



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 2021/22 offered at IDM Gaborone, Francistown and Serowe Campuses.

Register now and be part of the legacy.

DURATION	COURSE NAME	2021											2022		
		MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	FEES (BWP)	MEALS (BWP)	
5 Days	Training of Trainers	17-21 ●	21-25 ●	12-16 ●	23-27 ●	13-17 ●	4-8 ●	20-24 ●	6-10 ●	24-28 ●	14-18 ●	21-25 ●	4,250.00	1,325.00	
	Intermediate Spreadsheet(MS EXCEL)	17-21 ●	14-18 ●	26-30 ●	16-20 ●	20-24 ●	11-15 ●	8-12 ●	6-10 ●	24-28 ●	7-11 ●	14-18 ●	4,250.00	1,325.00	
	Occupational Health & Safety Management	24-28 ●	14-18 ●	5-9 ●	02- 06 ●	20-24 ●	18-22 ●	15-19 ●	6-10 ●	17-21 ●	7-11 ●	21-25 ●	4,250.00	1,325.00	
	The Art of Public Speaking	24-28 ●	14-18 ●	5-9 ●	23-27 ●	13-17 ●	4-8 ●	1-5 ●	6-10 ●	17-21 ●	14-18 ●	21-25 ●	4,250.00	1,325.00	
	Professional Business Writing	17-21 ●	21-25 ●	26-30 ●	16-20 ●	13-17 ●	18-22 ●	15-19 ●	6-10 ●	24-28 ●	7-11 ●	14-18 ●	4,250.00	1,325.00	
	Supervisory Skills & Management Development	24-28 ●		12-16 ●		20-24 ●							4,250.00	1,325.00	
	Leadership & Management Development	24-28 ●	22-25 ●					1-5 ●			14-18 ●		4,250.00	1,325.00	
3 Days	Finance for Non-Finance Managers		23-25 ●			8-10 ●				19-21 ●			2,550.00	795.00	
3 Days	Change Management	19-21 ●						3-5 ●		19-21 ●			2,550.00	795.00	
5 Days	Food Safety & Hygiene Management			12-16 ●				25-29 ●				7-11 ●	4,750.00	1,325.00	
	Corporate Strategy				2-6 ●			15-19 ●				7-11 ●	4,250.00	1,325.00	
	Competency Based Interview		14-18 ●			20-24 ●							4,250.00	1,325.00	
	Management Training for Personal Assistants			12-16 ●				25-29 ●				7-11 ●	4,250.00	1,325.00	
	Front Office Operations		14-18 ●		23-27 ●								4,250.00	1,325.00	
	Managing Consultancy Services					6-10 ●							4,250.00	1,325.00	
	Fundamentals of Culinary Arts			26-30 ●			4-8 ●				7-11 ●		4,250.00	1,325.00	
	Hospitality Supply Chain Management		21-25 ●				11-15 ●				7-11 ●		4,750.00	1,325.00	
	Public Relations	17-21 ●							1-5 ●				4,250.00	1,325.00	
	Counselling in the Workplace			5-9 ●		13-17 ●							4,250.00	1,325.00	
10 Days	Transport Management		18 ●					15-26 ●		17-28 ●			8,500.00	2,650.00	
20 Days	Purchasing & Materials Management				2-27 ●						7-4 ●		14,000.00	5,300.00	
30 Days	Foundation Certificate in Records and Information Management							4-12 ●			21-1 ●		18,000.00	7,950.00	
5 Days	Competency Based Interview														
NEWLY ACCREDITED SHORT PROGRAMMES;															
5 Days	Talent Management and Succession Planning														
5 Days	Councillor Development Programme														
3 Days	Communication, Facilitation and Mentoring Skills														
4 Days	Results-Based Monitoring and Evaluation														

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



List of IDM's Accredited Short Programmes

Programme	Level
Certificate in Human Resources Management Full	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
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
Government Accounting	Short Course @ Level 1
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 Eswatini (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.

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

“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 were commend it daily.”
Zig Ziglar

GABORONE

Institute of Development Management
P.O. Box 1357 Gaborone,
Plot 21222, 21254 Mobuto Road, Village
Tel: (+267) 361 2166 Fax: (+267) 391 3296
Email: ccpd@idmbls.ac.bw

FRANCISTOWN

Institute of Development Management
P/Bag 244 Francistown
Plot 6434, Botho Park Tati River Plots, Block 10
Tel: (+267) 2410300 Fax: (+267) 2410315
Email: ccpd@idmbls.ac.bw

SEROWE

Serowe Campus
Morula Ward
Next to The New Sekgoma Memorial Hospital Serowe
Tel/Fax: (+267) 4630416 Ext 1795
Email: serowecampus@idmbls.ac.bw