



PROGRAMME	LEVEL
Certificate in Human Resources Management	Full Award @ Level 3
Finance for Non-finance Managers	Short Course @ Level 3
Stores Management & Control	Short Course @ Level 3
Purchasing & Materials Management	Short Course @ Level 3
Government Accounting	Short Course @ Level 1
Transport Management	Short Course @ Level 3
Working Capital Management	Short Course @ Level 2
Finance Management	Short Course @ Level 3
Financial Accounting & Control	Short Course @ Level 2
Management Training for Personal Assistants	Short Course @ Level 3
Public Relations	Short Course @ Level 2
Professional Business Writing	Short Course @ Level 3
The Art of Public Speaking	Short Course @ Level 2
Foundation Certificate in Records & Information Management	Full Award @ Level 1
Basic Computer Applications Skills	Short Course @ Level 3
Intermediate Spreadsheet (Excel)	Short Course @ Level 2
Intermediate Database	Short Course @ Level 2
Introduction to ACCPAC	Short Course @ Level 2
Public Administration	Short Course @ Level 3
Migration & Citizenship Control	Short Course @ Level 3
Counselling at the Workplace	Short Course @ Level 3
HIV & AIDS Counselling	Short Course @ Level 3
Peer Education in HIV & AIDS	Short Course @ Level 1
Occupational Health & Safety Management	Short Course @ Level 1

PROGRAMME	LEVEL
Food Safety & Hygiene Management	Short Course @ Level 1
Effective Clinical Supervision	Short Course @ Level 1
Nursing Unit Management	Short Course @ Level 3
Foundation Certificate in AAT (Foundation)	Full Award @ Level 1
Intermediate Certificate in AAT (Intermediate)	Full Award @ Level 2
NGO Certificate in Leadership	Short Course @ Level 3
NGO Certificate in Governance	Short Course @ Level 3
NGO Certificate in General Management	Short Course @ Level 3
NGO Certificate in Financial Management	Short Course @ Level 3
NGO Certificate in Project Management	Short Course @ Level 3
NGO Certificate in Resource Mobilization	Short Course @ Level 3
NGO Certificate in Mentoring	Short Course @ Level 3
Applied Health Management	Short Course @ Level 3
Archives Administration & Records Management	Short Course @ Level 3
International Advanced Certificate in Purchasing & Supply	Short Course @ Level 3
International Certificate in Purchasing & Supply	Short Course @ Level 3
Monitoring & Evaluation of HIV & AIDS Programmes	Short Course @ Level 3
Certificate in Vocational Education & Training	Short Course @ Level 3
Human Rights in Law Enforcement	Short Course @ Level 3
Training of Trainers	Short Course @ Level 3
Leadership Training in Inspection & Supervision of Education	Short Course @ Level 3
Leadership Development Management	Short Course @ Level 3
Supervisory Skills & Management Development	Short Course @ Level 3
Entrepreneurship Development	Short Course @ Level 3

The Institute of Development Management (IDM) was established in 1974 as a regional organisation in the countries namely Botswana, Lesotho and Swaziland (BLS) to help meet the management needs of the region through management development activities including training, consultancy, research, and the establishment of a Management Resource Centre. At the time, there was a serious shortage of managers in the young and developing economies of the three countries and IDM was mandated to train them to lead the management of their development. Now with over 40 years of doing this, IDM has grown from those early days, to what it is today, and continues to shape the futures of its alumni.

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Institute of Development Management

IDM Partners:



“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies.”
- Lawrence Bossidy, GE -

“We recruit for attitude and train for skill.”
- Atul Gawande -

“Every day is a training day and every event is a training event.”
- James Pritchert -

“With regard to excellence, it is not enough to know, but we must try to have and use it.”
- Aristotle -

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.”
- Aristotle -

“People often say motivation doesn't last. Neither does bathing; that's why we recommend it daily.”
- Zig Ziglar -

“What if we train them and they leave?
What if we don't, and they stay?”