



CENTRE FOR CONTINUING PROFESSIONAL DEVELOPMENT

“ EXECUTIVE DEVELOPMENT COURSES FOR A WISE PROFESSIONAL ”



In line with its founding mandate, IDM facilitates premier programmes for clients and individuals who wish to grow in their professional careers as well as to employers willing to invest in their workers to optimize efficiency and effectiveness. The following courses, registered and accredited by Botswana Qualifications Authority (BQA) are held in a period ranging from three days to six weeks and can be offered at times convenient to clients and learners. CCPD is happy to share with its valued clients and stakeholders the following calendar for the academic year 2022/23 offered at IDM Gaborone, Francistown and Serowe Campuses. Register now and be part of legacy.

DURATION	COURSE NAME	FEB	MAR	APRIL	MAY	JUNE	JULY	FEES	MEALS (BWP)
5 Days	Training of Trainers	14-18	21-25	4-8 Apr	16-20	6-10 Jun	11-15 Jul	4250.00	1,325.00
	Intermediate Spreadsheet(MS EXCEL)	14-18	07-11 Mar	4-8 Apr	16-20	20-24 Jun	25- 29 Jul	4,250.00	1,325.00
	Supervisory Skills & Management Development	14-18	07-11 Mar	4-8 Apr	16-20	20-24 Jun		4,250.00	1,325.00
	Competency Based Interview		07-11 Mar	25-29 Apr			11-15 Jul	4,250.00	1,325.00
	Professional Business Writing	21-25	07- 11 Mar	25-29 Apr	10-20 May		25-29 Jul	4,250.00	1,325.00
	Art of Public Speaking	14-18	07-11 Mar	25-29 Apr		6-10 Jun		4,250.00	1,325.00
10 Days	Transport Management	21-04 Mar		4-15 Apr		6-17 Jun		8,500.00	2,650.00
	Hospitality Supply Chain Management	21-25	14-18		9-13 May			4,750.00	1,325.00
	Public Relations		14-18	25-29 Apr		6-10 Jun		4,250.00	1,325.00
	Counselling in the Workplace		14-18		9-13 May			4,250.00	1,325.00
	Food Safety & Hygiene Management		07-11 Mar		16-20 May			4,750	1,325.00
	Occupational Health & Safety		07- 11 Mar		9-13 May		25-29 Jul	4,250.00	1,325.00
	Councillor Development Programme			4-8 Apr			25-29 Jul	4,250.00	1,325.00
	Talent Management and Succession Planning	21-25		4-8 Apr			11-15 Jul	4,250.00	1,325.00
	Counselling in the Workplace	21-25		25-29 Apr			11-15 Jul	4,250.00	1,325.00
	Curriculum Development and Review		07-11 Mar			06-Oct		4,250.00	1,325.00
	Moderation		07-11 Mar			6-10 Jun		4,250.00	1,325.00
	Corporate Strategy			25-29 Apr		6-10 Jun		4,250.00	1,325.00
	Front Office Operations		07-11 Mar			6-10 Jun		4,250.00	1,325.00
	Fundamentals of Culinary Arts		07-11 Mar					4,750.00	1,325.00
	Leadership & Management Development	22-25	14-18			6-10 Jun		4,250.00	1,325.00
4 Days	Result-Based Monitoring & Evaluation			26-29				3,400.00	1,060.00
3 Days	Change Mangement	23-25		20-22 Apr				2,550.00	795.00
	Communication, Facilitation and Mentoring Skills			20-22 Apr				2,550.00	795.00
	Finance for Non Finacne Managers	23-25			11 -13May			2,550.00	795.00
20 Days	Purchasing & Materials Management					06 Jun ————— 05 Jul		14,000.00	5,300.00
30 Days	Foundation Certificate in Records and Information Management					06 Jun ————— 20 Jul		18,000.00	7,950.00

CONSULTANCIES BIDDING AS PER ADVERTISEMENTS FEB - JUL 2022

Applications should be addressed to: The CCPD Admissions Office, Institute of Development Management, P.O. Box 1357, Gaborone; Tel:(+267) 361 2166 | Fax: (+267) 391 3296 | Email: ccpd@idmbis.ac.bw

