

DIRECTOR GENERALS MESSAGE -PROFESSOR MARGARETTA HASYO



AFRICAN MANAGEMENT DEVELOPMENT CENTRE HEADQUARTERS

The African Management Development Centre (AMDC) is the Premier Centre in Africa, globally recognized for imparting finest skills and education. AMDC has been developing a distinctive brand of Leadership, equipped to address critical challenges faced by Governments, industry and society. It is a matter of pride that the largest number and the most successful CEOs with management skills Tools and Techniques have graduated from AMDC.

Investment in the Future

Since its founding in 1976, AMDC has been setting the gold standard in management practice and lifelong learning worldwide. Across decades of global change, the programs have continued to raise the bar by enabling more than 23,000 senior executives to bring about a full-scale transformation—in themselves and in their organizations. You will emerge as a visionary global leader who can navigate seamlessly across business domains, industries, and borders

Highly Relevant Curriculum

As economies, trends, global challenges, and world markets change, AMDC adapts its curriculum. Through the latest cases and research, our participants explore leadership in customer and product markets, changing geopolitical influences, Technological advances and current capital markets. The faculty builds upon each week's cases through integrative teaching and a holistic approach. The result: a powerful and timely learning experience that will transform your career and your organization.

Intensive Learning Environment

For more than 43 years, our Programs have helped to transform proven executives into exceptional leaders. Throughout

decades of rapid global change, AMDC has continued to raise the bar in executive education. Each year, the faculty refreshes and reframes the program curriculum to reflect the current challenges and emerging opportunities created by disruptive innovation, socioeconomic trends, and market volatility. Since 1976, generations of AMDC alumni have gone on to lead top companies around the world, many as chief executive officers.

We at AMDC, take this opportunity to critically reflect on our development efforts towards enhancing the professional development of employees, capacity and productivity.. As we strive to shrug off the recession through all capable means, the global community is awakened to a new era of redeveloping its human capital for the envisaged hope of growth and prosperity. In this reflection, AMDC is pleased to present our broad and detailed range of training courses to help redevelop an efficient human resource base in both the public and private sector institutions from around the globe.

The Design of the capacity building courses has taken cognisance of the fact that our institution and yours alike, have a mutual mandate to work together to enhance the performance capabilities of all your staff with one important goal: ‘increased performance and productivity’. Our range of courses seeks to address both the narrow and broad needs of all our present and prospective clientele. The challenges many nations face in achieving the Millennium Development Goals promised at the beginning of this decade can only be overcome if the total sum of our human capital is harnessed to its full potential.

We have a passion for developing talent. That is why our clients trust us with their most valuable asset: their employees. They know our certified subject matter experts will passionately exert every effort to design and deliver training solutions aimed at improving their productivity and motivation. Our training courses help employees learn and retain highest levels of shared knowledge, practice valuable job related skills, and develop a can do attitude. Led by leading experts in their field, our courses will provide you with enhanced knowledge, practical skills and techniques, and market intelligence in order to improve your performance and leadership potential.

Associations

In line with its commitment to excellence, AMDC offers a number of training courses aimed at preparing professionals for certification exams given by international associations in areas like management, finance and accounting, human resources, sales and marketing, quality, administration as well as project management. By fully attending these courses and successfully completing the requirements of the certifying body, participants will receive a special certificate (from the certifying body) which recognizes their dedication and commitment and in many cases, help them earn valuable education credit

On behalf of African Management Centre, I heartily welcome you to the world of dynamic further education and spirited learning opportunities. We enable you to deliver on your strategy.

PROFESSOR MARGARETTA TEDDS HASYO

DIRECTOR GENERAL

PARTICIPANTS OF THE IPSAS WORKSHOP 2019



IFMIS WORKSHOP 2019





GOVERNMENT PERFORMANCE EVALUATION WORKSHOP 2021



ICSA INTERNATIONAL GRADUATES 2020

AFRICAN MANAGEMENT DEVELOPMENT CENTRE

AFRICAN MANAGEMENT DEVELOPMENT CENTRE



PROFILE

****** Achieving Global Impact by Empowering the African Professional *****

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AFRICAN MANAGEMENT DEVELOPMENT CENTRE

(ADMC)

ACCREDITED TO COUNCIL FOR HIGHER EDUCATION ACCREDITATION (CHEA)

THE FUTURE IS IN YOUR HANDS

1.0 VISION STATEMENT

Our vision is to become a high quality institution recognized internationally and to be the Premier center to provide world class research, consultancy, and training services.

1.1 THE MISSION STATEMENT AND CORE VALUES

To contribute towards the development and growth of dedicated, productive and visionary multi-skilled practitioners, through the delivery and interventions of the highest quality education and skills that meet the current and future needs of Organizations.

1.2 OUR VALUES ARE EMBEDDED IN WHO WE ARE:

Accountable – in all that we do

Creative – in finding successful solutions

Outstanding – in the quality of our staff, resources and delivery

Results-focused – to achieve the maximum for all stakeholders

Nurturing – to develop individuals who are resilient and self-determining

1.3 OBJECTIVES OF THE CENTRE

The Centre shall with a view to improving professionalism, have the following objectives

- to design training and educational programs and provide same using various modalities
- to conduct research
- to provide consultancy services
- to formulate standards and certify professionals

2.0 Background

AMDC is a skill based & professional development enhancement organization, with a strong focus on sharpening the skills of existing public and corporate sector employees.

The African Management Development Centre is a world-class capacity building organization established to provide human skill development globally. The Africa Management Centre was started in 1976 by a consortium of Non-Government organizations in the East and Southern African Region in order to respond to the

need to build a pool of Senior Executives and Administration Managers whom the region would rest the important responsibility for speeding of the region plans for Socioeconomic Development. Its core mission is to support Governments, Civil Society Organizations and the Private sector to enhance the productive capabilities of their human capital for sustained productivity and performance in the context of sustainable development and the attainment of the Millennium Development Goals. Our continuing professional development programs (CPDP) are responsive to the needs of organizations from more than 130 countries

AMDC prides itself on successfully integrating capacity building and CPDP with client consulting services to create a successful sustainable development partnership. We believe that development projects and transactions are measured not only by the advice provided, but also the capacity developed for our clients, be they public or private sector corporate clients. AMDC strives to transfer the core tools and managerial know-how to our clients, to enable them to manage their projects satisfactorily to meet perceived objectives.

AMDC as an International Development Institute for Leadership, Management and Technology offers over 150 different courses. We have served over 23000 participants from a range of countries including Australia, Bangladesh, Belgium, Benin, Botswana, Burkina Faso, Canada, Ethiopia, Germany, Ghana, Kenya, Liberia, Malawi, Morocco, Mozambique, Namibia, Nepal, Netherlands, Nigeria, Pakistan, Rwanda, Sierra Leone, Sweden, Tanzania, Trinidad and Tobago, Tunisia, Turkey, United Kingdom, Uganda, Somalia, Rwanda, Burundi United States and Zimbabwe. AMDC provides relevant, effective and sustainable capacity development solutions. We focus on the relevance, effectiveness and sustainability of initiatives, institutional arrangements, systems, tools and processes.

Lifelong Learning

AMDC alumni can stay on top of important business trends and innovative research through their Alumni benefits as well as perks that are available exclusively to AMDC alumni:

- **Business Leader Presentations** – AMDC alumni will have the opportunity to watch streaming-live presentations by top CEOs at future sessions of AMDC, or they can view recordings of these sessions online.
- **Harvard Business Review** – Stay up to date on the latest business thinking with *Harvard Business Review*. Through this benefit, participants receive the printed magazine and also have full, lifetime access to the publication's online content.
- **Selected Readings** – AMDC faculty will identify and share articles, research summaries, and other materials to complement the cases and lectures presented during the program.
- **Harvard Business Publishing Resources** – AMDC alumni have lifelong access to a robust program platform, the vast archives of Harvard Business Publishing, and the global alumni network.

- **Harvard Manage Mentor®** – Alumni have access to this self-directed learning resource, including 44 modules that address critical management issues and empower you to build, broaden, and refresh your leadership skills.
- **AMDC Lifelong Learning** – As an AMDC graduate, you can take part in AMDC webinars, reunions, and weeklong renewal seminars designed exclusively for program alumni. You will have the rare opportunity to relive the experience and expand your professional network by reconnecting with old friends and developing new bonds with fellow AMDC alumni.

3.0

The Need

Over the past two decades, there has been a marathon rush to organizations and staff to acquire skills, both in the public and private sectors recognized that the skills profiles of their organizations did not meet the needs of today or future operations through the provision of appropriate and productive learner ship programmes. Employers can contribute towards making their organization Result Oriented Organizations. With this in mind, the African Management development centre recognizes the need to develop a life long culture of learning; build management and to improve skills in the informal sector and assist in the re-engineering processes in organizations.

Some of the highlights of our skills strategies include: e-business investing in people, skills development and employment, delivering learner ship, high performance work, poverty alleviation and human resources development, public administration, conflict resolution, environmental impact assessment, international finance, urban and rural studies and privatization, restructuring and decentralization in the public sector.



Our state of the art Computer Laboratory

4.0 The Centre's Organization and Autonomy

The Africa Management Development Centre a voluntary non-governmental organization is a pioneer in the field of human resources and capacity building. The primary objective of the centre is to serve the growing needs of human resource development in Africa at affordable cost and offers possible solutions to the socio-economic problems faced by the developing countries. The forte is to take initiatives, formulate strategies the economic realities and business requirements of manpower needs of the society.

AMDC is an African Institution dedicated to strengthening capacities of the African Organizations composed of highly qualified professionals, AMDC team reflects strong field expertise and profound knowledge of the Africa social and cultural environment.

WHO WE SERVE

- Policy makers and Legislators
- Government officials and Donors and NGOs
- Business leaders and Executives and managers
- State Governments and Local Authorities
- The Health Sector and The Education Sector
- The Oil Sector and The Finance Sector
- The Communications Sector and The Energy Sector
- Improved Governance through Monitoring and Evaluation
- Integrated Financial Management Systems (IFMIS)
- Monitoring and Evaluation of PFM Reform Programmes

5.0

Professional Recognition and Accreditation

The African Management Development Centre is accredited to the **To the Council For Higher Education Accreditation (CHEA)** and the following prestigious professional institutions whose representatives sit in the board to ensure that the highest academic standards are maintained and the content covers the most up-to-date management skills and procedures.

1. Richmond's International Institute of Business Studies (R11B)
2. The International Institute of Marketing Management (IIMM)
3. The African Public Relation Association (APRA)
4. Project Management Professional (PMP) Certification
5. The International Local Authorities Council (ILAC)
6. The African Centre for Management Development and Entrepreneurship (ACMDE)
7. The International Institute of Purchasing and Supply (IIPS) and (CIPS)
8. Institute of Chartered Secretaries and Administrators (ICSA)

African Management Development Centre is also accredited to the Brooke's Graduate School of Business Administration. ADMC in alliance with the Brooke's School, have formed a SMART learning partnership aimed at corporations and organizations, wanting to empower employees with business and management skills through tailored practical business training. Both organizations and

individual want to be able to ensuring that course is practical and methodology internationally recognized certificates and based. Our courses lead to Diplomas

OUR MAJOR CORE COMPETENCIES

PRIMARY CORE COMPETENCIES

The Centre has provided and demonstrated core competencies in the following development themes with Governments, Non-Governmental Organizations, the Private sector, Civil Societies, International organizations and Aid agencies. Core competency areas: We focus on broad consulting; implementation and design of customized/outreach training courses to Governments, Civil Society Organizations and the Private sector around the World.



I. National Development Agenda

- Formulation and Development of National Development Plans
- Poverty Reduction and Strategy Papers (PRSP)
- Health Sector Policy and Reform (National HIV/AIDS) Agenda
- Planning and Administration of Good Governance
- Public Administration and Democracy
- Medium Term Development Planning

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- Good Governance
 - Annualized Operational Planning
 - National Budgets and Medium Term Expenditure Framework (MTEF) and Sector
 - Medium Term Expenditure Framework (SMEF)
 - Peace Building
 - Sustainable Development



Secondary Core Competencies

These competencies involve developing capacities and capabilities of individuals and groups from various Governments, Civil Society Organizations and the Private sector around the world, and delivered in other designated locations around the world.

These areas are broadly categorized as follows:

- Human Resource Management Development.
- Information Technology.
- Gender and Development.
- Corporate and Entrepreneurship Management Development.
- Health Management.
- Good Governance
- Risk Management and Auditing
- Project Management, M&E
- Administration and Management
- Agriculture, Research & Rural Development
- Micro-Finance Programs
- Energy, Water, Environment & Economics
- Finance, Audit & Accounting
- Gender & Participatory Management
- Multi-Stakeholder Programs
- Performance & HR Management

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- Health Programmes
 - Information Technology & Records Management
 - Aviation Management Programmes

6.0 Training Methodology

Our entire training programmes are participatory. Emphasis is on understanding immediate application of the new skills and knowledge in their own countries. Through field visits, personal and group assignments, participants would be test their acquired skills. The training methodology include case studies, management games simulation exercises, role-plays, group discussions, brainstorming and audio-visuals.

7.0 Country Presentation

All participants attending our programmes are required to present their country experience related to the programme. A two-page write up should be prepared. The 'know-About-Our-Country' presentation provides an informal sharing of experience and views. Course Venues
AMDC conducts training programmes in Zanzibar, Ghana, South Africa Canada, Tanzania, Uganda, Kenya, Dubai, Malaysia & UK

8.0 Course Fees

Fees and methods of payment for the various programmes are designed to cater for the widest possible spectrum of people. Nobody who genuinely aspires to a management position will be precluded financially from enrolling for our courses. Fellowships/scholarships are available for needy students.

9.0 Accommodation

Participants to our programmes will be provided with negotiated rates at centres having all essential and recreational facilities for a comfortable stay. We encourage participates to stay at designed centers.

10.0 To and Fro Travel

Participants/sponsors have to pay for travel arrangements to arrive at our various centres. The arrival schedules should be intimated to AMDC in advance. Arrangement will be made to meet participants at the airport.

All participants should make arrangements to get the required visa before arriving at the training centres. Participants are also requested to ensure that their passports and visa validity is well beyond the date on which the programmes end.

12.0 Website

Please visit our website for details of our world class programmes.

www.amdcarusha.tz.org



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PAYMENT DETAILS

It is advised that course fees be paid in full on or before the commencement of each course. When payment is not received, the participant must provide our office with proof of wire/telegraphic transfer advice, or any other acceptable evidence of payment in transit. Accommodation and board is the responsibility of the participant. We however advise that participants should contact our office for choice and arrangement based on their preferences and budget. Payment can be made by:

- ▶ Bank guaranteed certified cheque
- ▶ Bank telegraphic/wire transfer
- ▶ Travelers cheques
- ▶ Money orders
- ▶ Cash

We accept telegraphic/wire transfer and bank drafts. For account details please contact us. African Management Development Centre

COURSE CANCELLATIONS AND REFUNDS

We advise that all cancellations should be communicated to our office at least one week before the course commences. Course fees will automatically be carried forward to another course period if required. There are no refunds.

FREE INTERNET CONNECTIVITY ACCESS FOR PARTICIPANTS AT THE CENTRE

The centre has facilities for high speed wireless internet connectivity service accessible to all participants (24/7) free of charge. With the laptop package, delegates can browse the internet and communicate with their family and staff on private and project related issues at home.

COURSE OUTCOMES AND EXPECTATIONS

AMDC learning methodology utilizes interactive task based approach in an adult learning environment. The facilitation method used at AMDC includes lectures, workshops, group discussions, case studies, experiential learning, individual exercises & presentations, role playing, storytelling, project work and study tours to organizations for information gathering and analysis.

FACULTY MEMBERS

Margaretta H. Tedds (Professor)

Ronnie Capribos (Prof.) LLB, LLM, PHD (Netherlands)

Ekume-Hasyo Mukalu(Professor)

Charles Eyoemu (Business Administration) Makerere

Mariah Hasyo PHD (Gender Department) Chicago (NGO Chief Executive)

Hicks Sikazwe M.A. (Media & PR) University of Zambia

Andrew Penn M.A (Finance and Banking) Cardiff

Christina Ilumba (Strategic Planning and Development Dar-es-Salaam

Solomon Xhumalo – Customer Service (University of Swaziland)

Adam Sadique (PHD) Co-ordinator (Dar-es-Salaam)

Joseph Ecabu (PHD) – Belgium (MIS)

Deogracious Okilet (HRM) PHD (USA)

Eunice R. Amiga MA (Finance (Ontario)

Engineer Piette Tolly (Western Cape University)

NGO FACULTY

Jones Hyford (PHD)

Mrs. Crawford Hunter

AFRICAN MANAGEMENT DEVELOPMENT CENTRE



2022/2023 TRAINING PROGRAMMES - Benefit from a world of experience - ACCREDITED TO THE COUNCIL OF HIGHER EDUCATION, ISO 9000-1500, IC AND THE BROOKES UNIVERSITY. MEMBER OF IMM, CMI, ICSA, APRA, SETA, IPS, PMP. ALL OUR PROGRAMMMES ARE CONDUCTED IN ENGLISH AND PORTUGUESE. GIVE YOUR STAFF AND YOUR ORGANIZATION A MASSIVE FIRST MOVE ADVANTAGES WITH OUR INTERNATIONALLY RECOGNIZED 2022/2023 PROGRAMMES AND QUALIFICATIONS-SKILLS FOR GROWTH AND DEVELOPMENT: **We enable you to deliver on your strategy. Website: www.amdcarusha-tz.org**

	CODE	PROGRAMME TITLE	VENUE	FEES	DATES
0	210000	Building High Performance Boards	Dar es Salaam Tanzania	US\$1000	4 th Jan to 9 th Jan 2022 3 rd Jan to 8 th Jan 2023
1.	210001	Advanced Monitoring and Evaluation for Development Results	Dar es Salaam Tanzania	US\$1000	4 th Jan to 16 th Jan 2022 3 rd Jan to 15 th Jan 2023
1b	210001c	Training on Research Design, Data Management and Statistical Analysis using Stata	Dar es Salaam Tanzania	US\$1000	4 th Jan to 16 th Jan 2022 3 rd Jan to 15 th Jan 2023
2.	210002	Internal Auditing, Compliance and Risk Management	Dar es Salaam Tanzania	US\$1000	4 th Jan to 16 th Jan 2022 3 rd Jan to 15 th Jan 2023
2a	210002a	Advanced Contract Management and Administration	Dar es Salaam Tanzania	US\$1000	4 th Jan to 16 th Jan 2022 3 rd Jan to 15 th Jan 2023
3.	210003	Governance & anticorruption methods: effective policy & enforcement	Dar es Salaam Tanzania	US\$ 1000	4 th Jan to 16 th Jan 2022 3 rd Jan to 15 th Jan 2023
4.	210004	Monitoring & Evaluation of Donor Funded Projects	Arusha Tanzania	US\$1000	18 th Jan to 30 th Jan 2022 17 th Jan to 29 th Jan 2023

5.	210005	Professional Certificate in Legislative Drafting	Arusha Tanzania	US\$ 1000	18 th Jan to 23 rd Jan 2022 17 th Jan to 22 nd Jan 2023
6.	210006	Training on Integrated Water Resources Management	Arusha Tanzania	US\$ 1000	18 th Jan to 23 rd Jan 2022 17 th Jan to 22 nd Jan 2023
	2100009	The Advanced Digital Public Relations and Customer Service	Arusha Tanzania	US\$ 1000	18 th Jan to 23 rd Jan 2022 17 th Jan to 22 nd Jan 2023
7.	210007	Monitoring and Evaluation(M&E)of Government Projects	Johannesburg South Africa	US\$ 1000	18 th Jan to 30 th Jan 2022 17 th Jan to 29 th Jan 2023
8.	210008	Finance for Non Financial Managers	Arusha Tanzania	US\$ 1000	18 th Jan to 23 rd Jan 2022 17 th Jan to 22 nd Jan 2023
9.	210009	Islamic Banking and Financial Management	Johannesburg South Africa	US\$1000	18 th Jan to 30 th Jan 2022 17 th Jan to 29 th Jan 2023
10	2100010	Certificate in Contract Development, Negotiation & Management	Arusha Tanzania	US\$1000	1 st Feb to 12 th Feb 2022 31 st Jan to 12 th Feb 2023
	210000A	Credit Control and Debt Management Course	Dar es Salaam	US\$1000	1 st Feb to 6 th Feb 2022 31 st Jan to 5 th Feb 2023
11	2100011	Cybercrime, Data Protection, and Transnational Cooperation	Johannesburg South Africa	US\$1000	1 st Feb to 12 th Feb 2022 31 st Jan to 12 th Feb 2023
12	2100012	Computer Assisted Auditing Tools and Techniques	Johannesburg South Africa	US\$ 1000	15 th Feb to 27 th Feb 2022 14 th Feb to 26 th Feb 2023
13	2100013	Procurement Contracts Tendering and Bid Evaluation Procedures	Dar es Salaam	US\$1000	15 th Feb to 27 th Feb 2022 14 th Feb to 26 th Feb 2023
	21000131	Finance for Non-Finance Managers	Arusha Tanzania	US\$1000	15 th Feb to 27 th Feb 2022 14 th Feb to 26 th Feb 2023
	21000043	Advanced Electronic Documents And Records Management Digitization	Dar es Salaam	US\$1000	15 th Feb to 27 th Feb 2022 14 th Feb to 26 th Feb 2023
14	2100014	Project Design, Proposal Writing & Fund Raising	Dar es Salaam - Tanzania	US\$1000	15 th Feb to 26 th Feb 2022 28 th Feb to 11 th March 2023
15	2100015	Negotiating and Drafting IT Contracts	Dar es Salaam - Tanzania	US\$ 1000	1 st March to 12 th March 2022 14 th March to 26 th March 2023
	2100000	Monitoring & Evaluation of Donor Funded Projects	Arusha Tanzania	US\$1000	1 st March to 12 th March 2022 28 th Feb to 11 th March 2023
17	2100017	Capital Markets: Foundations of Development And Regulation	Dar es Salaam - Tanzania	US\$ 1000	15 th to 20 th March 2022 14 th March to 19 th March 2023
	21000171	Company Secretarial Practice & Procedure	Johannesburg South Africa	US\$ 1000	15 th to 26 th March 2022 14 th March to 26 th March 2023
18	2100018	Training on Research Design,	Dar es Salaam -	US\$ 1000	15 th to 20 th March 2022

		Data Management and Statistical Analysis using Stata	Tanzania		14 th March to 26 th March 2023	
19	2100019	Public Procurement, Supply Chain and Contracts Management	Arusha Tanzania	US\$ 1000	15 th March to 26 th March 2022 14 th March to 26 th March 2023	
20.	2100020	Professional Minutes and Report Writing	Arusha Tanzania	US\$1000	29 th March to 3 rd Apr 2022 28 th March to 8 th April 2023	
21	2100021	Strategic Planning, Effective Budgeting & Cost Control	Arusha Tanzania	US\$ 1000	29 th March to 9 th Apr 2022 28 th March to 8 th April 2023	
	2100021b	Advanced course in Results Based Monitoring and Evaluation	Arusha Tanzania	US\$ 1000	12 th April to 17 th April 2022 11 th April to 16 th April 2023	
22	2100022	Human Resource Information Systems(HRIS) Policy and Planning Advanced	Arusha Tanzania	US\$ 1000	29 th March to 9 th Apr 2022 28 th March to 8 th April 2023	
	21000221	Supplier and Contract Management	Johannesburg South Africa	US\$ 1000	12 th April to 17 th April 2022 11 th April to 16 th April 2023	
23	2100023	Corporate Governance and Board Competency	Arusha Tanzania	US\$ 1000	12 th April to 17 th April 2022 11 th April to 16 th April 2023	
24	2100024	Financial Reporting & Auditing of Donor Funded Projects	Dar es Salaam- Tanzania	US\$ 1000	12 th April to 24 th April 2022 11 th April to 23 rd April 2023	
25	2100025	Digital Public Relations and Social Media Transformation	Arusha Tanzania	US\$ 1000	26 th April to 7 th May 2022 25 th April to 7 th May 2023	
26	2100026	FIDIC Contracts	Johannesburg South Africa	US\$1000	26 th April to 7 th May 2022 25 th April to 7 th May 2023	
	21000261	Properties and Real Estate Management, Investment and Management	Arusha Tanzania	US\$1000	26 th April to 7 th May 2022 25 th April to 7 th May 2023	
27	2100027	Training on Integrated Water Resources Management	Dar es Salaam - Tanzania	US\$1000	10 th May to 22 nd May 2022 9 th May to 20 th May 2023	
28	2100028	Social Security Fraud, Misuse, and Impersonation Training Course	Johannesburg South Africa	US\$ 1000	10 th May to 22 nd May 2022 9 th May to 20 th May 2023	
	21000282	Media Training on Parliamentary Reporting and Editing	Johannesburg South Africa	US\$.1000	10 th May to 22 nd May 2022 9 th May to 20 th May 2023	
	21000283	Drafting and Negotiating Corporate Agreements	Johannesburg South Africa	US\$1000	24 th May to 4 th June 2022 23 rd May to 3 rd June 2023	
	21000284	Finance for Non Financial Managers	Johannesburg South Africa	US\$1000	24 th May to 4 th June 2022 23 rd May to 3 rd June 2023	
29	212222	Digital Banking Innovation /Certified e-Banking	Arusha Tanzania	US\$ 1000	24 th May to 4 th June 2022 23 rd May to 3 rd June 2023	

	21000291	Computer Software Management Skills for Secretaries & PAs	Dar es Salaam-Tanzania	US\$.1000	24 th May to 4 th June 2022 23 rd May to 3 rd June 2023	
	2100029b	Company Secretarial Practice & Procedure	Johannesburg South Africa	US\$1000	7 th June to 12 th June 2022 6 th June to 11 th June 2023	
	21000098	Arbitration and Dispute Resolution	Johannesburg South Africa	US\$1000	7 th June to 12 th June 2022 6 th June to 11 th June 2023	
30	2100030	Strategic Planning, Effective Budgeting & Cost Control	Johannesburg South Africa	US\$ 1000	7 th June to 18 th June 2022 6 th June to 17 th June 2023	
31	2100031	Building High Performance Boards	Dar es Salaam-Tanzania	US\$1000	7 th June to 18 th June 2022 6 th June to 17 th June 2023	
32	2100032	Contracts Strategy and Management	Johannesburg South Africa	US\$ 1000	21 st June to 2 nd July 2022 20 th June to 1 st July 2023	
	21000321	Training on Research Design, Data Management and Statistical Analysis using Stata	Johannesburg South Africa	US\$ 1000	5 th July to 16 th July 2022 4 th July to 16 th July 2023	
32	2100032b	Forensic Accounting and Fraud Examination Course	Johannesburg South Africa	US\$ 1000	5 th July to 16 th July 2022 4 th July to 16 th July 2023	
33	2100033	Arbitration and Dispute Resolution	Johannesburg South Africa	US\$ 1000	5 th July to 16 th July 2022 4 th July to 16 th July 2023	
34	2100034	Public Procurement and Contract Management	Arusha Tanzania	US\$1000	19 th July to 31 st July 2022 18 th July 2023 to 30 th July 2023	
35	2100035	Project Appraisals and Impact Evaluations	Johannesburg South Africa	US\$1000	19 th July to 30 th July 2022 18 th July 2023 to 30 th July 2023	
36	2100036	Finance for Non Finance Executives course	Johannesburg South Africa	US\$ 1000	19 th July to 30 th July 2022 18 th July 2023 to 30 th July 2023	
37	2100037	Grant Proposal Writing	Arusha Tanzania	US\$ 600	2 nd Aug to 14 th Aug 2022 1 st Aug to 13 th Aug 2023	
38	2100038	Human Resource Information Systems(HRIS) Policy and Planning	Dar es Salaam-Tanzania	US\$ 1000	2 nd Aug to 14 th Aug 2022 1 st August to 13 th August 2023	
39	2100039	Public Procurement, Supply Chain and Contracts Management	Johannesburg South Africa	US\$1000	2 nd Aug to 7 th Aug 2022 1 st August to 13 th August 2023	
40	2100040	Policy Analysis for Parliamentarians & Policy makers	Lusaka Zambia	US\$ 1000	16 th Aug to 28 th Aug 2022 15 th Aug to 27 th Aug 2023	
41	2100041	E-Procurement Management Strategy and Implementation	Johannesburg South Africa	US\$ 1000	16 th Aug to 28 th Aug 2022 15 th Aug to 27 th Aug 2023	
42	2100042	Advanced Certificate in Mediation and Arbitration	Johannesburg South Africa	US\$ 1000	30 th Aug to 11 th Sept 2022 29 th Aug to 9 th Sept 2023	
43	2100043	Pension Fund and Investment Management	Johannesburg South Africa	US\$ 1000	30 st Aug to 11 th Sept 2022 29 th Aug to 9 th Sept 2023	

44	2100044	Training on Results-Based Monitoring and Evaluation	Johannesburg South Africa	US \$1000	30 st August to 11 th Sept 2022 29 th Aug to 9 th Sept 2023	
45	2100045	Project Management Professional (PMP)	Lusaka Zambia	US\$ 1000	13 th Sept to 25 th Sept 2022 12 th Sept to 23 rd Sept 2023	
	21000451	Public Procurement and Contract Management	Johannesburg South Africa	US\$ 1000	13 th Sept to 25 th Sept 2022 12 th Sept to 23 rd Sept 2023	
	21000462	Building High Performance Boards	Dar es Salaam - Tanzania	US\$ 1000	13 th Sept to 25 th Sept 2022 12 th Sept to 23 rd Sept 2023	
46	2100046	Professional Certificate in Legislative Drafting	Dar es Salaam - Tanzania	US\$1000	13 th Sept to 25 th Sept 2022 12 th Sept to 23 rd Sept 2023	
	21000461	Cybercrime and Forensic Investigation	Lusaka Zambia	US\$1000	27 th Sept to 9 th October 2022 26 th Sept to 7 th October 2023	
47	2100047	Public Private Partnerships Financial And Risk Analysis	Johannesburg South Africa	US\$ 1000	27 th Sept to 2 nd October 2022 26 th Sept to 7 th October 2023	
48	2100048	Effective Grant Proposal Writing	Arusha	US\$ 600	11 th Oct to 16 th Oct 2022 10 th Oct to 22 nd Oct 2023	
	21000481	Training on Resource Mobilization and Proposal Writing	Lusaka Zambia	US\$ 1000	11 th Oct to 16 th Oct 2022 10 th Oct to 22 nd October 2023	
49	2100049	Advanced Risk-Based Audit Management, Compliance Planning in Financial Services	Dar es Salaam - Tanzania	US\$1000	11 th Oct to 23 rd October 2022 10 th Oct to 22 nd October 2023	
50	2100050	Corporate Governance: Effective Oversight in Times of Innovation and Disruption	Johannesburg South Africa	US\$ 1000	11 th Oct to 23 rd October 2022 10 th Oct to 22 nd October 2023	
	21000501	Training on Electronic Records Management	Lusaka Zambia	US\$ 1000	11 th Oct to 23 rd October 2022 10 th Oct to 22 nd October 2023	
51	2100051	Designing Human Resource Policies	Dar es Salaam - Tanzania	US\$1000	25 th Oct to 30 th Oct. 2022 24 th October to 4 th Nov 2023	
52	2100052	Islamic Banking and Financial Management	Dar es Salaam - Tanzania	US\$1000	25 th Oct to 6 th Nov 2022 24 th October to 4 th Nov 2023	
53	2100053	Information Systems Auditing: Tools and Techniques	Lusaka Zambia	US\$1000	25 th Oct to 6 th Nov 2022 24 th October to 4 th Nov 2023	
54	2100054	Arbitration and Mediation	Dar es Salaam - Tanzania	US\$1000	25 th Oct to 6 th Nov 2022 24 th October to 4 th Nov 2023	
55	2100055	Debt Collection, Recovery, Credit Management and Compliance	Dar es Salaam - Tanzania	US\$1000	8 th Nov to 20 th Nov 2022 7 th Nov to 19 th Nov 2023	
56	2100056	Advanced Multi skilling the Executive Secretaries, Administrative Officers and PAs	Johannesburg South Africa	US\$1000	8 th Nov to 20 th Nov 2022 7 th Nov to 19 th Nov 2023	
57	2100057	Public Private Partnerships Workshop	Zanzibar - Tanzania	US\$1000	8 th Nov to 20 th Nov 2022 7 th Nov to 19 th Nov 2023	

58	2100058	Resource Mobilization and Proposal Writing	Dar es Salaam-Tanzania	US\$1000	15 th Nov to 20 th Nov 2022 21 st Nov to 2 nd Dec 2023	
59	2100059	Financial Management, Budgeting and Auditing of Donor Funded Projects	Lusaka Zambia	US\$1000	15 th Nov to 27 th Nov 2022 21 st Nov to 2 nd Dec 2023	
60	2100060	Islamic Banking and Financial Management	Dar es Salaam	US\$ 1000	15 th Nov. to 27 th Nov 2022 21 st Nov to 2 nd Dec 2023	
61	2100061	Risk Management and Analysis in Banks and Financial Institutions	Dar es Salaam Tanzania	US\$1000	22 nd Nov. to 4 th Dec 2022 21 st Nov to 2 nd Dec 2023	
62	2100062	Monitoring and Evaluation for Results	Arusha	US\$ 600	22 nd Nov. to 4 th Dec 2022 21 st Nov to 2 nd Dec 2023	
63	2100063	Certificate in International Financial Reporting Standards	Zanzibar	US\$ 1000	22 nd Nov. to 4 th Dec 2022 21 st Nov to 2 nd Dec 2023	
64	2100064	Islamic Banking and Financial Management	Zanzibar	US\$1000	22 nd Nov. to 4 th Dec 2022 21 st Nov to 2 nd Dec 2023	
65	2100065	Monitoring and Evaluation of Developmental Projects	Lusaka Zambia	US\$1000	22 nd Nov. to 4 th Dec 2022 21 st Nov to 2 nd Dec 2023	
66	2100066	Bank Financial Analysis, Modelling, Forecasting and Risk Analysis	Dar es Salaam Tanzania	US\$ 1000	6 th Dec to 17 th Dec 2022 5 th Dec to 16 th Dec 2023	
67	2100067	Good Governance and Anti-Corruption.	Dar es Salaam	US\$1000	6 th Dec to 17 th Dec 2022 5 th Dec to 16 th Dec 2023	
68	2100068	Building an Effective and Exceptional Board of Directors	Dar es Salaam	US\$1000	6 th Dec to 11 th Dec. 2022 5 th Dec to 10 th Dec 2023	
69	2100069	Electronic Document & Records Management course	Johannesburg South Africa	US\$1000	6 th Dec to 17 th Dec 2022 5 th Dec to 16 th Dec 2023	
70	2100070	Risk Management for Programmes, Projects and Operations	Lusaka Zambia	US\$ 1000	6 th Dec to 17 th Dec 2022 5 th Dec to 16 th Dec 2023	
71	2100071	Human Resource Information Systems(HRIS) Policy and Planning	Dar es Salaam-Tanzania	US\$.1000	6 th Dec to 17 th Dec 2022 5 th Dec to 16 th Dec 2023	
72	2100072	Certificate in Legislative Drafting	Johannesburg South Africa	US\$ 1000	6 th Dec to 23 rd Dec 2022 12 th Dec to 23 rd Dec 2023	
73	2100073	Digital Public Relations, Social Responsibility and Customer Service	Lusaka Zambia	US\$ 1000	6 th Dec to 17 th Dec 2022 12 th Dec to 23 rd Dec 2023	
74	2100007	Training on Automation of Records and Information Systems	Johannesburg South Africa	US1000	6 th Dec to 17 th Dec 2022 12 th Dec to 23 rd Dec 2023	
75	2100007	Professional Certificate in Anti-Money Laundering	Zanzibar Tanzania	US1000	6 th Dec to 23 rd Dec 2022 12 th Dec to 23 rd Dec 2023	

76	2100076	Advanced Risk Based Auditing	Dar es Salaam-Tanzania	US\$1000	6 th Dec to 23 rd Dec 2022 12 th Dec to 23 rd Dec 2023
77	2100076	Climate Change and Risk Management	Johannesburg South Africa	US1000	6 th Dec to 11 th Dec 2022 12 th Dec to 23 rd Dec 2023

African Management Development Centre {AMDC} is a global training, research and consulting firm that has been assisting organizations and individuals to achieve their objectives and goals. We specialize in capacity building, consultancy and talent development solutions for individuals and organizations, through our highly customized courses and experienced consultants, in a wide array of disciplines"

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AMDC is a Fully Accredited Training Provider with the Council for Higher Education. AMDC has been an Accredited Training Provider with the National Council for Technical Education (Nacte) since 2007. AMDC's Accreditation Number is 2147. We **are** also accredited with the Institute of Chartered Secretaries and Administrators (ICSA), Chartered Institute of Procurement and Supply (CIPS) and Project Management Professional (PMP)® Certification .We are accredited to train over 80 short courses and 8 full qualifications.

IMPORTANT POST-COVID LIVE EVENTS MEASURES: To protect everyone, we strictly follow the national Government guidelines as well as the WHO recommended post-covid related measures, including and not limited to restricted number of participants, physical distancing, respiratory/cough etiquette instructions, and hand hygiene practice with relevant products availability, accompanied with visual reminders, regular and thorough cleaning and disinfection of the venue, strict time adherence, limited contacts, constant fresh air ventilation, to mention just a few.

FINANCE AUDITING AND SOCIAL SECURITY TRAINING PROGRAMMES

AFRICAN MANAGEMENT DEVELOPMENT CENTRE



FINANCE AUDITING AND SOCIAL SECURITY TRAINING PROGRAMMES
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CONDUCTED IN ENGLISH AND PORTUGUESE. GIVE YOUR STAFF AND YOUR
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INTERNATIONALLY RECOGNIZED 2022/2023 PROGRAMMES AND
QUALIFICATIONS-SKILLS FOR GROWTH AND DEVELOPMENT

Making a difference

Course Title	Location	Date	Business Area	Subject	
Pensions Governance Workshop	Arusha	January 2022/2023	Banking and Finance Training	Pensions	
Certificate in Procurement for Senior Executives	ZANZIBAR TANZANIA	February 2022/2023	Procurement & Supply Chain Management	Procurement	
Trade Finance	LUSAKA ZAMBIA	March 2022/2023	Banking and Finance Training	Banking	
Pensions Governance Workshop	DAR ES SALAAM-TANZANIA	March 2022/2023	Banking and Finance Training	Pensions	
Inspirational Leadership & Successful Team Building	ZANZIBAR TANZANIA	April 2022/2023	People & Organizational Development	Management Skills	

Loan Evaluation & Negotiation	ZANZIBAR TANZANIA	April 2022/2023	Public Financial Management	Debt Management
Accounts Receivable Management and Development of Credit Policies	ZANZIBAR TANZANIA	May 2022/2023	Public Financial Management Training	Debt Management
Value for Money Auditing	LUSAKA ZAMBIA	May 2022/2023	Banking and Finance Training	Audit
Combating Corruption in Procurement	LUSAKA ZAMBIA	May 2022/2023	Procurement & Supply Chain Management Training	Procurement
Procurement logistics and Supply Chain Management course	JOHANNESBURG SOUTH AFRICA	May 2022/2023	Procurement & Supply Chain Management Training	Procurement
Risk Management Workshop	ZANZIBAR TANZANIA	May 2022/2023	Banking and Finance Training	Risk Management
Human Resource Management: Skills & Techniques	ZANZIBAR TANZANIA	June 2022/2023	People & Organizational Development Training	Human Resource Management
Strategic & Financial Planning	ZANZIBAR TANZANIA	June 2022/2023	Banking and Finance Training	Financial Management
Certificate in Procurement for Senior Executives	ZANZIBAR TANZANIA	June 2022/2023	Procurement & Supply Chain Management Training	Procurement
Attracting Foreign Direct Investment	ZANZIBAR TANZANIA	June 2022/2023	Public Financial Management Training	Public Financial Management
Pensions Governance Workshop	ARUSHA TANZANIA	June 2022/2023	Banking and Finance Training	Pensions
Practical Internal Auditing	ZANZIBAR TANZANIA	June 2022/2023	Banking and Finance	Audit

			Training		
Agile Project Management	ZANZIBAR TANZANIA	July 2022/2023	People & Organizational Development Training	Management Skills	
Risk Management in Financial Institutions	ZANZIBAR TANZANIA	July 2022/2023	Banking and Finance Training	Risk Management	
The Winning Way: Influencing Skills for Senior Executives	ZANZIBAR TANZANIA	July 2022/2023	People & Organizational Development Training	Executive Leadership	
Monitoring & Audit of Procurement Performance	JOHANNESBURG SOUTH AFRICA	July 2022/2023	Procurement & Supply Chain Management Training	Audit, Procurement	
Best Practice in Tax Administration	ZANZIBAR TANZANIA	July 2022/2023	Public Financial Management Training	Tax Administration	
Modernizing the Public Sector: Delivery & Accountability	ZANZIBAR TANZANIA	July 2022/2023	People & Organizational Development Training	Organizational Development	
Best Practice in Public Debt Management	ZANZIBAR TANZANIA	July 2022/2023	Public Financial Management Training	Debt Management	
Certificate in Health Supply Chain Management	ZANZIBAR TANZANIA	August 2022/2023	Procurement & Supply Chain Management Training	Health, Procurement	
Financial Skills for Executives	ZANZIBAR TANZANIA	August 2022/2023	Banking and Finance Training	Financial Management	
Computer Accounts Audit for Tax Administrators	ZANZIBAR TANZANIA	August 2022/2023	Public Financial Management Training	Public Financial Management	
Effective Management Skills (includes a laptop computer)	ZANZIBAR TANZANIA	August 2022/2023	People & Organizational Development Training	Management Skills	
Financial	JOHANNESBURG	August	Programmed &	Financial Management	

Management of Development Projects	G SOUTH AFRICA	2022/2023	Project Management Training	
Financial Risk Modeling for Emerging Countries	JOHANNESBURG SOUTH AFRICA	Sept 2022/2023	Public Financial Management Training	Debt Management, Risk Management
IT Project Management	JOHANNESBURG SOUTH AFRICA	September 2022/2023	Programme & Project Management Training	Project Management
Successful Tender Design & Contract Management	ZANZIBAR TANZANIA	September 2022/2023	Procurement & Supply Chain Management Training	Procurement
VAT Audit Skills	ZANZIBAR TANZANIA	September 2022/2023	Public Financial Management Training	Audit, Tax Administration
Issues & Solutions in Public Financial Management	ZANZIBAR TANZANIA	September 2022/2023	Public Financial Management Training	Public Financial Management
Pensions Governance Workshop	VICTORIA FALLS	Sept 2022/2023	Banking and Finance Training	Pensions
Project Contracting and Procurement	JOHANNESBURG SOUTH AFRICA -	September 2022/2023	Programme & Project Management Training	Project Management
Financial Markets & Instruments	JOHANNESBURG SOUTH AFRICA	September 2022/2023	Banking and Finance Training	Banking
Management Development for Senior Executives	JOHANNESBURG SOUTH AFRICA	September 2022/2023	People & Organizational Development Training	Management Skills
Advanced Project Planning and Control	ZANZIBAR TANZANIA	September 2022/2023	Programme & Project Management Training	Project Management
Procurement of Works & Dispute Avoidance	ZANZIBAR TANZANIA	September 2022/2023	Procurement & Supply Chain Management	Procurement

			Training	
les & Marketing for Financial Institutions	LUSAKA ZAMBIA	September 2022/2023	Banking and Finance Training	Financial Management
Advanced CS-DRMS User Training	ZANZIBAR TANZANIA	October 2022/2023	Public Financial Management Training	Debt Management
Pension Scheme Governance	ZANZIBAR TANZANIA	October 2022/2022	Banking and Finance Training	Pensions
AMDC Certificate in Procurement for Senior Executives	ZANZIBAR TANZANIA	October 2022/2022	Procurement & Supply Chain Management Training	Procurement
Internal Business Consulting: New Strategies, New Skills	ZANZIBAR TANZANIA	October 2022/2023	People & Organizational Development Training	Management Skills
Advanced Audit Skills	ZANZIBAR TANZANIA	October 2022/2023	Banking and Finance Training	Audit
Combating Corruption & the Misuse of Public Office	ZANZIBAR TANZANIA	October 2022/2023	Public Financial Management Training	Public Financial Management
Developing Leaders for Financial Institutions	VICTORIA FALLS	October 2022/2023	People & Organizational Development Training	Financial Management
Programme & Performance Budgeting	ZANZIBAR TANZANIA-	October 2022/2023	Public Financial Management Training	Public Financial Management
Human Resource Management: Skills & Techniques	JOHANNESBURG SOUTH AFRICA	November 2022/2023	People & Organizational Development Training	Human Resource Management
IT Audit	JOHANNESBURG SOUTH AFRICA	November 2022/2023	Banking and Finance Training	Audit
Planning	JOHANNESBURG	November	Programme &	Project Management

Programmes & Projects	G SOUTH AFRICA	2022/2023	Project Management Training	
Monitoring and Evaluation	ARUSHA TANZANIA	November 2022/2023	Programme & Project Management Training	Project Management
Delivering Successful Change Management	JOHANNESBURG SOUTH AFRICA	November 2022/2023	People & Organizational Development Training	Human Capital Planning
Project Cycle Management	JOHANNESBURG SOUTH AFRICA	November 2022/2023	Programme & Project Management Training	Project Management
E-Procurement Strategies for Success	JOHANNESBURG SOUTH AFRICA	November 2022/2023	Procurement & Supply Chain Management Training	Procurement
Front, Middle, Back Office Operations	JOHANNESBURG SOUTH AFRICA	November 2022/2023	Banking and Finance Training	Banking
Monitoring & Managing Programmes & Projects	ZANZIBAR TANZANIA	November 2022/2023	Programme & Project Management Training	Project Management
Assessing Impact & Evaluating Programmes & Projects	ZANZIBAR TANZANIA	November 2022/2023	Programme & Project Management Training	Project Management
Strategic Financial Planning in the Public Sector	ZANZIBAR TANZANIA	November 2022/2023	Public Financial Management Training	Financial Management
Domestic Debt Management: Challenges & Techniques	ZANZIBAR TANZANIA	November 2022/2023	Public Financial Management Training	Debt Management
Essential Budgeting	ZANZIBAR	November	Banking and	Financial Management

& Accounting	TANZANIA	2022/2023	Finance Training	
Integrating Public Financial Management Systems	ZANZIBAR TANZANIA	November 2022/2023	Public Financial Management Training	Public Financial Management
Inspirational Leadership & Successful Team Building	ZANZIBAR TANZANIA	December 2022/2023	People & Organizational Development Training	Management Skills
Delivering Results: Managing Strategic Change	ZANZIBAR TANZANIA G	December 2022/2023	People & Organizational Development Training	Executive Leadership

CONTACT US

African Management Development Centre

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APPLICATION FORM

AFRICAN MANAGEMENT DEVELOPMENT CENTRE



AFRICAN MANAGEMENT DEVELOPMENT CENTRE

HEADQUARTERS:

P. O. BOX 8180 ARUSHA – TANZANIA

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FAX: +255 27 2544607

E –mail - amdcarusha@gmail.com

PROGRAMME NAME:

DATES:CODE:

APPLICANT'S NAME: SEX:

NATIONALITY:DATE OF BIRTH:

EMPLOYER/COMPANY:

PHONE:.....E mailFAX:.....

PRESENT POSITION:

DUTIES & RESPONSIBILITIES:

EMPLOYER/SPONSOR:

I IN MY CAPACITY AS

..... NOMINATE
DR/MR/MRS/MISS.....

TO ATTEND THE ABOVE PROGRAMME AND I COMMIT MY ORGANISATION TO PAY TO
AFRICAN MANAGEMENT DEVELOPMENT CENTRE (AMDC) THE TOTAL PROGRAMME
FEES OF US\$..... TO COVER TUITION, TRAINING MATERIALS ANY
CANCELLATION TO ATTEND WILL ATTRACT A CANCELLATION FEE OF 15 PERCENT OF
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