

Training Calendar 2017

International

Venue: Windhoek, Namibia



CONTACT DETAILS

Unit 10 No: 5 Grimm Street, Windhoek CBD
Windhoek
Namibia

International Training Executive: Mr. Auther Mutikori
Mobile: +264 81 317 5861
E-Mail: trainings@capitaledgecc.com
Website: www.capitaledgecc.com



+264 81 317 5861

Introduction

Capital Edge is a regional reputable Corporate Training, Accounting Service Provider, Research and Projects Management organization that offers both public and in-house training programs. We are a member of Southern Africa Association of Accountants. All our trainers are highly qualified and experienced in their areas of expertise and their profiles can be sent to organisations upon requests.

We are a quality and customer focused establishment that constantly seeks to deliver trainings that adds real value to our clients through enhanced staff performances as well as individual self- skills development. We are very flexible to accommodate every client's training needs and requirements, be it for weeks, days or months at clients' premises or preferred location. Our rates are highly competitive based on the desired components that include meals, refreshments, venue; professional fees etc and are flexible to suit each client's budget.

Registration Procedures, Visa and Accommodation information

Enrolment/Application

1. Identify your preferred schedule short course on our calendar or request for a customised course or in house course.
2. Send your application using email, SMS or call the International Training Executive.
3. On receipt of completed application for or training course request, the coordination team should send you acceptance details with acceptance letter, Invoice, Accommodation details, Information on VISAs and Bank Details for Training/Tuition Fees transfer via SWIFT Bank Transfer. It's also accepted to pay cash upon arrival.
4. In case where you need a VISA to come to Namibia, you need to apply for a business VISA from the nearest embassy. Please note that Capital Edge is not responsible for VISA applications but may just assist with supporting documentation. Visa applications should be done at least three (3) weeks before departure. For those coming to Namibia and are in countries where there is no Namibian Embassy, immediately after getting your internal approvals send scanned copies of your passports (Face/Date page) together with supporting letter from your employer or sponsor. We will assist by submitting your visa application. Once approved the scanned copy will be send to you for endorsement upon arrival in Namibia. The cost of VISA is approximately US\$75.00 payable to Capital Edge upon arrival. Once obtained your approval please send your travel itinerary to the international Training Executive to allow us to make arrangement to pick you from the airport.
5. **ACCOMMODATION**

There a many hotels and guest houses participants can book in during their stay in Namibia. We provide you with a short list of the accommodation options and secure provisional bookings. Upon arrival you will be accorded the opportunity to make your final choice depending on preference.

6. HEALTH COVER AND INSURANCE

Participants are responsible for their health and insurance cover for the duration of the course. You are encouraged to make proper arrangements for medical and insurance cover while attending the course.

7. EXCURSION

Participants who come for our short course are taken on guided excursions around selected places.

8. COST OF LIVING

The Changes in the global market have generally resulted in high prices for basic commodities and accommodation. Generally one needs between US\$20 – US\$30 on food and US\$50 on accommodation per day. Depending on preference one may need to budget more for hotels and less on budget Guest houses. Please note that these rates are indicative and do vary depending on individual preference and Tourism seasons. Participants should check with their local travel agent for up to information in addition to what we provide.

FOR CAPITAL EDGE INCORPORATION

Computing and Information Technology - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost (US\$)
CEIT 1	Adobe Acrobat 7	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEIT 2	Adobe Acrobat 8 Pro	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2600
CEIT 3	Adobe Photoshop CS - Foundation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	1900
CEIT 4	Adobe Photoshop CS - Intermediate	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEIT 5	Adobe Photoshop CS4-6 - Advanced	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEIT6	Adobe Photoshop CS4-6 - Expert	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2900
CEIT7	Adobe Photoshop CS4-6 - Foundation	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEIT8	Adobe Photoshop CS4 -6 Intermediate	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEIT9	Advanced Computer Skills for Personal Assistants	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2350
CEIT10	Advanced HTML Programming	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2550
CEIT 11	Computer Basics - Advanced	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEIT12	Computer Basics - Expert	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2850
CEIT13	Computer Basics - Foundation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEIT14	Computer Basics - Intermediate	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2550
CEIT15	Core Essentials - MS Access	2 weeks	12-23 June,10-21July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600

CEIT16	Core Essentials - MS Excel	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEIT17	Core Essentials - MS Outlook	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2400
CEIT18	Core Essentials - MS PowerPoint	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2500
CEIT19	Core Essentials - MS Project	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2700
CEIT20	Core Essentials - MS Publisher	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEIT21	Core Essentials - MS Word	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEIT 22	Database Management Techniques	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEIT23	Desk-top Publishing	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEIT24	Digital Crime Investigation	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2950
CEIT25	Disaster Recovery Planning	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2950
CEIT26	Fundamentals of HTML Programming	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEIT27	Introduction to Operating Systems	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	2000
CEIT28	Introduction to System and Network Security	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEIT29	Management Information System and Data Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEIT30	Microsoft Excel Advanced	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2950

CEIT31	Microsoft Excel Intermediate	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEIT32	Microsoft Excel Introduction	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	2000
CEIT33	Microsoft Internet Explorer	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEIT34	Microsoft SharePoint Designer	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEIT35	Microsoft Windows	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2600
CEIT36	Microsoft Word Advanced	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEIT37	Microsoft Word Intermediate	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2600
CEIT38	Microsoft Word Introduction	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEIT39	Network Security Administration and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2600
CEIT40	Online Publishing	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEIT41	PC Configuration and Troubleshooting	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	2000
CEIT42	Windows 2008 Server Administration and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2750
CEIT43	Network Security Administration and Management	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3000

Energy & Sustainable Development - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (US\$)
CEEASD 1	Advanced Energy Economics	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CEEASD 2	Analysis & Planning of Investment Projects in the Energy Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2650
CEEASD 3	Energy and Climate Change	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEEASD 4	Energy Auditing	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEEASD 5	Energy Modeling and Analysis	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3000
CEEASD 6	Energy Planning & Sustainable Development	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CEEASD 7	Energy Project Planning & Evaluation	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2150
CEEASD 8	Environmental Impact Assessment of Energy Projects	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CEEASD 9	Environmental Monitoring in the Energy Sector	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CEEASD 10	Financial Management of Energy Projects	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEEASD 11	Financing of Energy Projects	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	1950
CEEASD 12	Fundamentals of Energy Infrastructure Project Finance	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2650
CEEASD 13	Fundamentals of Wind Energy	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2550
CEEASD 14	General Energy Planning	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2250
CEEASD 15	GIS for Energy Planning	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3000
CEEASD 16	Implementing Rural Electrification Programme	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	2000

CEEASD 17	Investment Analysis & Energy Project Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEEASD 18	Liquid Fuels Supply and Demand in Emerging Markets	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEEASD 19	Logistics & Supply Chain Management in the Energy Sector	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEEASD 20	Mainstreaming Gender in Sustainable Energy Planning and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2650
CEEASD 21	Management of Donor Finance in Energy Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2850
CEEASD 22	Management of Energy Installations Systems	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEEASD 23	Micro Hydropower Technology Development	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	3000
CEEASD 24	Monitoring & Evaluation of Energy Projects	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEEASD 25	Planning and Management of Energy Resources	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEEASD 26	Planning of Renewable Energy	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2400
CEEASD 27	Planning, Monitoring & Evaluation of Energy Projects	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEEASD 28	Renewable Energy & Sustainability	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEEASD 29	Rural Energy Planning and Management	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2350
CEEASD 30	Strategic Procurement Management in the Energy Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEEASD 40	Sustainable Energy Planning	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2350

Economic Management and Development Policy- Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (US\$)
CEEMDP 1	Budgeting for Efficient Economic Management	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEEMDP 2	Economic Planning and Budgeting	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEEMDP 3	Local Authorities Resources Mobilization and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2350
CEEMDP 4	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEEMDP 5	Macroeconomic Policy Formulation, Analysis and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2950
CEEMDP 6	Macroeconomics for Public Sector Managers	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEEMDP 7	Management of Decentralized Development	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CEEMDP 8	Management of Rural Development Programmes	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEEMDP 9	Market Analysis and Economic Policy Management	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEEMDP	Monetary and Fiscal Policies Management for Legislators	1 week	12-16June, 17-21July,14-18 Aug,18-22Sept,23-27 Oct,13-17 Nov	2000
CEEMDP	Participatory Management of Rural Development Programmes	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2300
CEEMDP	Pension Funds Options and Management	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEEMDP	Planning and Management of Social Services and Infrastructure	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2250

CEEMDP	Policy Analysis for Parliamentarians and Policy Makers	1 week	19-23 June, 17-21 July, 21-25 Aug, 11-15 Sept, 16-20 Oct, 20-24 Nov	2000
CEEMDP	Policy design, Analysis and Empowerment	2 weeks	19-30 June, 10-21 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2200
CEEMDP	Policy Formulation Implementation and Evaluation	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2400
CEEMDP	Policy implementation and Stakeholder Involvement	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2400
CEEMDP	Poverty Reduction Strategies Monitoring and Evaluation Systems	2 weeks	19-30 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2650
CEEMDP	Public Budgeting and Fiscal Management	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2800
CEEMDP	Public Debt Management	2 weeks	19-30 June, 10-21 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2800
CEEMDP	Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	1 week	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2000
CEEMDP	Public Sector Management Strategies and Policies	2 weeks	19-30 June, 10-21 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2650
CEEMDP	Quantitative techniques for macroeconomic analysis and management	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2000
CEEMDP	Research Methodology and Analysis for Government Officers	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2500
CEEMDP	Research Methods, Survey Methodology and Data Management	2 weeks	19-30 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2650
CEEMDP	Resource Mobilization for Rural Development	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2300
CEEMDP	Restructuring and Privatization of Public Enterprises	2 weeks	19-30 June, 10-21 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2350
CEEMDP	Social Policy Development and Empowerment	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2500

CEEMDP	SPSS for Researchers and Policy Analysts	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2900
CEEMDP	STATA Training	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2600
CEEMDP	Statistical Analysis for Planners, Budget Officers and Economists	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2800
CEEMDP	Statistical Methods and Computer Applications for Policy Analysts	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEEMDP	Statistical Methods for Poverty Profiling and Analysis	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2850
CEEMDP	Survey Methodology and Statistics for Enumerators	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2850
CEEMDP	Sustainable Mining Laws and Policy Implementation	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2800
CEEMDP	Sustainable Tourism Development and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2650
CEEMDP	Tax Analysis and Revenue Forecasting	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2800
CEEMDP	Tax Management and Income Generation Strategies	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEEMDP	Telecommunication Markets and Data Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3150
CEEMDP	Trade Negotiation skills	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400

Finance and Financial Management - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (US\$)
CEFAFM 1	Accounting Skills for Supervisors	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2100
CEFAFM 2	Activity Based Budgeting	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEFAFM 3	Advanced Accounting and Auditing for Public Sector Organizations	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2500
CEFAFM 4	Advanced Business Financial Analysis	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2300
CEFAFM 5	Medium Term Economic Framework Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2900
CEFAFM 6	Auditing of Computerized Accounting Systems	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2800
CEFAFM 7	Auditing of State Owned Enterprises	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2850
CEFAFM 8	Budgetary Control in Project Control Management	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2950
CEFAFM 9	Budgeting and Budgetary Control	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2700
CEFAFM 11	Computer Applications in Accounting Auditing and Financial Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2900
CEFAFM 12	Computerized Public Sector Financial Management	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2800
CEFAFM 13	Costing, Cost Modeling and Pricing in Telecommunications	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 14	Evaluating Financial Performance	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEFAFM 15	Finance and Budgeting for Non Finance Managers	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300

CEFAFM 16	Financial Analysis	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEFAFM 17	Financial Management and Auditing of Donor-Funded Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CEFAFM 18	Financial Management and Budgetary control	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEFAFM 19	Financial Management for Managers	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750
CEFAFM 20	Financial Management for NGOs	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2250
CEFAFM 21	Financial Modeling & Valuation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 22	Financial Performance Evaluation for Public Sector Institutions	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2650
CEFAFM 23	Financial Planning & Forecasting	2 weeks	12-23 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 24	Financial Risk Management	2 weeks	12-23 June,17-28 July,14-25 Aug,19-29 Sept,16-27 Oct,13-24 Nov	2600
CEFAFM 25	Fixed Asset Management and Project Accounting	2 weeks	19-30 June,10-21 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3250
CEFAFM 26	Forensic Auditing and Investigation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 27	Implementing Auditing Procedures	2 weeks	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 28	Internal Audit	2 weeks	19-30June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEFAFM 29	International Financial Reporting Standards (IFRS)	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	3000
CEFAFM 30	Managing Cash flow	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEFAFM 31	Managing the Internal Audit Function	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEFAFM 32	Modern Accounting Techniques for Accountants and Auditors	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEFAFM 33	Performance Based Budgeting	2 weeks	12-23 June,10-21July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2750

CEFAFM 35	Public Sector Financial Management and Control	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEFAFM 36	Revenue Collection Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEFAFM 38	Strategic Financial Management	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CEFAFM 39	Treasury and Compliance Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEFAFM 40	IPSAS International Public Sector Accounting Standards	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3000

FOR CAPITAL EDGE INCORPORATED

Human Resources and Organisational Development (HROD): Venue: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (US\$)
CEHROD 1	Advanced Trainers Skills Development for Senior Trainers	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2900
CEHROD 2	Building Self Esteem and Assertiveness Skills	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 3	Coaching and Mentoring	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 4	Conducting Effective Performance Reviews	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHROD 5	Conquering the Fear of Speaking in Public	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 6	Crisis Management	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2150
CEHROD 7	Employee Engagement	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 8	Facilitation and Consultation Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHROD 9	Gender Analysis and mainstreaming	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2200
CEHROD 10	Good Governance and Leadership	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEHROD 14	Human Resource Policy Development & Implementation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 15	HR Strategy Fundamentals	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2000
CEHROD 16	Human Resource Management and	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2200

CEHROD 17	Integrating Organizational & Individual Performance Management Systems	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEHROD 18	Introductory human resources Management and performance evaluation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2850
CEHROD 20	Knowledge Management Training	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CEHROD 21	Labour Relations in the Public Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEHROD 22	Leadership Development Programme for	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHROD 23	Leadership Innovation and Change	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEHROD 24	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2600
CEHROD 25	Leading & Communicating Change	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 26	Management Advancement Programme	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEHROD 27	Managing the Office Function	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CEHROD 28	Managing the Training Function	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CEHROD 29	Mastering the Interview	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEHROD 30	Measuring HR Effectiveness	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2600
CEHROD 31	Media Communication and Advocacy	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2200
CEHROD 32	Mediation, Grievance Handling and Conflict	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CEHROD 33	Organisational Development	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CEHROD 34	Performance appraisal Techniques for PAs	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300

CEHROD 35	Performance Based Human Resources	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2850
CEHROD 36	Performance Evaluation and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3350
CEHROD 37	Personnel Auditing and Training Needs Analysis	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	3150
CEHROD 38	Post-Conflict Reconstruction and Stabilisation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3150
CEHROD 39	Practical Supervisory and Leadership Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	3150
CEHROD 40	Public Service Human Resource Planning and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2850
CEHROD 41	Results Based Performance Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEHROD 42	Security and Risk Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	3150
CEHROD 43	Setting performance measures	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEHROD 44	Social Media and Corporate Relations	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHROD 45	Social Media and Digital Journalism	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEHROD 46	Specialized Competency Training of Instructors / Trainers	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CEHROD 47	Staff Performance, Appraisal and Evaluation Technique	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHROD 48	Strategic Human Resource Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEHROD 49	Strategic Management for Prisons Support Programmes in Peace Operations	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEHROD 50	Strategic Management Skills for Senior	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CEHROD 51	Strategic Performance Management and Organisational Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEHROD 52	Strategic Planning	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800

CEHROD 53	Strategic Relationship Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2000
CEHROD 54	Strategic Thinking Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CEHROD 55	Strengthening Alliances and Network Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHROD 56	Talent Management and Succession Planning	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHROD 57	Target Setting and Performance Measurement for Public and Private Sector Institutions	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CEHROD 58	Team Building	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEHROD 59	Training Needs Analysis and Staff Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEHROD 60	Training of Trainers (TOT)	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEHROD 61	Understanding the role and Operations of the Ombudsman	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEHROD 62	Work Place Peer Counselling	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHROD 63	Workforce Metrics: Introduction to Measurement in HR and Benchmarking	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEHROD 64	Workforce Planning	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEHROD 65	Youth Leadership Development and	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500

Health, Safety and Environmental Management : Windhoek(Namibia)

Code	Courses	Duration	Dates	Cost(US\$)
CEHSEM 2	Climate Change and Policy Design	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 3	Community Health Project Planning and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2400
CEHSEM 4	Community Health Promotion for Trainers	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000
CEHSEM 5	Community Management for Sustainable Water Supply and Sanitation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEHSEM 6	Community Water and Sanitation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CEHSEM 7	Community Water Resource Management and Sustainable Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 8	Dietary Management and Treatments of HIV/AIDS	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2000
CEHSEM 9	Emergency Water Supply and Environmental Sanitation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 10	Environment Impact Assessment Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHSEM 11	Environmental Impact Assessment and Land Reclamation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEHSEM 12	Environmental Impact Assessment for Sustainable Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CEHSEM 13	Environmental Planning for Sustainable Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2600
CEHSEM 14	Household Economic Strengthening	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CEHSEM 15	Health Centre Administration and Management	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2000

CEHSEM 16	Health policy formulation and planning	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 17	Health and Wellness Programme	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CEHSEM 18	Integrated Urban Water Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHSEM 19	Integrated water Resources Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2100
CEHSEM 20	Management of HIV/AIDS at the workplace	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 21	Managing Occupational health and safety	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 22	Natural resources development and environment protection	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEHSEM 23	Nutrition and HIV/AIDS Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEHSEM 24	Programming for Vulnerable Children and Families	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CEHSEM 25	Safety in the Workplace	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CEHSEM 27	Sustainable Rural Water Supply and Sanitation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CEHSEM 28	Trade Waste and Industrial Wastewater Treatment	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CEHSEM 29	Waste Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300

Land, Agriculture & Food Security: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(US\$)
CELAFS 1	Agricultural Extension, Innovations and Training	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CELAFS 2	Agricultural Policy Formulation and Analysis	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CELAFS 3	Agricultural Policy in Africa	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CELAFS 4	Agricultural Project Planning and Implementation Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CELAFS 5	Agricultural Projects Monitoring and Evaluation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CELAFS 6	Agriculture Development and Food Security	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CELAFS 7	Agriculture Marketing & International Trade	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CELAFS 8	Agriculture Production & Trade	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300
CELAFS 9	Agriculture Project Planning & Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CELAFS 10	Analysis & Planning of Investment Projects in the Agriculture Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CELAFS 12	Commodity Chains and Globalization	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CELAFS 13	Commodity-Based Export Diversification and Competitiveness Strategies	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CELAFS 14	Community Food Security and Agriculture Development	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2300
CELAFS 15	Community Sustainable Livelihood And Food Security Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2300

CELAFS 16	Competitiveness Strategies through participatory processes	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELAFS 17	Concepts and Tools for Agriculture Value Chain	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2700
CELAFS 18	Data Collection & Analysis in Agriculture Sector	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2500
CELAFS 19	Developing Value Chain Pilot Project Plans	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CELAFS 20	Development of Indicators for Sustainable Agriculture	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2400
CELAFS 21	Eco farming practices for smallholdings	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CELAFS 22	Environmental Impact Assessment of Agriculture Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CELAFS 23	Environmental Monitoring in the Agriculture Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CELAFS 25	Farm Planning and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CELAFS 26	Field Crop Production for Sustainability	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2800
CELAFS 27	Financing Agriculture Projects for Sustainability	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2500
CELAFS 29	Financing of Agriculture Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2000
CELAFS 30	Food Insecurity and Vulnerability Information and Mapping Systems	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CELAFS 31	Food Security and Land Rights	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2600
CELAFS 32	Gender Analysis & Sustainability in Agriculture Sector	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CELAFS 35	Global Agricultural Value Chains: Sustainable Growth for Sustainable	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150

CELAFS 37	Globalization of the Agro-Food System: Challenges for Promoting Agricultural	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELAFS 38	Governance in Global Value Chains	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELAFS 39	High Value Agricultural Products for Smallholder Markets	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELAFS 40	Horticulture for Food Security	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 41	Impact of Climate Change on Agriculture Sector	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELAFS 42	Impact of HIV & AIDS on Sustainability in Agriculture Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CELAFS 43	Implementing and Sustaining Food Security in Africa	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CELAFS 48	Investment Analysis of Agriculture Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELAFS 49	Irrigation Technologies & Methods for Small Scale Farmers	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 50	Land Policy Development and Poverty Reduction Policy Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELAFS 51	Land Policy Formulation, Implementation and Monitoring	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CELAFS 52	Land Reform and Food Security	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CELAFS 53	Land Resource Conservation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELAFS 54	Land Tenure and Policy Issues In Land Use Planning	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELAFS 55	Land Tenure, Property Rights, and Natural Resource Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 56	Management of Irrigation Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELAFS 57	Managing Agriculture Projects for Food Security	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2250

CELAFS 58	Managing Donor Funded Projects in Agriculture Sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 59	Mapping Agricultural Value Chain	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 60	Monitoring and Evaluating Value Chain Pilot Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 61	Monitoring and Evaluation of Agricultural Development Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELAFS 62	Participatory Extension in Rural Communities	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELAFS 63	Partnerships for Agribusiness Development, Agricultural Trade, and	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	1950
CELAFS 64	Pesticides Management for Sustainable Agriculture	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	1950
CELAFS 65	Planning, Monitoring & Evaluation of Agriculture Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELAFS 67	Private Sector Participation in improving industry performance	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2150
CELAFS 68	Procurement for Agriculture Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELAFS 69	Promoting Inclusive Agricultural Value Chains	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELAFS 70	Safe & Effective Use of Crop Protection Products	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELAFS 71	Safe Warehousing of Crop Production	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELAFS 73	Strategic Procurement in the Agriculture Sector	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CELAFS 74	Strategies for increasing value chain competitiveness	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CELAFS 75	Strengthening Value Chains to Promote Economic Growth	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CELAFS 76	Structure and dynamics of value chains	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750

CELAFS 77	The economics of soil productivity	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CELAFS 78	Tools for decision making and action in the agricultural sector	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CELAFS 79	Training of Trainers on Land Rights and Land Policy in Africa	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2650
CELAFS 80	Understanding the value chain and integrating information into strategy	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2550
CELAFS 82	Value chain analysis and development	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2550
CELAFS 84	Value Chain Concepts and Applications	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2550
CELAFS 85	Value chain framework, economic growth and poverty reduction	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2550
CELAFS 88	Women's Property Rights and Land Tenure Security	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350

Logistics, Purchasing & Supply Chain Management: Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(US\$)
CELPSM 1	Advanced Logistics and Supply Chain Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CELPSM 2	Contract Drafting, Negotiation Skills and Procurement Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELPSM 3	E- Procurement	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CELPSM 4	Effective Purchasing, Tendering & Supplier Selection	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 5	Environmental Procurement	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 6	Evaluating, Rating and Selecting Suppliers	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CELPSM 7	Fleet and Transport Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CELPSM 8	Logistics and Facility Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2800
CELPSM 9	Managing Logistics in the Supply Chain	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CELPSM 10	Managing the Contract & Supplier Relationships	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 11	Materials and Supply Chain Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 12	Procurement Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 13	Procurement Management for World Bank Funded Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CELPSM 14	Procurement Policy Implementation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CELPSM 15	Production Planning & Inventory Control	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CELPSM 16	Purchasing & Supply Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450

CELPSM 17	Purchasing and Cost Saving Techniques	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2350
CELPSM 18	Specifying Requirements & Planning Supply	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CELPSM 19	Stores and Inventory Control Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CELPSM 20	Strategic Logistics: Planning and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2650
CELPSM 21	Understanding the Corporate Environment	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2250
CELPSM 22	Warehouse and Retails Logistics	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CELPSM 23	Warehouse Operations and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350

Marketing & Business Management: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(US\$)
CEMBM 1	Basic Internet Marketing	1 week	19-23 June, 17-21 July, 21-25 Aug, 11-15 Sept, 16-20 Oct, 20-24 Nov	2550
CEMBM 2	Building Relationships for Success in Sales	1 week	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2550
CEMBM 3	Business Ethics for the Office	1 week	19-23 June, 17-21 July, 21-25 Aug, 11-15 Sept, 16-20 Oct, 20-24 Nov	2550
CEMBM 4	Business Etiquette - Gaining That Extra Edge	1 week	19-23 June, 17-21 July, 21-25 Aug, 11-15 Sept, 16-20 Oct, 20-24 Nov	2550
CEMBM 5	Business Leadership - Becoming Management Material	1 week	12-23 June, 17-28 July, 14-25 Aug, 11-22 Sept, 16-27 Oct, 13-24 Nov	2550
CEMBM 6	Business Succession Planning - Developing and Maintaining a Succession Plan	1 week	19-23 June, 17-21 July, 21-25 Aug, 11-15 Sept, 16-20 Oct, 20-24 Nov	2550
CEMBM 7	Customer Care and Public Relations	2 weeks	19-30 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2850
CEMBM 8	Marketing and Sales	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2850
CEMBM 9	Marketing for Small Businesses	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2850
CEMBM 10	Marketing with Social Media	2 weeks	19-30 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2850
CEMBM 11	Strategic Marketing Communications and Business Development	2 weeks	19-30 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2250
CEMBM 12	Strategic Marketing for FDI and Investment Promotion	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2250
CEMBM 13	Strategic Tourism Marketing	2 weeks	12-23 June, 17-28 July, 14-25 Aug, 18-29 Sept, 16-27 Oct, 13-24 Nov	2250

Microfinance, Banking & Enterprise Development: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost (US\$)
CEMBED 1	Accounting Principles for Microfinance Institutions	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CEMBED 2	Advanced Credit Management and Debt Recovery	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEMBED 3	Bank Reconciliation Course	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEMBED 4	Banking Practice and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2350
CEMBED 5	Basic Entrepreneurial and Business Management Skills	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2350
CEMBED 6	Business Planning in Microfinance	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEMBED 7	Business, Credit Appraisal and Entrepreneurship development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEMBED 8	Credit Management and Debt Recovery	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2350
CEMBED 9	Delinquency Management and Interest Rate Setting	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEMBED 10	Development Strategies for SMEs	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2150
CEMBED 11	Financial Analysis for Microfinance Institutions	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEMBED 12	Financial Sector Analysis and Economic Policy Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEMBED 13	Foreign Exchange Reserve Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEMBED 14	Improving Operating Efficiencies in MFIs	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250
CEMBED 15	Income Generating Training	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2250

CEMBED 16	International Payments and Settlements Systems	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEMBED 17	Lending Methodologies and Product Development	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2250
CEMBED 18	Management Information System for Microfinance Institutions	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CEMBED 19	MFI Performance Monitoring and Reporting	1 week	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CEMBED 20	Microfinance and Institutional Policy Development	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEMBED 21	Micro-finance Management and Governance	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEMBED 22	Microfinance Policy, Regulation and Supervision	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEMBED 23	Microfinance risk management and internal control audit training	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEMBED 24	Microfinance Training of Trainers	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CEMBED 25	Operational Risk Management for Microfinance Institutions	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CEMBED 26	Principles for successful Microfinance	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2050
CEMBED 27	Rural Enterprise Development and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2700
CEMBED 28	Skills for Microfinance Managers	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2000
CEMBED 29	SME Coaching and Mentoring Training	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2000
CEMBED 30	Strategic Planning for Small Scale Industries	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEMBED 31	Strategic Marketing for Microfinance Institutions	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2400
CEMBED 32	Sustainable Enterprise Development and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450

Project & Contract Management: - Windhoek (Namibia)

Code	Course	Duration	Dates	Cost(US\$)
CEPCM 1	Advanced Project Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2850
CEPCM 2	Advanced Project Monitoring and Evaluation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEPCM 3	Advanced Project Analysis and Evaluation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2850
CEPCM 4	Advanced project finances Analysis	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2950
CEPCM 5	Advanced Project Monitoring and Evaluation for Development Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2950
CEPCM 6	Effective Planning & Scheduling	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEPCM 7	Gender Sensitive Project Planning and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEPCM 8	Managing Multiple Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2350
CEPCM 9	Methods and tools for project monitoring and evaluation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEPCM 10	Microsoft Project	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350
CEPCM 11	Monitoring and evaluation of community and development project projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 12	Negotiation Skills on Energy Projects and Supervision of International Contracts	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 13	Participatory project planning and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 14	Private Public Partnerships for Development Projects	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 15	Project Design Planning and Management	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 16	Project Design, Proposal Writing and Fund Raising	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2350

CEPCM 17	Project Finance Analysis	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 18	Project Planning, Monitoring and Evaluation	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 19	Project Cycle Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 20	Project Management for PAs, Secretaries and Administrators	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 21	Project Management Fundamentals	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 22	Project Management Skills for Non-Project Managers	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 23	Project planning and management for NGOs	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 24	Results Based Monitoring and Evaluation of development projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CEPCM 25	Strategic financial management of NGO Projects	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CEPCM 26	Sustainable Development Projects in Rural Communities	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CEPCM 27	Project Portfolio Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750

Secretarial and Office Administration: - Windhoek (Namibia)

Code	Courses	Duration	Dates	Cost(US\$)
CESAO 1	Advanced Executive Office Administration and Secretarial Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CESAO 2	Advanced Writing Skills	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CESAO 3	Archival Management and Documentation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CESAO 4	Basic Executive Office Administration and Secretarial Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CESAO 5	Communication and Report Writing Skills	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CESAO 6	Computerized Management of Institutional Records	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CESAO 7	Developing Communication Tools	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2150
CESAO 8	Effective Office Management and Administration	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CESAO 9	Effective Presentation skills	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CESAO 10	Event Planning and Management	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 11	Executive Administration Skills for PAs and Secretaries	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CESAO 12	Executive Secretarial and Administrators Course	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CESAO 13	Intermediate Executive Office Administration and Secretarial Skills	2 week	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750
CESAO 14	Library Management and Documentation	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450

CESAO 15	Management Advancement Programme for Secretaries	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 16	Management Skills for Ministers Secretaries	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CESAO 17	Managing Information Registry	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2450
CESAO 18	NGO management and Administration	1 week	19-23June,17-21July,21-25Aug,11-15Sept,16-20 Oct,20-24 Nov	2250
CESAO 19	Professional Minute taking and report writing skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2200
CESAO 20	Professional Secretarial and administrative Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 21	Protocol Procedures and Diplomatic etiquette	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2750
CESAO 22	Public Relations for secretaries	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 23	Reception, Switchboard and Telephone Techniques	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 24	Report Writing Skills	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2450
CESAO 25	Skills for the Administrative Assistant	1 week	12-23 June,17-28 July,14-25 Aug,11-22 Sept,16-27 Oct,13-24 Nov	2150
CESAO 26	Speech Writing Skills	2 weeks	19-30 June,17-28 July,14-25 Aug,18-29 Sept,16-27 Oct,13-24 Nov	2150
CESAO 27	Travel and Protocol Procedures	2 weeks	12-23 June,17-28 July,14-25 Aug,18-29Sept,16-27 Oct,13-24 Nov	2750



Capital Edge

70 John Meinert, Windhoek West

Tel: +264 61 252 042, Mobile: +264 81 317 5861, Fax: +264 61 240 988/ Fax 2 Mail: 088 632 105

P. O. Box 70745 Khomasdal, Windhoek NAMIBIA

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

REGISTRATION/NOMINATION FORM

Organization Name: _____ Country & City _____

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 USD\$.....

THE TRAINING PACKAGE

- The above rates include:
 - **Meals:** Daily luncheons and Refreshments
 - **Materials:** T-Shirts, Folders, iPads, Laptops, Cellphones, CDs, Handbook, Pen and Ruler
 - **Training/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 training?

PAYMENT OF TRAINING FEES

Payment of fees should be done before training/programme commences. Payment through Bank SWIFT transfers (EFT) should be in US\$ or South African Rand.

DISCOUNTS

We offer negotiable discounts on fees for five (5) and above participants coming from the same institution attending same course at the same time

BOOKING CONDITIONS

- This registration form, once completed, signed and received by this organization, shall be considered as a contractual agreement that obliges **CAPITAL EDGE cc** to render the required services and your organization to promptly fulfill payment responsibility. Unless where client has a credit facility with **CAPITAL EDGE cc**, full payment shall be required to accompany this registration form.
- **International Trainings fees are paid in advance before the date of the training or the participants/delegates will pay the course fee in cash on the first day of training.**
- 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 and about the arrangement of the venue and time as communicated by Capital Edge.
- In the event of unforeseen circumstances, we reserve the right to change the program, dates or venue.
- International delegates/participants travelling, accommodation and food costs are borne by the employer, Capital Edge will transport delegates to the airport after the training as well as providing local transport to their respective hotels.
- All international Trainings/Conferences are paid in advance before the training took place.
- 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