micro Economic Forecasting & Projection	Economics (Forecasting)		In-House or External Venue eg Hotel
WGIC-M2/ 13	Macro-Economic Programmes (National Strategies)	Economics (Strategies)		In-House or External Venue eg Hotel
WGIC-M3/ 13	Management & Control of Donor Funded Projects	Donor Funding (Management)		In-House or External Venue eg Hotel
WGIC-M4/ 13	Management Accounting & Financial Planning	Finance (Management Accounting)		In-House or External Venue eg Hotel
WGIC-M5/ 13	Management of Community Development Projects	Community Development		In-House or External Venue eg Hotel
WGIC- M6/ 13	Management of Public Debt (World Bank - IMF)	Public Debt (Management)		In-House or External Venue eg Hotel
WGIC-M7/ 13	Management of Public Funds	Public funds (Management)		In-House or External Venue eg Hotel
	Management of Public Utility Projects	Public Utilities (Management)		In-House or External

WGIC-M8/ 13				Venue eg Hotel
WGIC-M9/ 13	Management of Rural Development (MRD)	Rural Development (Management)		In-House or External Venue eg Hotel
WGIC-M10/ 13	Management of Rural Poverty Alleviation Projects	Rural Development (Poverty alleviation)		In-House or External Venue eg Hotel
WGIC-M11/ 13	Management of Small Holder Agricultural Projects	Agriculture (Management)		In-House or External Venue eg Hotel
WGIC-M12/ 13	Management of Stores & Inventory	Stores & Inventory (Management)		In-House or External Venue eg Hotel
WGIC-M13/ 13	Management of the Training Function	Training Function (Management)		In-House or External Venue eg Hotel
WGIC-M14/ 13	Management of Urban Transport Programme	Urban Transport (Management)		In-House or External Venue eg Hotel
WGIC-M15/ 13	Managing Change, People and ProWGICs	Human ResourWGICs		In-House or External Venue eg Hotel
WGIC-M16 13	Managing Gender Development Organisations	Gender Development (Management)		In-House or External Venue eg Hotel
WGIC-M17/ 13	Managing Government Projects	Government Projects (Management)		In-House or External Venue eg Hotel

WGIC-M18/ 13	Managing the Corporate Public Relations Functions	Public Relations (Management)		In-House or External Venue eg Hotel
WGIC-M19/ 13	Marketing Information Systems and Foreign Trade Development	Foreign Trade (Marketing)		In-House or External Venue eg Hotel
WGIC-M20/ 13	Materials & Logistics Budgeting	Budget (Material & Logistics)		In-House or External Venue eg Hotel
WGIC-M21/ 13	Media Training for Management Executives	Media Training (Management)		In-House or External Venue eg Hotel
WGIC-M23/ 13	Mediation, Conciliation & Conflict Resolution	Conflict resolution (Mediation & Conciliation)		In-House or External Venue eg Hotel
WGIC-M24/ 13	Mngt of Public Debt (World Bank/IMF)	Public Debt (Management)		In-House or External Venue eg Hotel
WGIC-M25/ 13	Monitoring & Evaluation of Development Projects	Development Projects (Monitoring & Evaluation)		In-House or External Venue eg Hotel
WGIC-M26/ 13	Monitoring and Evaluation of Health Projects	Projects (Monitoring & Evaluation)		In-House or External Venue eg Hotel

**Total “M” Course Titles: 26**

**N**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Categories</b>	<b>Duration</b>	<b>In-House or External Venue eg Hotel</b>
WGIC-N1/ 13	Natural Resources Management & Sustainability	Natural Resources (Management)		In-House or External Venue eg Hotel
WGIC-N2/ 13	Negotiating, Drafting & Managing Contracts	Contracts		In-House or External Venue eg Hotel
WGIC-N3/ 13	Negotiation Strategy and Conflict Management	Conflict Management		In-House or External Venue eg Hotel
WGIC-N4 13	NGO Leadership & Development Course	NGO (Leadership)		In-House or External Venue eg Hotel
WGIC-N5/ 13	NGO Performance & Accountability	NGO (Performance)		In-House or External Venue

				eg Hotel
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**Total “N” Course Titles: 5**

**0**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>WEEKS</b>	<b>Duration</b>	<b>In-House or External Venue eg Hotel</b>
WGIC-O1/ 13	Occupational Health & Safety Management	Occupational Health		In-House or External Venue eg Hotel
WGIC-O2/ 13	OffiWGIC Management, Administration & Computer Skills	OffiWGIC Administration		In-House or External Venue eg Hotel
WGIC-O6/ 13	Organisational Change & Development Management	Organizational Change		In-House or External Venue eg Hotel
	Organisational Change Management (Policy & Strategy)	Organizational Change		In-House or

WGIC-07/ 13				External Venue eg Hotel
WGIC-08/ 13	Organisational Financial Planning & Cost Control	Financial Planning & Control		In-House or External Venue eg Hotel

**Total “O” Course Titles: 8**

## P

CODE	COURSE TITLE	Course Categories	Duration	In-House or External Venue eg Hotel
WGIC-P1/ 13	Palliative Care Education Management	Health (Palliative Care)		In-House or External Venue eg Hotel
WGIC-P2/ 13	Parliament & Parliamentary Committees Administration	Parliament Administration		In-House or External Venue eg Hotel
	Parliamentary Recording, Transcribing, Editing and Reporting	Parliament Administration		In-House or

WGIC-P3/ 13				External Venue eg Hotel
WGIC-P4/ 13	Participatory Poverty Assessment (Wider Perspectives)	Poverty Alleviation		In- House or External Venue eg Hotel
WGIC-P5/ 13	Pensions and Social Security Benefits Administration	Pensions & SS Administration		In- House or External Venue eg Hotel
WGIC-P6/ 13	PerformanWGIC Management & Development	PerformanWGIC Management		In- House or External Venue eg Hotel
WGIC-P7/ 13	Personnel & Human ResourWGICs Management	Human ResourWGICs (Personnel)		In- House or External Venue eg Hotel
WGIC-P8/ 13	Policy Analysis Management	Policy Analysis (Management)		In- House or External Venue eg Hotel



WGIC-P9/ 13	Policy Development Skills for Managers	Policy Development (Managers)		In- House or External Venue eg Hotel
WGIC- P10/ 13	Prevention of Mother - Child Transmission of HIV	HIV Transmission (Prevention)		In- House or External Venue eg Hotel
WGIC- P11/ 13	Procurement & Contract Management Monitoring	Contract (Management)		In- House or External Venue eg Hotel
WGIC- P12/ 13	Procurement in World Bank FinanWGICd Projects	Procurement (World Bank)		In- House or External Venue eg Hotel
WGIC- P13/ 13	Procurement Management for World Bank Donor Funded Projects	Procurement (Management)		In- House or External Venue eg Hotel
WGIC- P14/ 13	Procurement of Goods & ServiWGICs	Procurement		In- House or External Venue eg Hotel

WGIC-P15/ 13	Programming System Analysis & Design	Programming (IT)		In-House or External Venue eg Hotel
WGIC-P16/ 13	Project & Environmental Management	Project & Environment		In-House or External Venue eg Hotel
WGIC-P17/ 13	Project Design, Proposal Writing & Fund-Raising	Project Management		In-House or External Venue eg Hotel
WGIC-P18/ 13	Project Management for Donor Funded Projects	Project Management (Donor Fund)		In-House or External Venue eg Hotel
WGIC-P19/ 13	Project Management for Software Development	Project Management (IT)		In-House or External Venue eg Hotel
WGIC-P20/ 13	Project Management Monitoring & Evaluation	Project Management		In-House or External Venue eg Hotel

WGIC-P21/ 13	Proposal Writing, Project Designing and Fund Raising	Proposal Writing		In-House or External Venue eg Hotel
WGIC-P22/ 13	Psychology, GuidanceWGIC & Counselling Techniques	Counselling		In-House or External Venue eg Hotel
WGIC-P23/ 13	Public Relations and Marketing	Public Relations		In-House or External Venue eg Hotel
WGIC-P24/ 13	Public Health Management Programme	Public Health		In-House or External Venue eg Hotel
WGIC-P25/ 13	Public Relations & Marketing Management	Public Relations		In-House or External Venue eg Hotel
WGIC-P26 13	Public Relations & Protocol Management for Secretaries	Public Relations (Protocol)		In-House or External Venue eg Hotel

WGIC-P27/ 13	Public Relations, Communication and Media	Public Relations (Media)		In-House or External Venue eg Hotel
WGIC-P28/ 13	Public Sector Auditing (Value for Money)	Auditing (Public Sector)		In-House or External Venue eg Hotel
WGIC-P29/ 13	Public Sector Financial & Modelling	Financial Modeling (Public Sector)		In-House or External Venue eg Hotel
WGIC-P30/ 13	Public Sector Financial Accounting	Financial Accounting (Financial Accounting)		In-House or External Venue eg Hotel
WGIC-P31/ 13	Public Sector Financial Management	Financial Management (Public Sector)		In-House or External Venue eg Hotel
WGIC-P32/ 13	Public Sector Financial Planning & Modelling	Financial Planning (Public Sector)		In-House or External Venue eg Hotel

WGIC-P33/ 13	Purchasing & Supply chain Management	Purchasing & Supply		In-House or External Venue eg Hotel
WGIC-P34/ 13	Public Policy Management	Public Policy		In-House or External Venue eg Hotel

**Total “P” Course Titles: 34**

## Q

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
WGIC-Q1/ 13	Quality Assurance & Total Quality Management	TQM		In-House or External Venue eg Hotel

**Total “Q” Course Titles: 1**

## R

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In-House or External Venue eg Hotel</b>
WGIC-R1/ 13	Records & Information Management	Records Management		In-House or External Venue eg Hotel
WGIC-R2/ 13	Relational Database Design & Development	Relational Database		In-House or External Venue eg Hotel
WGIC-R3/ 13	Remuneration, Pension & Employee Benefit	Remunerations		In-House or External Venue eg Hotel
WGIC-R4/ 13	Research Methods & Feasibility Studies for Projects	Research Methods		In-House or External Venue eg Hotel
WGIC-R5/ 13	Result Based Management (RBM) & Medium Term Expenditure Framework (MTEF)	Result Based Management		In-House or External Venue eg Hotel

WGIC-R6/ 13	Results-Based Monitoring & Evaluation (World Bank)	Result Based Monitoring		In- House or External Venue eg Hotel
WGIC-R7/ 13	Retirement Planning Management Programme	Retirement (Planning)		In- House or External Venue eg Hotel
WGIC-R8/ 13	Revenue Collection Management	Revenue Collection		In- House or External Venue eg Hotel
WGIC-R9/ 13	Revenue Policy and Administration (Macro-Economic Perspectives)	Revenue Policy		In- House or External Venue eg Hotel
WGIC- R10/ 13	Risk Management (Deeper Perspectives & Analysis)	Risk Management		In- House or External Venue eg Hotel
WGIC- R11/ 13	Rural Road Development & MaintenanceWGIC	Rural Road (Development)		In- House or External Venue

				eg Hotel
WGIC- R12/ 13	Rural Water Development & Sustainability	Rural Water (Development)		In- House or External Venue eg Hotel

**Total “R” Course Titles: 12**

## S

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In- House or External Venue eg Hotel</b>
WGIC-S1/ 13	Senior Public OffiWGICrs Management	Management (Senior OffiWGICrs		In- House or External Venue eg Hotel
WGIC-S2/ 13	Small & Medium Enterprises Development	Business Development		In- House or External Venue



				eg Hotel
WGIC-S3/ 13	Social Performance WGIC Management for Microfinance Institutions	Social Performance WGIC		In- House or External Venue eg Hotel
WGIC-S4/ 13	Solid Waste Management	Solid Waste (Management)		In- House or External Venue eg Hotel
WGIC-S5/ 13	Statistical Research Methods & Data Analysis	Statistic		In- House or External Venue eg Hotel
WGIC-S6/ 13	Strategic Business & Financial Analysis	Strategic Analysis		In- House or External Venue eg Hotel
WGIC-S7/ 13	Strategic Investment Promotion, Leadership Skills and Public Speaking	Strategic Investment		In- House or External Venue eg Hotel
WGIC-S8/ 13	Strategic Management & Corporate Governance WGIC	Strategic Management		In- House or External Venue eg Hotel

WGIC-S10/ 13	Strategic Management for Senior Managers	Strategic Management		In-House or External Venue eg Hotel
WGIC-S11/ 13	Strategic Marketing Management(Policy, Strategy & Implementation)	Strategic Marketing		In-House or External Venue eg Hotel
WGIC-S12/ 13	Systems Analysis & Control Management	Systems Analysis		In-House or External Venue eg Hotel

**Total “S” Course Titles: 12**

**T**

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
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WGIC-T1/ 13	Tendering for Government Contracts	Tenders	In- House or External Venue eg Hotel
WGIC-T2/ 13	Tendering for Public Procurement	Tenders	In- House or External Venue eg Hotel
WGIC-T3/ 13	Toxic and Hazardous Waste Management	Waste Management	In- House or External Venue eg Hotel
WGIC-T4/ 13	Trade Policy Development & Macro Economic Analysis	Trade Policy	In- House or External Venue eg Hotel
WGIC-T7/ 13	Training in Psychology, Guidance & Counselling	Training (P,G & C)	In- House or External Venue eg Hotel
WGIC-T9/ 13	Training of Trainers in Environmental Education	TOT (Environmental Education)	In- House or External Venue eg Hotel

WGIC-T10/ 13	Transport & Logistics Management	Transport		In-House or External Venue eg Hotel
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**Total “T” Course Titles: 10**

## V

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue eg Hotel
WGIC-V1/ 13	Value for Money Auditing	Auditing		In-House or External Venue eg Hotel

**Total “V” Course Titles: 1**

## W

CODE	COURSE TITLE	Course Category	Duration	In-House
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				or External Venue eg Hotel
WGIC- W1/ 13	Water & Sanitation Management	Water & Sanitation		In- House or External Venue eg Hotel
WGIC- W2/ 13	Water Demand Management & Energy Innovation	Water & Energy		In- House or External Venue eg Hotel
WGIC- W3/ 13	Water Hygiene & Environmental Sanitation in Disaster Emergency Situations	Water Hygiene		In- House or External Venue eg Hotel
WGIC- W4/ 13	Water Management & Sustainability Economics	Water Management		In- House or External Venue eg Hotel
WGIC- W5/ 13	Water ResourWGICs Management	Water Management		In- House or External Venue eg Hotel

WGIC-W6/ 13	WorkplaWGIC Counselling & Employee Welfare Management	WorkplaWGIC Counselling		In-House or External Venue eg Hotel
WGIC-W7/ 13	WorkplaWGIC Safety	Safety (Work PlaWGIC)		In-House or External Venue eg Hotel
WGIC-W8/ 13	Works & Strategic Procurement Management	Works		In-House or External Venue eg Hotel
WGIC-W9/ 13	Writing Newsletters & Magazine	Writing		In-House or External Venue eg Hotel

**Total “W” Course Titles: 9**

**X**

CODE	COURSE TITLE	Course Category	Duration	In-House or External Venue
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				eg Hotel
WGIC- X1/ 13	Xenophobia, Racial Tension & Tribal Clashes Management	Conflict Resolution		In- House or External Venue eg Hotel

**Total “X” Course Titles: 1**

**Y**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>Course Category</b>	<b>Duration</b>	<b>In- House or External Venue eg Hotel</b>
WGIC- Y1/ 13	Youth Empowerment & Development	Youth		In- House or External Venue eg Hotel

**Total “Y” Course Titles: 1**

# TRAINING NOMINATION (APPLICATION) FORM

<b>Course Code (Number):</b>	
<b>Course Title:</b>	
<b>Course Venue:</b>	
<b>Starting Date:</b>	
<b>Name of Nominating Organization/Ministry:</b>	
<b>Department:</b>	
<b>Address:</b>	
<b>Telephone: (W)</b>	<b>Fax No:</b>
<b>Email:</b>	
<b>PARTICIPANT'S DETAILS:</b>	
<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Surname:</b>	
<b>Designation (Job Title):</b>	
<b>Telephone: (W)</b>	<b>Mobile/WGICII:</b>
<b>Email:</b>	
<b>Authorizing Officer's Name:</b>	
<b>Designation (Job Title):</b>	
<b>Name of Organization/Ministry:</b>	
<b>Department</b>	
<b>Telephone: (W)</b>	<b>Mobile/WGICII:</b>
<b>Fax No:</b>	<b>Email:</b>
<b>Signature:</b>	<b>Date:</b>

**NOTE:** Please make copies of this blank Training (Application) form and distribute it to potential or nominated participant(s).