



Centre for Continuing Professional Development

Executive Development Programmes

For Learning as well as Experienced Organisations / Companies

Courses Schedule for 2015/16 at Botswana Campus √Gaborone & √Francistown

[All Courses attract a Training Pack as Part of Learning Materials]

Tel: +267 361 2138/39 (*Admissions*)

+267 361 2100 (*Switchboard*)

+267 361 2115 (*Coordinator*)

+267 241 0300 (*Francistown*)

Fax: +267 391 3296

Postal Address: P.O. Box 1357, Gaborone, Botswana

Coordinator

Centre for Continuing Professional Development
Institute of Development Management - Botswana

Email: jbatlhophi@idmbls.com

COURSES	JAN '15	FEB '15	MAR '15	APR '15	MAY '15
Intermediate Spreadsheet (MS Excel)		09 -20 (F/town)			
Supervisory Skills & Management Development		16 – 20 (Gaborone)			
Purchasing & Materials Management		09 Feb – 06 March (Gaborone)			
Managing Employee Relations		23-27 (F/town)			
Intermediate Spreadsheet (MS Excel)		09-20 (Gaborone)			
Public Relations		23-27 (F/town)			
Peer Education in HIV AIDS		23-27 (Gaborone)			
Effective Customer Care			09-13 (Gaborone)		
Professional Business Writing			09 - 13 (F/town)		
Transport Management			09-20 (Gaborone)		
Leadership and Management Development			16 – 20 (Gaborone)		

COURSES	JAN '15	FEB '15	MAR '15	APR '15	MAY '15
Human Rights in Law Enforcement				20-24 (Gaborone)	
Supervisory Skills & Management Development				06-10 (F/town)	
Peer Education in HIV/AIDS				06 – 10 (F/town)	
Training of Trainers				06 – 24 (Gaborone)	
The Art of Public Speaking				20-24 (Gaborone)	
Occupational Health & Safety Management				20-24 (Gaborone)	
Grievance & Discipline Handling					25-29 (F/town)
The Art of Public Speaking					11 - 15 (Gaborone)
Human Rights in Law Enforcement					11 – 15 (F/town)
Strategic Human Resource Management					18 – 22 (F/town)
Intermediate Spreadsheet (MS Excel)					18-29 (Gaborone)

COURSES	JUN '15	JUL '15	AUG '15	SEP '15	OCT '15
A Practical Approach to Business Process Management & Re-Engineering					25 – 29 (F/town)
Basic Computer Application Skills	01 – 12 (Gaborone)				
Leadership & Management Development	08-12 (F/town)				
Performance Management & Measurement	22-26 (Gaborone)				
Transport Management	15 – 26 (Gaborone)				
Supervisory Skills & Management Development		06-10 (Gaborone)			
Finance for Non-Finance Managers		06-10 (F/town)			
Occupational Health and Safety Management		27 - 31 (Gaborone)			
Project Management			03 - 07 (F/town)		
Strategic Human Resources Management			10-14 (F/town)		
Corporate Governance			10-14 (Gaborone)		

COURSES	JUN '15	JUL '15	AUG '15	SEP '15	OCT '15
Project Monitoring & Evaluation				08 – 26 (Gaborone)	
Supervisory Skills & Management Development				01-06 (F/town)	
Management Training for Executive Assistants				15 – 19 (F/town)	
Leadership & Management Development				14-18 (Gaborone)	
Public Relations					05 – 09 (Gaborone)
Training of Trainers					05-23 (Gaborone)
Intermediate Spreadsheet (Excel)					26 - 30 (F/town)
Human Rights Law & Enforcement					26-30 (F/town)

COURSES	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16
Records & Information Management	09 - 13 (Gaborone)				
Transport Management	09 - 20 (F/town)				
Project Management	16-20 (Gaborone)				
Supervisory Skills & Management Development				02 – 06 (Gaborone)	
Occupational Health and Safety Management					09-13 (F/town)

***NOTE**

- (1) These executive programmes could also be conducted on dates which are suitable to individual organizations / companies and tailor-made to suit employees' training needs in terms of content and duration.
- (2) Costs inclusive of transport, accommodation and meals for participants shall be arranged for and borne by the client.
- (3) The Institute of Development Management has a pool of experienced consultants / facilitators as well as external associates to deliver the above scheduled programmes.