

TRAINING CALENDAR 2024



Centre for Project Management (CPM)

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TRAINING PROGRAMS	Venue	NAIROBI MOMBASA KIGALI CAPE TOWN ZANZIBAR SEYCHELLES DUBAI CUSTOMIZED												
		Duration	Dates											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PROJECT MANAGEMENT														
CAPM - Certified Associate Project Management Certification exam Prep	2 weeks													
PMP - Project Management Professional Certification - PMI exam Prep	3 weeks													
Agile Practitioner Professional - PMI exam Prep	3 weeks													
Program Management Professional - PMI exam Prep	3 weeks													
Computerized Project Management	2 weeks			04 – 15			03 – 14			02 – 13			02 – 13	
Data Collection Analysis and Reporting in M&E	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Design and Implementation of M & E Systems	2 weeks	08 – 19			01 – 12			01 – 12			07 – 18			
Effective Management of NGO's, CBO's	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Grants Management	1 week			11 – 15			10 – 14			09 – 13			09 – 13	
Lab Project Management an Agile Approach	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Monitoring and Evaluation	1 week		05 – 09			06 – 10			05 – 09			04 – 08		
Participatory Project Planning And Management	2 weeks			04 – 15			03 – 14			02 – 13			03 – 13	
PM Softwares - Ms Project	1 Week	08 – 12			08 – 12			08 – 12			07 – 11			
Program Management	1 week		12 – 16			13 – 17			12 – 16			11 – 15		
Project Budgeting and Cost Control	2 weeks			04 – 15			03 – 14			02 – 13			03 – 13	
Project Financing Skills	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Project Leadership & Governance	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Project Management Documentations	1 week			11 – 15			10 – 14			09 – 13			09 – 13	
Project Management, Monitoring and Evaluation with Ms Project	1 Week	08 – 12			08 – 12			08 – 12			07 – 11			
Project Monitoring And Evaluation	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Project Planning, Design and Implementation	1 week			11 – 15			10 – 14			09 – 13			09 – 13	
Project Proposal writing & fund raising techniques	2 weeks	08 – 19			01 – 12			01 – 12			07 – 11			
Research, Monitoring & Evaluation in Public Sector	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Result Based Performance Management (RBPM)	1 week			04 – 08			03 – 07			02 – 06			02 – 06	
The Power Bi For M&E, Data Analytics & Management	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Tailormade PM Softwares	2 Days	Tailor made as per client												
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT														
Accounting for non-Profit Making Organizations	2 weeks	08 – 19			08 – 19			08 – 19			07 – 18			
Activity Based Budgeting	1 week		05 – 09			06 – 10			05 – 09			04 – 08		
Advanced Financial Analysis and Management	2 weeks			04 – 15			03 – 14			02 – 13			02 – 13	
Auditing and Internal Control	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Auditing for Internal Auditors	1 week		12 – 16			13 – 17			12 – 16			11 – 15		
Budgeting And Budgetary Control	1 week			11 – 15			10 – 14			09 – 13			09 – 13	
Business Planning And Continuity Management	1 week	22 – 26			22 – 26			22 – 26			21 – 25			
Cash Management and Bank Reconciliation for Accounting officers	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22		
Computerized Financial Management	2 weeks			04 – 15			03 – 14			02 – 13			02 – 13	
Computerized Program and Budget Analysis	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Credit Management and Risk Awareness	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Credit Management, Monitoring and Control	1 week			25 – 29			24 – 28			23 – 27			16 – 20	
Effective B2B Marketing Strategies	2 weeks	08 – 19			08 – 19			08 – 19			07 – 18			
Financial Analysis and Management	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22		
Financial Management for Donor funded Projects	2 weeks			18 – 29			17 – 28			16 – 27			09 – 20	
Financial Management for Project Accountants	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25			
Financial Management in the Public Sector	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Finance and Budgetary Management	1 week			11 – 15			10 – 14			09 – 13			09 – 13	
Fraud Detection and Prevention	1 week	22 – 26			22 – 26			22 – 26			21 – 25			
Logistics Management for NGOs	1 week		19 – 23			20 – 24			19 – 23			18 – 22		
Public Procurement	1 week			25 – 29			24 – 28			23 – 27			16 – 20	
Donor Funded Procurement	1 week	08 – 12			08 – 12			08 – 12			07 – 11			
Macro-economics Analysis	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15		
Revenue Collection Management	2 weeks			11 – 22			10 – 21			09 – 20			09 – 20	
Value Chain Analysis and Development	1 week	08 – 12			15 – 19			15 – 19			14 – 18			
Value For Money	1 week		12 – 16			13 – 17			12 – 16			11 – 15		
HUMAN RESOURCE AND COMMUNICATION														
Administration and Management	2 weeks	08 – 19			08 – 19			08 – 19			07 – 18			

Effective Communication Skills	1 week		12 – 16		13 – 17		12 – 16		11 – 15	
Employee Relations and HR Management	2 weeks			04 – 15		03 – 14		02 – 13		02 – 13
Executive Secretarial Course	2 weeks	15 – 26			15 – 26		15 – 26		14 – 25	
IT and Office Systems for Secretaries and PAs	1 week		19 – 23		20 – 24		19 – 23		18 – 22	
Human Resource Information Systems Management (HRIS)	1 week			18 – 22		17 – 21		16 – 20		16 – 20
Human Resource Metrics	1 week	15 – 19			15 – 19		15 – 19		14 – 18	
Labor Relations and Conflict Management	2 weeks		05 – 16		06 – 17		05 – 16		04 – 15	
Leadership and supervisory skills development	2 weeks			18 – 29		17 – 28		16 – 27		09 – 20
Management Development for Personal Assistants	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Office Administration & Business Methods	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Office Administration & Communication Development	1 week			11 – 15		10 – 14		09 – 13		09 – 13
Perfecting The PA and Secretary Role	1 Week	15 – 19			15 – 19		15 – 19		14 – 18	
Policy Development and Strategic Management	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Proposal Writing and Presentations	1 week			04 – 08		03 – 07		02 – 06		02 – 06
Public Relations and Customer Care	1 week	15 – 19			15 – 19		15 – 19		14 – 18	
Public Administration and Management	1 week		19 – 23		20 – 24		19 – 23		18 – 22	
Records and Information Management (RAIM)	2 weeks			04 – 15		03 – 14		09 – 20		09 – 20
Strategic Leadership & Change Management in the Public Sector	2 weeks	15 – 26			15 – 26		15 – 26		14 – 25	
Talent Management & Succession Planning	1 week		19 – 23		20 – 24		22 – 26		18 – 22	
Technology for Personal and Executive Assistants	1 week			11 – 15		10 – 14		09 – 13		09 – 13
The Changing Roles of a Modern Secretary	1 week	08 – 19			08 – 19		08 – 19		07 – 11	
ENERGY AND ENVIRONMENT										
EIA - Environmental Impact Assessment	1 week	15 – 19			15 – 19		15 – 19		14 – 18	
Environmental And Social Safeguards For Donor Funded Projects	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Strategic Environmental Assessment Management	1 week			04 – 08		03 – 07		02 – 06		02 – 06
WASH - Water, Sanitation and Health	2 weeks	15 – 26			15 – 26		15 – 26		14 – 25	
Environmental Education and Climate Change	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Renewable Energy Planning and Management	2 weeks			18 – 29		17 – 28		16 – 27		09 – 20
Global Energy and Climate Policy	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Land Governance and Sustainable Development	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
CLIMATE CHANGE										
Climate change Study and Sustainability	2 weeks			11 – 22		10 – 21		09 – 20		09 – 20
Climate policy and public finance	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Climate Change Planning	2 weeks		05 – 16		06 – 17		05 – 16		04 – 15	
Climate Change - Human Rights & Health	2 weeks			04 – 15		03 – 14		02 – 13		02 – 13
Carbon Market, Carbon Sequestration Potential of Projects	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Climate Change Mitigation in Developing Countries	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Global Warming and Climate Change	2 weeks			18 – 29		17 – 28		16 – 27		16 – 27
Natural Disaster and Climate Change Identification and Management	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Climate Change Response - Individual, Community, and Organizations	2 weeks		05 – 16		06 – 17		05 – 16		04 – 15	
Climate Change, Water Conservation and Management	2 weeks			11 – 22		10 – 21		09 – 20		09 – 20
Climate Change - Organizational Policies and Change	2 weeks	08 – 19			08 – 19		08 – 19		07 – 18	
Climate and Livelihood Resilient Community Best Practices	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Global Energy and Climate Policy	2 weeks			04 – 15		03 – 14		02 – 13		02 – 13
PUBLIC LEADERSHIP AND GOVERNANCE										
Leadership and Governance Skills	1 week	15 – 19			15 – 19		15 – 19		14 – 18	
Leadership and supervisory skills development	2 weeks		05 – 16		06 – 17		05 – 16		04 – 15	
Policy Development and Strategic Management	2 weeks			11 – 22		10 – 21		09 – 20		09 – 20
Strategic Leadership & Change Management in the Public Sector	2 weeks	15 – 26			15 – 26		15 – 26		14 – 25	
Strategic Women Leadership Development Programme	2 weeks		12 – 23		13 – 24		12 – 23		11 – 22	
Senior Management	1 week			25 – 29		24 – 28		23 – 27		23 – 27
Strategic Leadership Development	1 week	22 – 26			22 – 26		22 – 26		21 – 25	
Managing Public Health Projects	1 week		12 – 16		13 – 17		12 – 16		11 – 15	
Performance Management	1 week			04 – 08		03 – 07		02 – 06		02 – 06
Management Skills for Excellence	1 week	08 – 12			08 – 12		08 – 12		07 – 11	
Management Advancement Program	1 week		12 – 16		13 – 17		12 – 16		11 – 15	
Senior Executive Development	1 week			18 – 22		17 – 21		16 – 20		16 – 20
Management Development for Personal Assistants	2 week	08 – 19			08 – 19		08 – 19		07 – 18	
International Business Strategy	1 week		05 – 09		06 – 10		05 – 09		04 – 08	
Strategy and Balance Scorecard Development	1 week			04 – 08		03 – 07		02 – 06		02 – 06
Strategy Leadership and Change Management	1 week	15 – 19			15 – 19		15 – 19		14 – 18	

The Balanced Scorecard and Certification	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22
Policy Development and Strategic Management	2 weeks			18 – 29			17 – 28			16 – 27		09 – 20

PROCUREMENT AND LOGISTICS

Contract Management & Effective Negotiation	1 week	15 – 19			15 – 19			15 – 19			14 – 18	
Contract Preparation and Bid Evaluation	1 week		05 – 09			06 – 10			05 – 09			04 – 08
Effective Fleet Management	1 week			11 – 15			10 – 14			09 – 13		09 – 13
Enhanced Efficiency In Managing Public Procurement	2 weeks	08 – 19			08 – 19			08 – 19			07 – 18	
Green /Sustainable Procurement Procedures For World Bank Funded Projects	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22
Inventory & Stock Control Management	2 weeks			11 – 22			10 – 21			09 – 20		09 – 20
Logistics and Supply Chain Management	1 week	22 – 26			22 – 26			22 – 26			21 – 25	
Logistics Management for NGOs	1 week		19 – 23			20 – 24			19 – 23			18 – 22
Project Management Procurement Framework	1 week			25 – 29			24 – 28			23 – 27		16 – 20
Procurement and Asset Management	2 weeks	15 – 26			15 – 26			15 – 26			14 – 25	
Procurement fraud detection and prevention	2 weeks		05 – 16			06 – 17			05 – 16			04 – 15
Procurement For Donor Funded Projects	2 weeks			18 – 29			17 – 28			16 – 27		09 – 20
Procurement, Contract Management And Effective Negotiation	1 week	08 – 12			08 – 12			08 – 12			07 – 11	
Procurement Auditing	1 week		12 – 16			13 – 17			12 – 16			11 – 15
Sustainable Procurement Procedures	2 weeks			18 – 29			17 – 28			16 – 27		09 – 20
Warehouse Operations & Performance Measures	1 week	08 – 12			08 – 12			08 – 12			07 – 11	
World Bank Procurement Guidelines and Regulations	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22

IT / SOFTWARES

AutoCAD	1 week			25 – 29			24 – 28			23 – 27		16 – 20
Basic Computer	1 week	15 – 19			15 – 19			15 – 19			14 – 18	
Cloud Computing for Enterprises	1 week		12 – 16			13 – 17			12 – 16			11 – 15
Data Protection Course	2 weeks			18 – 29			17 – 28			16 – 27		09 – 20
Linux	1 week	15 – 19			15 – 19			15 – 19			14 – 18	
Microsoft Excel	1 week		19 – 23			27 – 31			26 – 30			25 – 29
Ms Project for Project Managers	1 week			04 – 08			03 – 07			02 – 06		02 – 06
Premavera P6 Fundamentals	1 week	22 – 26			22 – 26			22 – 26			21 – 25	
Power BI, Data Analytics and Management	2 weeks		12 – 23			13 – 24			12 – 23			11 – 22
Revit Architecture Level 1	1 week			04 – 08			03 – 07			02 – 06		02 – 06
Revit Architecture Level 2	1 week	15 – 19			15 – 19			15 – 19			14 – 18	
Statar	1 week		19 – 23			27 – 31			26 – 30			25 – 29
Statistical Package for the Social Science (SPSS)	1 week			25 – 29			24 – 28			23 – 27		16 – 20

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TRAINER CERTIFICATIONS



PLEASE NOTE

All Courses are customized to the client's sector/ field

The dates are subject to change, kindly confirm before booking

The above calendar is not exhaustive on available CPM courses, new courses come up often due to client's training needs and expectations

CPM team is able to offer customised and tailored courses as per client's scope, training needs, budget, schedule and/or venue