

In line with its founding mandate, IDM continues to deliver high-impact professional development programmes tailored for individuals seeking career advancement and organizations committed to workforce capacity building. The Centre for Continuing Professional Development (CCPD) is pleased to present its 2025/26 Short-Term Training Calendar—featuring both credit-bearing and non-credit-bearing courses.

The Institute is accredited by the Botswana Qualifications Authority (BQA), and all CCPD programmes are registered with the Human Resource Development Council (HRDC). Delivered by experienced faculty, these training programmes are offered at IDM’s Gaborone and Francistown campuses—or at client-preferred venues nationwide. Flexible delivery options are available to accommodate the schedules of busy professionals and corporate clients.

Register now and be part of the legacy of excellence in professional development.

NAME OF COURSES	DURATION	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	FEES	MEALS (Optional)
Intermediate Spreadsheet (MS Excel)	5 days		13 -17		01-05		09-13	16-20	P4,250.00	P1,150.00
Finance for Non Finance Managers	5 days		27- 31						P4,250.00	P1,150.00
Public Relations	5 days				08 -12			09-13	P4,250.00	P1,150.00
Foundation Certificate in Records and Information Management	30 days		6Oct-14Nov				09-20		P18,000.00	P6,900.00
Change Management	3 days								P2,550.00	P690.00
Transport (Freight Transport Operation)	10 days		13-22						P8,500.00	P2,300.00
Purchasing & Materials Management	20 days			03-22					P14,000.00	P4,600.00
Entrepreneurship and Innovation	10 days			10 - 19					P8,500.00	P2,300.00
Corporate Strategy	5 days							16-20	P4,250.00	P1,150.00
Hospitality Supply Chain Management	5 days					26-30			P4,750.00	P1,150.00
Managing Consultancy Services	5 days						16-20		P4,250.00	P1,150.00
Fundamentals of Culinary Arts	5 days							09-13	P4,750.00	P1,150.00
Stores Management & Stork Control	20 days								P14,000.00	P4,600.00
Financial Management for Project Teams	5 days	15 -19			08 -12				P4,250.00	P1,150.00
Introduction to International Public Sector Accounting Standards	5 days						16-20		P4,250.00	P1,150.00
Public Private Partnership Foundation	5 days		06 -10						P4,250.00	P1,150.00
Project Management Fundamentals	5 days	08 -12						02-06	P4,250.00	P1,150.00
Tendering and Contract Management	5 days	15 -19							P4,250.00	P1,150.00
Balanced Scorecard	5 days			24 -28					P4,250.00	P1,150.00
Data Visualization with Advanced Excel	5 days				08 -12				P4,250.00	P1,150.00
Records Management for Corruption Prevention	5 days			10 -14					P4,250.00	P1,150.00
Food Safety & Hygiene Management	5 days							09-13	P4,750.00	P1,150.00
Corporate Governance	5 days				01- 05				P4, 250.00	P1,150.00
Basic Computer Application Skills	5 days		27-31		01- 05				P4, 250.00	P1,500.00
Training of Trainers	5 days		06-10			26 -30			P4,250.00	P1,150.00
Leadership & Management Development	5 days	08-12		10 -14		19 -23			P4,250.00	P1,150.00
Professional Business Communication and Writing Skills	5 days	15-19		17-21			02-06	23-27	P4,250.00	P1,150.00
Supervisory Skills & Management Development	5 days		06-10					16-20	P4,250.00	P1,150.00
Moderation	5 days	08-12			02- 06			23-27	P4,250.00	P1,150.00
Talent Management & Succession Planning	5 days			17-21			23-27		P4,250.00	P1,150.00
Competency Based interview	5 days	08-12					23-27		P4,250.00	P1,150.00
Curriculum Development and Review	5 days		06-10			19-23			P4,250.00	P1,150.00
Front Office Operations	5 days				01- 05				P4,250.00	P1,150.00
Communication, Facilitation and Mentoring Skills	3 days			05-07					P2,550.00	P690.00
Management Training for Personal Assistant	5 days	08-12						02-06	P4,250.00	P1,150.00
Occupational Health & Safety Management	5 days	08-12		03-07			16-20		P4,250.00	P1,150.00
Counselling in the Workplace	5 days					17-21			P4,250.00	P1,150.00
Result-Based Monitoring & Evaluation	4 days	02-05							P3,400.00	P920.00
Monitoring & Evaluation of Health Programs	10 days		20-29						P8,500.00	P2,300.00
Nursing Unit Management	5 days					19-23			P4,250.00	P1,150.00
Governance and Social Development	5 days		27-31						P4,250.00	P1,150.00
Network for Development	4 days	09-12						09-13	P3,400.00	P920.00
Sustainable Livelihoods Approach	5 days	22-26							P4,250.00	P1,150.00
Monitoring & Evaluation of Development Programs	10 days					19-28			P8,500.00	P2,300.00
Facilitating Economic Empowerment	5 days				08 -12				P4,250.00	P1,150.00
Health Care Leadership Management Program	10 days	08-19					09-18		P8,500.00	P2,300.00
Community Development: Principles and Strategies	5 days			24-28					P4,250.00	P1,150.00