

Namibian Training Calendar 2017

Venue as per Calendar/ Group selection



CONTACT DETAILS

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**For all trainings please Feel Free to Ask for A quotation
Group Discounts of up to 10% Applicable
to Organizations sending 5 people and above for the same training.**

Computing and Information Technology - Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CEIT 1	Adobe Acrobat 7	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT 2	Adobe Acrobat 8 Pro	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT 3	Adobe Photoshop CS - Foundation	1 Week	24-28 April, 08-12 May, 12-16 June, 17-21July	
CEIT 4	Adobe Photoshop CS - Intermediate	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT 5	Adobe Photoshop CS4-6 - Advanced	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT6	Adobe Photoshop CS4-6 - Expert	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT7	Adobe Photoshop CS4-6 - Foundation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT8	Adobe Photoshop CS4 -6 Intermediate	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT9	Advanced Computer Skills for Personal Assistants	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT10	Advanced HTML Programming	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT 11	Computer Basics - Advanced	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT12	Computer Basics - Expert	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT13	Computer Basics - Foundation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT14	Computer Basics - Intermediate	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT15	Core Essentials - MS Access	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	

CEIT16	Core Essentials - MS Excel	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT17	Core Essentials - MS Outlook	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT18	Core Essentials - MS PowerPoint	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT19	Core Essentials - MS Project	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT20	Core Essentials - MS Publisher	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT21	Core Essentials - MS Word	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT 22	Database Management Techniques	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT23	Desk-top Publishing	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT24	Digital Crime Investigation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT25	Disaster Recovery Planning	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT26	Fundamentals of HTML Programming	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT27	Introduction to Operating Systems	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT28	Introduction to System and Network Security	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT29	Management Information System and Data Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT30	Microsoft Excel Intermediate & Advanced	2 Weeks	18-28 April, 8 -19 May,12-23 June, 17-28 July	

CEIT31	Microsoft Excel Intermediate	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT32	Microsoft Excel Introduction	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT33	Microsoft Internet Explorer	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT34	Microsoft SharePoint Designer	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT35	Microsoft Windows	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT36	Microsoft Word Advanced	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT37	Microsoft Word Intermediate	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEIT38	Microsoft Word Introduction	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEIT39	Network Security Administration and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT40	Online Publishing	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEIT41	PC Configuration and Troubleshooting	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEIT42	Windows 2008 Server Administration and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEIT43	Network Security Administration and Management	2 Weeks	18-28 April, 8 -19 May,12-23 June, 17-28 July	

Energy & Sustainable Development - Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Course	Duration	Dates	Cost(N\$)
CEEASD 1	Advanced Energy Economics	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 2	Analysis & Planning of Investment Projects in the Energy Sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 3	Energy and Climate Change	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 4	Energy Auditing	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEASD 5	Energy Modeling and Analysis	1 Week	24-28 April, 08-12 May, 12-16 June, 17-21July	
CEEASD 6	Energy Planning & Sustainable Development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 7	Energy Project Planning & Evaluation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 8	Environmental Impact Assessment of Energy Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 9	Environmental Monitoring in the Energy Sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 10	Financial Management of Energy Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 11	Financing of Energy Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 12	Fundamentals of Energy Infrastructure Project Finance	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 13	Fundamentals of Wind Energy	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEASD 14	General Energy Planning	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 15	GIS for Energy Planning	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEASD 16	Implementing Rural Electrification Programme	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	

CEEASD 17	Investment Analysis & Energy Project Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 18	Liquid Fuels Supply and Demand in Emerging Markets	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 19	Logistics & Supply Chain Management in the Energy Sector	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 20	Mainstreaming Gender in Sustainable Energy Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEASD 21	Management of Donor Finance in Energy Projects	1 Week	24-28 April, 08-12 May, 12-16 June, 17-21July	
CEEASD 22	Management of Energy Installations Systems	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 23	Micro Hydropower Technology Development	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 24	Monitoring & Evaluation of Energy Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 25	Planning and Management of Energy Resources	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEASD 26	Planning of Renewable Energy	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 27	Planning, Monitoring & Evaluation of Energy Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 28	Renewable Energy & Sustainability	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 29	Rural Energy Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEASD 30	Strategic Procurement Management in the Energy Sector	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEASD 40	Sustainable Energy Planning	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

Economic Management & Development Policy- Venue – Whk/Swk/Wbay/Otj/Osh/O'diva

Code	Course	Duration	Dates	Cost (N\$)
CEEMDP 1	Budgeting for Efficient Economic	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 2	Economic Planning and Budgeting	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 3	Local Authorities Resources Mobilization and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 4	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 5	Macroeconomic Policy Formulation, Analysis and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 6	Macroeconomics for Public Sector Managers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 7	Management of Decentralized Development	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEEMDP 8	Management of Rural Development	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 9	Market Analysis and Economic Policy Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 10	Monetary and Fiscal Policies Management for Legislators	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 11	Participatory Management of Rural Development Programmes	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 12	Pension Funds Options and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEEMDP 13	Planning and Management of Social Services and Infrastructure	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CEEMDP 14	Policy Analysis for Parliamentarians and Policy	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 15	Policy design, Analysis and Empowerment	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 16	Policy Formulation Implementation and Evaluation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 17	Policy implementation and Stakeholder Involvement	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 18	Poverty Reduction Strategies Monitoring and Evaluation Systems	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 19	Public Budgeting and Fiscal Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 20	Public Debt Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEEMDP 21	Public Financial Management for Effective Aid Management for Policymakers and	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 22	Public Sector Management Strategies and	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 23	Quantitative techniques for macroeconomic analysis and management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 24	Research Methodology and Analysis for Government Officers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 25	Research Methods, Survey Methodology and Data Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEEMDP 26	Resource Mobilization for Rural	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 27	Restructuring and Privatization of Public Enterprises	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 28	Social Policy Development and	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	

CEEMDP 29	SPSS for Researchers and Policy Analysts	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 30	STATA Training	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 31	Statistical Analysis for Planners, Budget Officers and Economists	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 32	Statistical Methods and Computer Applications for Policy Analysts	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 33	Statistical Methods for Poverty Profiling and Analysis	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 34	Survey Methodology and Statistics for Enumerators	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 35	Sustainable Mining Laws and Policy Implementation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEEMDP 36	Sustainable Tourism Development and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEEMDP 37	Tax Analysis and Revenue Forecasting	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEEMDP 38	Tax Management and Income Generation Strategies	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 39	Telecommunication Markets and Data Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEEMDP 46	Trade Negotiation skills	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

Finance & Financial Management - Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Course	Duration	Dates	Cost(N\$)
CEFAFM 1	Accounting Skills for Supervisors	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 2	Activity Based Budgeting	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 3	Advanced Accounting and Auditing for Public Sector Organizations	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 4	Advanced Business Financial Analysis	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 5	Medium Term Economic Framework Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 6	Auditing of Computerized Accounting Systems	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 7	Auditing of State Owned Enterprises	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 8	Budgetary Control in Project Control Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEFAFM 9	Budgeting and Budgetary Control	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 11	Computer Applications in Accounting Auditing and Financial Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 12	Computerized Public Sector Financial Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 13	Costing, Cost Modeling and Pricing in Telecommunications	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 14	Evaluating Financial Performance	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 15	Finance and Budgeting for Non Finance Managers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CEFAFM 16	Financial Analysis	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 17	Financial Management and Auditing of Donor-Funded Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 18	Financial Management and Budgetary control	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 19	Financial Management for Managers	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 20	Financial Management for NGOs	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 21	Financial Modeling & Valuation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 22	Financial Performance Evaluation for Public Sector Institutions	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 23	Financial Planning & Forecasting	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEFAFM 24	Financial Risk Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 25	Fixed Asset Management and Project Accounting	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 26	Forensic Auditing and Investigation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 27	Implementing Auditing Procedures	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 28	Internal Audit	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 29	International Financial Reporting Standards (IFRS)	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 30	Managing Cash flow	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 31	Managing the Internal Audit Function	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 32	Modern Accounting Techniques for Accountants and Auditors	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 33	Performance Based Budgeting	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

CEFAFM 35	Public Sector Financial Management and Control	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEFAFM 36	Revenue Collection Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 38	Strategic Financial Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 39	Treasury and Compliance Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 40	IPSAS International Public Sector Accounting Standards	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEFAFM 41	State Finance ACT & Treasury Instructions	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 42	Interpretation of Financial Statements	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEFAFM 43	Pastel Evolution Training (System Based/Software)	2 Weeks	As per group request	
CEFAFM 44	Pastel Partner/Express All versions	2 Weeks	As per group request	

Human Resources & Organisational Development: Venue –Whk/Swk/Wbay/Otj/Osh/O'diva

Code	Course	Duration	Dates	Cost(N\$)
CEHROD 1	Advanced Trainers Skills Development for Senior Trainers	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 2	Building Self Esteem and Assertiveness Skills	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 3	Coaching and Mentoring	3 Days	26-28 April, 22-24 May,21-23 June, 19-21 July	
CEHROD 4	Conducting Effective Performance Reviews	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 5	Conquering the Fear of Speaking in Public	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 6	Crisis Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 7	Employee Engagement	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	
CEHROD 8	Facilitation and Consultation Skills	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 9	Gender Analysis and mainstreaming	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 10	Good Governance and Leadership	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 14	Human Resource Policy Development & Implementation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 15	HR Strategy Fundamentals	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHROD 16	Human Resource Management and	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	

CEHROD 17	Integrating Organizational & Individual Performance Management Systems	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 18	Introductory human resources Management and performance evaluation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 20	Knowledge Management Training	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHROD 21	Labour Relations in the Public Sector	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 22	Leadership Development Programme for Women	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 23	Leadership Innovation and Change	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 24	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 25	Leading & Communicating Change	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 26	Management Advancement Programme	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 27	Managing the Office Function	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 28	Managing the Training Function	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 29	Mastering the Interview	3 Days	26-28 April, 22-24 May,21-23 June, 19-21 July	
CEHROD 30	Measuring HR Effectiveness	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 31	Media Communication and Advocacy	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 32	Mediation, Grievance Handling and Conflict	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHROD 33	Organisational Development	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 34	Performance appraisal Techniques for Pas	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

CEHROD 35	Performance Based Human Resources	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 36	Performance Evaluation and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 37	Personnel Auditing and Training Needs Analysis	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 38	Post-Conflict Reconstruction and Stabilisation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 39	Practical Supervisory and Leadership Skills	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 40	Public Service Human Resource Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 41	Results Based Performance Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHROD 42	Security and Risk Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 43	Setting performance measures	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 44	Social Media and Corporate Relations	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 45	Social Media and Digital Journalism	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 46	Specialized Competency Training of Instructors / Trainers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 47	Staff Performance, Appraisal and Evaluation Technique	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 48	Strategic Human Resource Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 49	Strategic Management for Prisons Support Programmes in Peace Operations	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 50	Strategic Management Skills for Senior	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 51	Strategic Performance Management and Organisational Development	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 52	Strategic Planning	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	

CEHROD 53	Strategic Relationship Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 54	Strategic Thinking Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 55	Strengthening Alliances and Network Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 56	Talent Management and Succession Planning	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 57	Target Setting and Performance Measurement for Public and Private Sector Institutions	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 58	Team Building	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 59	Training Needs Analysis and Staff Development	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHROD 60	Training of Trainers (TOT)	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHROD 61	Understanding the role and Operations of the Ombudsman	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 62	Work Place Peer Counselling	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHROD 63	Workforce Metrics: Introduction to Measurement in HR and Benchmarking	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 64	Workforce Planning	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHROD 65	Youth Leadership Development and	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

Health, Safety and Environmental Management: Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CEHSEM 2	Climate Change and Policy Design	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 3	Community Health Project Planning and Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 4	Community Health Promotion for Trainers	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 5	Community Management for Sustainable Water Supply and Sanitation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 6	Community Water and Sanitation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 7	Community Water Resource Management and Sustainable Development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 8	Dietary Management and Treatments of HIV/AIDS	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CEHSEM 9	Emergency Water Supply and Environmental Sanitation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 10	Environment Impact Assessment Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 11	Environmental Impact Assessment and Land Reclamation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 12	Environmental Impact Assessment for Sustainable Development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 13	Environmental Planning for Sustainable Development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 14	Household Economic Strengthening	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 15	Health Centre Administration and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CEHSEM 16	Health policy formulation and planning	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 17	Health and Wellness Programme	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 18	Integrated Urban Water Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 19	Integrated water Resources Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 20	Management of HIV/AIDS at the workplace	1 Week	24-28 April, 08-12 May, 12-16 June, 17-21July	
CEHSEM 21	Managing Occupational health and safety	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 22	Natural resources development and environment protection	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 23	Nutrition and HIV/AIDS Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 24	Programming for Vulnerable Children and Families	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEHSEM 25	Safety in the Workplace	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 27	Sustainable Rural Water Supply and Sanitation	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEHSEM 28	Trade Waste and Industrial Wastewater Treatment	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEHSEM 29	Waste Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	

Land, Agriculture & Food Security: Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CELAFS 1	Agricultural Extension, Innovations and Training	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 2	Agricultural Policy Formulation and Analysis	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 3	Agricultural Policy in Africa	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELAFS 4	Agricultural Project Planning and Implementation Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 5	Agricultural Projects Monitoring and Evaluation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 6	Agriculture Development and Food Security	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 7	Agriculture Marketing & International Trade	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 8	Agriculture Production & Trade	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 9	Agriculture Project Planning & Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 10	Analysis & Planning of Investment Projects in the Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 12	Commodity Chains and Globalization	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 13	Commodity-Based Export Diversification and Competitiveness Strategies	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 14	Community Food Security and Agriculture Development	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 15	Community Sustainable Livelihood And Food Security Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CELAFS 16	Competitiveness Strategies through participatory processes	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 17	Concepts and Tools for Agriculture Value Chain	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 18	Data Collection & Analysis in Agriculture Sector	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELAFS 19	Developing Value Chain Pilot Project Plans	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 20	Development of Indicators for Sustainable Agriculture	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 21	Eco farming practices for smallholdings	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 22	Environmental Impact Assessment of Agriculture Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 23	Environmental Monitoring in the Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 25	Farm Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 26	Field Crop Production for Sustainability	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 27	Financing Agriculture Projects for Sustainability	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 29	Financing of Agriculture Projects	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 30	Food Insecurity and Vulnerability Information and Mapping Systems	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 31	Food Security and Land Rights	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 32	Gender Analysis & Sustainability in Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 35	Global Agricultural Value Chains: Sustainable Growth for Sustainable	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

CELAFS 37	Globalization of the Agro-Food System: Challenges for Promoting Agricultural	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 38	Governance in Global Value Chains	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 39	High Value Agricultural Products for Smallholder Markets	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELAFS 40	Horticulture for Food Security	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 41	Impact of Climate Change on Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 42	Impact of HIV & AIDS on Sustainability in Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 43	Implementing and Sustaining Food Security in Namibia	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 48	Investment Analysis of Agriculture Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 49	Irrigation Technologies & Methods for Small Scale Farmers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 50	Land Policy Development and Poverty Reduction Policy Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 51	Land Policy Formulation, Implementation and Monitoring	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 52	Land Reform and Food Security	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 53	Land Resource Conservation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 54	Land Tenure and Policy Issues In Land Use Planning	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 55	Land Tenure, Property Rights, and Natural Resource Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 56	Management of Irrigation Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 57	Managing Agriculture Projects for Food Security	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CELAFS 58	Managing Donor Funded Projects in Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 59	Mapping Agricultural Value Chain	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 60	Monitoring and Evaluating Value Chain Pilot Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELAFS 61	Monitoring and Evaluation of Agricultural Development Projects	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 62	Participatory Extension in Rural Communities	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 63	Partnerships for Agribusiness Development, Agricultural Trade, and	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 64	Pesticides Management for Sustainable Agriculture	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 65	Planning, Monitoring & Evaluation of Agriculture Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 67	Private Sector Participation in improving industry performance	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 68	Procurement for Agriculture Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 69	Promoting Inclusive Agricultural Value Chains	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 70	Safe & Effective Use of Crop Protection Products	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 71	Safe Warehousing of Crop Production	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 73	Strategic Procurement in the Agriculture Sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 74	Strategies for increasing value chain competitiveness	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 75	Strengthening Value Chains to Promote Economic Growth	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 76	Structure and dynamics of value chains	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CELAFS 77	The economics of soil productivity	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 78	Tools for decision making and action in the agricultural sector	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 79	Training of Trainers on Land Rights and Land Policy in Africa	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELAFS 80	Understanding the value chain and integrating information into strategy	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELAFS 82	Value chain analysis and development	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 84	Value Chain Concepts and Applications	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELAFS 85	Value chain framework, economic growth and poverty reduction	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELAFS 88	Women's Property Rights and Land Tenure Security	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

Logistics, Purchasing & Supply Chain Management: Venue-Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CELPSM 1	Advanced Logistics and Supply Chain Management	2 Weeks	As a group will decide	
CELPSM 2	Contract Drafting, Negotiation Skills and Procurement Management	1 Week	24-28 April, 15 -19 May, 19-23 June, 10– 14 July	
CELPSM 3	E- Procurement	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELPSM 4	Effective Purchasing, Tendering & Supplier Selection	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 5	Environmental Procurement	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 6	Evaluating, Rating and Selecting Suppliers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 7	Fleet and Transport Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 8	Logistics and Facility Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 9	Managing Logistics in the Supply Chain	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 10	Managing the Contract & Supplier Relationships	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELPSM 11	Materials and Supply Chain Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 12	Procurement Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 13	Procurement Management for World Bank Funded Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 14	Procurement Policy Implementation	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 15	Production Planning & Inventory Control	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 16	Purchasing & Supply Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CELPSM 17	Purchasing and Cost Saving Techniques	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CELPSM 18	Specifying Requirements & Planning Supply	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 19	Stores and Inventory Control Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 20	Strategic Logistics: Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 21	Understanding the Corporate Environment	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CELPSM 22	Warehouse and Retails Logistics	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CELPSM 23	Warehouse Operations and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

Marketing & Business Management: - Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CEMBM 1	Basic Internet Marketing	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBM 2	Building Relationships for Success in Sales	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 3	Business Ethics for the Office	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 4	Business Etiquette - Gaining That Extra Edge	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 5	Business Leadership - Becoming Management Material	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 6	Business Succession Planning - Developing and Maintaining a Succession Plan	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEMBM 7	Customer Care and Public Relations	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 8	Marketing and Sales	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBM 9	Marketing for Small Businesses	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 10	Marketing with Social Media	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBM 11	Strategic Marketing Communications and Business Development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 12	Strategic Marketing for FDI and Investment Promotion	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBM 13	Strategic Tourism Marketing	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

Microfinance, Banking & Enterprise Development: - Venue – Whk/Swk/Wbay/Otj/Osh/O'diva

Code	Course	Duration	Dates	Cost(N\$)
CEMBED 1	Accounting Principles for Microfinance Institutions	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBED 2	Advanced Credit Management and Debt Recovery	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 3	Bank Reconciliation Course	3 Days	24-26 April, 08-10 May,12-14 June,10-12July	
CEMBED 4	Banking Practice and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 5	Basic Entrepreneurial and Business Management Skills	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 6	Business Planning in Microfinance	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 7	Business, Credit Appraisal and Entrepreneurship development	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 8	Credit Management and Debt Recovery	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEMBED 9	Delinquency Management and Interest Rate Setting	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 10	Development Strategies for SMEs	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBED 11	Financial Analysis for Microfinance Institutions	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 12	Financial Sector Analysis and Economic Policy Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBED 13	Foreign Exchange Reserve Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEMBED 14	Improving Operating Efficiencies in MFIs	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEMBED 15	Income Generating Training	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CEMBED 16	International Payments and Settlements Systems	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 17	Lending Methodologies and Product Development	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 18	Management Information System for Microfinance Institutions	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 19	MFI Performance Monitoring and Reporting	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 20	Microfinance and Institutional Policy Development	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 21	Micro-finance Management and Governance	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 22	Microfinance Policy, Regulation and Supervision	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 23	Microfinance risk management and internal control audit training	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 24	Microfinance Training of Trainers	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 25	Operational Risk Management for Microfinance Institutions	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 26	Principles for successful Microfinance	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 27	Rural Enterprise Development and Management	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 28	Skills for Microfinance Managers	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 29	SME Coaching and Mentoring Training	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 30	Strategic Planning for Small Scale Industries	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		
CEMBED 31	Strategic Marketing for Microfinance Institutions	1 Week	19-21 April,22-24 May, 26-28 June,26-28 July		
CEMBED 32	Sustainable Enterprise Development and Management	1 Week	26- 28 April, 10-12 May, 21-23 June, 12-14 July		

Project & Contract Management: Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Course	Duration	Dates	Cost(N\$)
CEPCM 1	Advanced Project Management	2 Weeks	As group decide	
CEPCM 2	Advanced Project Monitoring and Evaluation	2 Weeks	As group decide	
CEPCM 3	Advanced Project Analysis and Evaluation	2 Weeks	As group decide	
CEPCM 4	Advanced project finances Analysis	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 5	Advanced Project Monitoring and Evaluation for Development Projects	2 Weeks	As group Decide	
CEPCM 6	Effective Planning & Scheduling	1 Week	24-28 April, 15 -19 May, 19-23 June, 17 – 21 July	
CEPCM 7	Gender Sensitive Project Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 8	Managing Multiple Projects	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 9	Methods and tools for project monitoring and evaluation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 10	Microsoft Project	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 11	Monitoring and evaluation of community and development project projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 12	Negotiation Skills on Energy Projects and Supervision of International Contracts	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 13	Participatory project planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 14	Private Public Partnerships for Development Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 15	Project Design Planning and Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 16	Project Design, Proposal Writing and Fund Raising	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	

CEPCM 17	Project Finance Analysis	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 18	Project Planning, Monitoring and Evaluation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 19	Project Cycle Management	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 20	Project Management for PAs, Secretaries and Administrators	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 21	Project Management Fundamentals	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 22	Project Management Skills for Non-Project Managers	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 23	Project planning and management for NGOs	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 24	Results Based Monitoring and Evaluation of development projects	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 25	Strategic financial management of NGO Projects	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CEPCM 26	Sustainable Development Projects in Rural Communities	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CEPCM 27	Project Portfolio Management	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

Secretarial and Office Administration: Venue – Whk/Swk/Wbay/Otj/Oshakati/O'diva

Code	Courses	Duration	Dates	Cost(N\$)
CESAO 1	Advanced Executive Office Administration and Secretarial Skills	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 2	Advanced Writing Skills	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 3	Archival Management and Documentation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 4	Basic Executive Office Administration and Secretarial Skills	3 Days	26-28 April, 10-12 May,12-14 June,10-12 July	
CESAO 5	Communication and Report Writing Skills	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CESAO 6	Computerized Management of Institutional Records	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 7	Developing Communication Tools	3 Days	24-26 April, 08-10May,12-14 June,10-12 July	
CESAO 8	Effective Office Management and Administration	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 9	Effective Presentation skills	3 Days	24-26 April, 08-10May,12-14 June,10-12 July	
CESAO 10	Event Planning and Management	3 Days	24-26 April, 08-10May,12-14 June,10-12 July	
CESAO 11	Executive Administration Skills for PAs and Secretaries	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CESAO 12	Executive Secretarial and Administrators Course	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 13	Intermediate Executive Office Administration and Secretarial Skills	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CESAO 14	Library Management and Documentation	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	

CESAO 15	Management Advancement Programme for Secretaries	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CESAO 16	Management Skills for Ministers Secretaries	1 Week	24-28 April, 08-12 May,12-16 June,17-21 July	
CESAO 17	Managing Information Registry	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 18	NGO Management and Administration	1 Week	24-28 April, 08-12 May,12-16 June,10-14 July	
CESAO 19	Professional Minute taking and report writing skills	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 20	Professional Secretarial and administrative Skills	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 21	Protocol Procedures and Diplomatic etiquette	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 22	Public Relations for secretaries	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	
CESAO 23	Reception, Switchboard and Telephone Techniques	3 Days	26- 28 April, 10-12 May, 21-23 June, 12-14 July	
CESAO 24	Report Writing Skills	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	
CESAO 25	Skills for the Administrative Assistant	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	
CESAO 26	Speech Writing Skills	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	
CESAO 27	Travel and Protocol Procedures	3 Days	19-21 April,22-24 May, 26-28 June,26-28 July	



Capital Edge

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P. O. Box 70745 Khomasdal, Windhoek NAMIBIA

E-mail: trainings@capitaledgecc.com / Website: www.capitaledgecc.com

REGISTRATION FORM

Organization Name: _____ Postal Address: _____
Telephone Number: _____ Fax Number: _____

Please reserve places for the following delegate(s) to the course (s) indicated

<u>DELEGATES' NAMES</u>	<u>DESIGNATION</u>	<u>COURSE TITLE</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COURSE FEES PER DELEGATE/PARTICIPANT

Total Number of delegates..... Total Fees Inclusive of VAT N\$.....

Bank Details:

Bank: Nedbank; Cheque Account Number: 11000466060 Main Branch: 461609

THE CONGRESS PACKAGE

- The above rates include:
 - **Meals:** Daily luncheons and Refreshments
 - **Materials:** T-shirts, Folders, Electrical Gadgets, CDs, Handbook, Pen and Ruler
 - **Conference Venue**
 - **Presenter's fee:** Air travelling to and from Namibia/Road travelling to and from the venue, Professional Fees, Accommodation, Meals etc

What would you/staff members like to learn from this conference?

BOOKING CONDITIONS

- This registration form, once completed, signed and received by this organization, shall be considered as a contractual agreement that obliges **CAPITAL EDGE CONSULTANTS cc** to render the required services and your organization to promptly fulfill payment responsibility. Unless where client has a credit facility with **CAPITAL EDGE CONSULTANTS cc**, full payment shall be required to accompany this registration form.
- **Cancellations must be made in writing and be received by CAPITAL EDGE CONSULTANTS cc not later than 3 working days before the first date day of the conference/workshop. Your fees will be refunded less 15% administration fees. If a cancellation is received less than 3 working days before the date of program/service, no refund will apply, although a substitute delegate will permissible.**
- Failure to turn up for the training, conference and workshop once a booking or registration has been received and no cancellation made (**3 Days before the event**) will result in the client fulfilling the payment obligation.
- It is the duty of the Training Officer or Management to notify participants to attend the event about the arrangement of the venue and time as communicated by Capital Edge Consultants.
- In the event of unforeseen circumstances, we reserve the right to change the program, dates or venue.
- In the event that a client fails to pay the aforementioned amount for conference, training and workshop within 30 days after rendering the service Capital Edge will charge a 5% interest.
- All defaulters on payments will be handed over to debt collectors of which the commission and legal fees resulting in that claim will be met by the client.
- Both parties agree to submit to the jurisdiction of the Magistrate's Court of Namibia in respect of any legal proceeding arising from the provisions of this agreement.

APPROVAL/AUTHORISATION

Approved by: _____

Position: _____

Signature: _____

E-Mail Address: _____

Telephone Number: _____

Fax Number: _____

Cell phone Number: _____

Date: _____

ORGANISATION STAMP