



Centre for Project Management (CPM)

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TRAINING PROGRAMS	Venue	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	MSA	KSM/NBI
		Dates											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PROJECT MANAGEMENT													
PMP - Project Management Professional Certification	6 weeks	Every 6 weeks as scheduled on the website											
CAPM - Certified Associate Project Management Certification	4 weeks	Every 4 weeks as schedule on the website											
Computerized Project Management	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Design and Implementation of M & E Systems	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Effective Management of NGO's, CBO's	2 weeks			02 – 13			03 – 14			07 – 18			01 – 11
Grants Management	1 week	20 – 24			20 – 24			20 – 24			19 – 23		
Monitoring and Evaluation	1 week		10 – 14			11 – 15			10 – 14			09 – 13	
Program Management	1 week			23 – 27			25 – 29			21 – 25			14 – 18
Participatory Project Planning And Management	2 weeks	13 – 24			13 – 24			13 – 24			12 – 23		
PM Softwares - Ms Project	2 Days		09 – 10			07 – 08			06 – 07			05 – 06	
Project Budgeting and Cost Control	2 weeks			09 – 20			08 – 19			07 – 18			07 – 18
Project Financing Skills	2 weeks	13 – 24			13 – 24			13 – 24			12 – 23		
Project Leadership & Governance	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Project Management Documentations	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Project Management, Monitoring and Evaluation with Ms Project	4 Days	07 – 10			04 – 07			07 – 10			06 – 09		
Project Monitoring And Evaluation	2 weeks		10 – 21			11 – 22			10 – 21			09 – 20	
Project Planning, Design and Implementation	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Project Proposal writing & fund raising techniques	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Research, Monitoring & Evaluation in Public Sector	2 weeks		10 – 21			11 – 22			10 – 21			09 – 20	
Result Based Performance Management (RBPM)	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Tailormade PM Softwares	2 Days	Tailor made as per client											
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT													
Accounting for non-Profit Making Organizations	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Activity Based Budgeting	1 week		10 – 14			11 – 15			10 – 14			09 – 13	
Advanced Financial Analysis and Management	2 weeks			09 – 20			08 – 19			07 – 18			07 – 18
Auditing and Internal Control	2 weeks	13 – 24			13 – 24			13 – 24			12 – 23		
Auditing for Internal Auditors	1 week		10 – 14			11 – 15			10 – 14			09 – 13	
Budgeting And Budgetary Control	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Business Planning And Continuity Management	1 week	13 – 17			13 – 17			13 – 17			12 – 16		
Cash Management and Bank Reconciliation for Accounting officers	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Computerized Financial Management	2 weeks			02 – 13			03 – 14			07 – 18			01 – 11
Computerized Program and Budget Analysis	2 weeks	13 – 24			13 – 24			13 – 24			12 – 23		
Credit Management and Risk Awareness	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Credit Management, Monitoring and Control	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Finance and Budgetary Management	1 week	13 – 17			13 – 17			13 – 17			12 – 16		
Financial Analysis and Management	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Financial Management for Donor funded Projects	2 weeks			02 – 13			03 – 14			07 – 18			01 – 11
Financial Management for Project Accountants	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Financial Management in the Public Sector	2 weeks		10 – 21			11 – 22			10 – 21			09 – 20	
Financial Report Writing	3 Days			06 – 08			05 – 07			04 – 06			04 – 06
Fraud Detection and Prevention	1 week	06 – 10			06 – 10			06 – 10			05 – 09		
Logistics Management for NGOs	1 week		17 – 21			18 – 22			17 – 21			16 – 20	
Public Procurement	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Donor Funded Procurement	1 week	06 – 10			06 – 10			06 – 10			05 – 09		
Macro-economics Analysis	2 weeks		03 – 14			04 – 15			03 – 14			02 – 13	
Revenue Collection Management	2 weeks			02 – 13			03 – 14			07 – 18			01 – 11
Value Chain Analysis and Development	1 week	06 – 10			06 – 10			06 – 10			05 – 09		
Value For Money	1 week		10 – 14			11 – 15			10 – 14			09 – 13	
HUMAN RESOURCE AND COMMUNICATION													
Effective Communication Skills	3 Days			25 – 27			24 – 26			23 – 25			16 – 18
Employee Relations and HR Management	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Executive Secretarial Course	2 weeks		10 – 21			11 – 22			10 – 21			09 – 20	
Labor Relations and Conflict Management	2 weeks			09 – 20			08 – 19			07 – 18			07 – 18
Office Administration & Business Methods	2 weeks	13 – 24			13 – 24			13 – 24			12 – 23		
Proposal Writing and Presentations	2 Days		09 – 10			07 – 08			06 – 07			05 – 06	
Public Relations and Customer Care	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Records and Information Management (RAIM)	2 weeks	06 – 17			06 – 17			06 – 17			05 – 16		
Report Writing Skills	2 Days		27 – 28			28 – 29			27 – 28			28 – 29	
Training of Trainers (TOT)	2 Days			12 – 13			11 – 12			10 – 11			10 – 11
ENERGY AND ENVIRONMENT													
EIA - Environmental Impact Assessment	1 week	06 – 10			06 – 10			06 – 10			05 – 09		
Environmental Audit	1 week		17 – 21			18 – 22			17 – 21			16 – 20	

ENGINEERING AND TECHNICAL

Air-Conditioning & Mechanical Refrigeration Systems	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Air System Design & Equipment Specification And Selection 1	1 week	13 – 17				13 – 17			13 – 17			12 – 16	
Boiler Systems	1 week		10 – 14				11 – 15			10 – 14			09 – 13
Automotive Engine Technology - Principle, Service And Diagnosis	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Height Safely High Voltage Operation For Engineers	1 week	13 – 17				13 – 17			13 – 17			12 – 16	
Introduction To Pro/Engineer Wildfire 5.0 And Rapid Prototyping	1 week		10 – 14				11 – 15			10 – 14			09 – 13
Programmable Logic Control and Automation	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Solar Photovoltaic (PV) Technology	1 week	20 – 24				20 – 24			20 – 24			19 – 23	
Air-Conditioning & Mechanical Refrigeration Systems	1 week		17 – 21				18 – 22			17 – 21			16 – 20
Tig Arc Welding	1 week			09 – 13			08 – 12			07 – 11			07 – 11

PUBLIC LEADERSHIP AND GOVERNANCE

Leadership and Governance Skills	1 week	13 – 17				13 – 17			13 – 17			12 – 16	
Leadership and supervisory skills development	2 weeks		03 – 14				04 – 15			03 – 14			02 – 13
Policy Development and Strategic Management	2 weeks			09 – 20			08 – 19			07 – 18			07 – 18
Strategic Leadership & Change Management in the Public Sector	2 weeks	06 – 17				06 – 17			06 – 17			05 – 16	
Strategic Women Leadership Development Programme	2 weeks		10 – 21				11 – 22			10 – 21			09 – 20
Senior Management	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Strategic Leadership Development	1 week	06 – 10				06 – 10			06 – 10			05 – 09	
Managing Public Health Projects	1 week		17 – 21				18 – 22			17 – 21			16 – 20
Performance Management	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Management Skills for Excellence	1 week	06 – 10				06 – 10			06 – 10			05 – 09	
Management Advancement Program	1 week		17 – 21				18 – 22			17 – 21			16 – 20
Senior Executive Development	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Management Development for Personal Assistants	2 week	13 – 24				13 – 24			13 – 24			12 – 23	
International Business Strategy	1 week		10 – 14				11 – 15			10 – 14			09 – 13
Strategy and Balance Scorecard Development	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Strategy Leadership and Change Management	1 week	13 – 24				13 – 24			13 – 24			12 – 23	

PROCUREMENT AND LOGISTICS

Contract and Tender Management	1 week		10 – 14				11 – 15			10 – 14			09 – 13
Effective Fleet Management	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Logistics and Supply Chain Management	1 week	13 – 17				13 – 17			13 – 17			12 – 16	
Logistics Management for NGOs	1 week		17 – 21				18 – 22			17 – 21			16 – 20

IT / SOFTWARES

AutoCAD	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Basic Computer	1 week	06 – 10				06 – 10			06 – 10			05 – 09	
Cloud Computing for Enterprises	1 week		17 – 21				18 – 22			17 – 21			16 – 20
Linux	1 week			09 – 13			08 – 12			07 – 11			07 – 11
Microsoft Excel	3 Days	22 – 24				22 – 24			22 – 24			21 – 23	
Ms Project for Project Manager	2 Days		06 – 07				07 – 08			06 – 07			05 – 06
Premavera P6 Fundamentals	3 Days			04 – 06			03 – 05			02 – 04			02 – 04
Revit Architecture Level 1	1 week	06 – 10				06 – 10			06 – 10			05 – 09	
Revit Architecture Level 2	1 week		17 – 21				18 – 22			17 – 21			16 – 20
Statar	1 week			16 – 20			15 – 19			21 – 25			14 – 18
Statistical Package for the Social Science (SPSS)	2 Days	23 – 24				23 – 24			23 – 24			22 – 23	

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TRAINER CERTIFICATIONS

