

		COURSE	DURATION
A.		Management Skills	
	1	Facility Management	5days
	2	Project Management	5days
	3	Leadership and Change	5days
	4	Enhanced Performance and Strategic Management	5days
	5	Value Based Leadership	5days

B.		Finance	
	1	Generating Value from Procurement	5days
	2	Improving Management Performance through Budgeting	5days
	3	Analysing Financial Statements	5days
	4	Effective Finance in Projects	5days
	5	Modernising Internal Audit Function	5days
	6	Public Financial Administration	5days
	7	Effective Management of Contract	5days
	8	Privatisation and Public Private Partnership	5days

C.		Human Resource Management	
	1	Behavioral Management and Emotional Intelligence	5days
	2	Encouraging Staff Performance and Building Reward Systems	5days
	3	Recruitment and Selection Skills	5days
	4	Human Resource Management and Career Development	5days
	5	Knowledge Management and Managing Organizational Learning	5days
	6	Effective Coaching Skills for Managers	5days
	7	Managing the training function	5days

D.	Public Governance Skills		
	1	Corporate Governance in Public Service	3days
	2	Inspirational Leadership for Government	5days
	3	Implementing Ethics and Preventing Corruption for Senior Managers	5days
	4	E-government Strategy and Implementation	5days
	5	Policy Analysis and Policy Implementation	5days
	6	Setting Standards in Public Service	5days
	7	Good Governance and Social Welfare	5days
E.	Compliance and Transparency		

F.	PR and Marketing		
	1	Financial Public Relation	5days
	2	Corporate PR Strategies	5days
	3	Professional Writing for Media and PR Practitioners	5days
	4	Investor Relation	5days
	5	Negotiation and Conflict Resolution	5days
	6	Planning Strategic Marketing	5days
	7	Corporate Social Responsibility	5days
	8	Media Relations and Public Affairs	5days
	9	PR: Planning and Management	5days
	10	Inspirational Leadership Communication	5days

G.	Women in Senior Management		
	1	Assertiveness Skills for Women	3days
	2	Coach yourself to the top	3days
	3	Personal Brand and Social Identity	3days
	4	Managing the Balance between Work and Life	3days
	5	Be the Effective Influence	3days
	6	Gaining Confidence and Building Credibility	3days