

TITLE: Advanced Procurement Skills Training

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 Days

WHEN:

1 Feb. - 5 Feb. 2021
8 Mar. - 12 Mar. 2021
26 Apr. – 30 April 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day

NB:

Programme fees and dates are subject to change subject to numbers

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email: bdlamini@idmbls.ac.sz

Programme Introduction

This short, but intensive course is aimed at improving competencies and skills of Procurement Professionals and Buyers in organizations. The course examines the strategic importance of procurement within departments by using developed concepts and ideas in order to maximize the procurement department's effectiveness and thereby reducing costs throughout the supply chain.

It is therefore imperative for Procurement to constantly deliver value to the organisation by delivering products and services that contribute to the well-being of the organisation. This is an important course for Purchasing professionals who will add value on completion of this programme with actual realistic plans on how to make considerable cost savings.

This course will feature:

- A review of critical supply strategies
- Exploration of the different approaches in negotiations
- Improvement of skills required for good supplier relationships
- Appraisal of business continuity and contingency planning for procurement
- Training on how to rate a supplier as a feedback tool.

TARGET AUDIENCE

- Retail managers, merchandisers, stores personnel, Warehouse / Procurement Officers / logistics officers / managers / Supply chain managers
- Anyone working with Stocks and Inventory planning

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Mr. Fungayi Nyaumwe (MBA, MCIPS, MDP)

TITLE: Customer Centricity

WHERE: IDM Campus
Matsapha Executive Room

Duration: 3 Days

WHEN:

11 Jan- 13 Jan 2021

8 Feb- 10 Feb 2021

8 Mar- 10 Mar 2021

CLASS TIMES

09:00-16:00 hrs

FEEs

E1200 Per person/day

Please note that programme fees and dates are subject to change

NB:

Programme fees and dates are subject to change subject to numbers

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email:

bdlamini@idmbls.ac.sz

Programme Introduction

In the dynamic organizational environment providing customer service and feedback is essential. To have a competitive advantage, employees should question how they can positively impact the customer continually. Customer centricity is placing the customer first in every strategic operation of the organization. To be successful, customers' experience and their journey in the organization must be smooth and satisfactory, and this is where the IDMs Customer Centricity programme can help you.

FOLLOW-UP PROGRAMMES

Corporate Communication (3 days)

Selling and Sales Management (5 days)

Who Should Attend?

The course is aimed at individuals who influence customer experience and design, such as front office personnel, sales team, managers, senior managers, business owners, entrepreneurs, marketers, and product developers.

BENEFITS

How Will You Benefit

You will gain the ability to create sustainable value for customers by assessing and designing a customer-centric business or organisation

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)

Fungayi Nyaumwe (MBA, MCIPS, MDP)

TITLE: Engineering the Warehouse

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 days

WHEN:

1 Mar. – 5 Mar. 2021
05 April – 09 April 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email:
bdlamini@idmbls.ac.sz

Programme Introduction

Our civilization has passed through three major periods, the third of which began within the memory of most of us. The first was the age of Agriculture, the second great period was the Industrial Era, while the newest period is the Age of Information; the utilization of computers and radio frequency terminals as common warehousing tools has taken place only in the last three decades, the goal of the course is to develop a better understanding between the third-party warehouse operator and the user of these services.

TARGET AUDIENCE

Who Should Attend?

- Warehouse managers / Procurement Officers / logistics officers / managers
- Anyone working with stocks and inventory planning in warehouses
- Anyone working in the procurement sector.

How Will You Benefit

The programme will help you to master the concept of Engineering the Warehouse. It will help senior managers to understand how to automate the warehouse and benefit from an engineered warehouse.

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)

Mr. Fungayi Nyaumwe (MBA, MCIPS, MDP)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

PROGRAMME CONTENT

Unit 1: The Evolving Role of Warehousing

Unit 2: The Functions of Warehousing

Unit 3: The Pros and Cons of Contract Warehousing

Unit 4: Warehousing and Corporate Strategy

Unit 5: The Elements of Warehouse Management

TITLE: Excellence in Warehouse Management

WHERE: IDM Campus
Matsapha Executive Room

WHEN:

1 Mar. – 5 Mar. 2021
05 April – 09 April 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees and dates are subject to change

Duration: 5 Days

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Mr Fungayi
Tel: +268 2550
4085/78545440
Email: fungayi@idmbis.ac.sz

Programme Introduction

Warehouses are often seen as a necessary evil: places that stop the flow of goods and thus increase costs without adding value. Excellence in Warehouse Management covers everything you need to know to manage warehouse operations as part of a streamlined and holistic system, fine-tuned to serve the customer and drive the bottom-line. With thinking points, self-assessment exercises and case studies that the program challenges you to consider your own operations in a new way, and plot a course into the future.

PROGRAMME AIM

The course will achieve its aim by transferring knowledge and skills to the participants in a dynamic and exciting way, making the best use of instructor- led tuition, practical skills sessions, project work and the most up-to-date on-line learning materials.

Who Should Attend?

Warehouse/ Procurement Officers/logistics officers/managers
Anyone working with stocks and inventory planning in warehouses

How Will You Benefit

The programme will help you to master the concept of warehouse management, as well as increasing efficiency and effectiveness in managing the warehouse. This helps to improve customer service and the profitability of the organization.

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Fungayi Nyaumwe (MBA, MCIPS, MDP)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

PROGRAMME CONTENT

Unit 1: The Role of Warehousing and Stores

Unit 2: Inventory, Stock Analysis and Classifying Products

Unit 3: Stock Control

Unit 4: The Warehouse and Operational Principles

Unit 5: Equipment

Unit 6: Warehouse Information Communications Technology

Unit 7: Regulations

Unit 8: Productivity, Cost and Service

Unit 9: People Management

Unit 10: Developments and trends

TITLE: Finance for Non-Finance Managers

WHERE: IDM Campus
Matsapha Executive Room

Duration : 5 days

WHEN:

18 Jan- 22 Jan 2021
1 Feb- 5 Feb 2021
1 Mar- 5 Mar 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email:
bdlamini@idmbls.ac.sz

Programme Introduction

Increasing profits and performance are two of the major responsibilities of every manager. This course introduces different types of theoretical concepts underpinning accounting and finance. Furthermore, this 5-day course will enable the participants to communicate confidently using financial data and gain practical insights into the crucial financial measurements used by top management. No prior knowledge of finance is assumed.

Who Should Attend?

All non-financial managers and executives (regardless of industry or profession) who want to expand their knowledge and understanding of accounting and finance.

BENEFITS

At the end of the training participants will:

- Understand fundamental financial terminology, accounting concepts, and their relevance to company policy
- Understand the differences and similarities between Financial Accounting and Management Accounting.
- Read and interpret financial statements in the context of the decision making role of managers.
- Assess the financial impact of operational decisions
- Appreciate the use and attributes of a Statement of Financial Position
- Appreciate the use and attributes of an income statement
- Understand a cash flow statement and how to use it
- Understand the usefulness of the notes to financial statements
- Understand the basis for evaluating investment decisions
- Identify the different types of budgets
- Appreciate the dynamics of Budgetary Controls
- Understand the basis for evaluating investment decisions
- Discuss the time value of money

FACULTY PROFILE

Mr N. Zitha (MCom. B.Com. Acc (Hons), CIS, Dip. Ed.)
Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Fungayi Nyaumwe (MBA, MCIPS, MDP)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

PROGRAMME CONTENT

Unit 1: The Regulatory Framework of Financial Reporting
Unit 2: Financial Policies
Unit 3: Understanding the Components of Financial Statement
Unit 4: Analysing Financial Information
Unit 5: The Audit Process
Unit 6: The Management Letter
Unit 7: The Audit Report
Unit 8: Budgeting Objectives
Unit 9: Different Types of Budgets
Unit 10: Budgetary Control
Unit 11: Cost, Volume, Profit analysis
Unit 12: An Introduction to Investment Appraisal

FOLLOW-UP PROGRAMMES

Corporate Communication (3 days)
Selling and Sales Management (5 days)

Who Should Attend?

The course is aimed at individuals who influence customer experience and design, such as front office personnel, sales team, managers, senior managers, business owners, entrepreneurs, marketers, and product developers.

BENEFITS

How Will You Benefit

You will gain the ability to create sustainable value for customers by assessing and designing a customer-centric business or organisation

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Fungayi Nyaumwe (MBA, MCIPS, MDP)

TITLE: CISCO IT Essentials/CompTIA A+

WHERE: IDM Campus
Matsapha Computer Lab 1

Duration: 12 weeks

WHEN:

11 Jan - 31 March 2021

5 April – 25 June 2021

5 July - 24 September 2021

CLASS TIMES :

16h00 to 18h00

FEES:

E5000 Per person/training

Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms

Baffobile Dlamini

Tel: +268 2550 4085

Email:

bdlamini@idmbis.ac.sz

Programme Introduction

The CIT CompTIA A+ certified programme validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and re-sellers. CompTIA A+ confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.

Who Should Attend?

This course is suited for anyone who wishes to tap into the technology space and explore the world of computers. You do not need to have a first degree in computer related studies for you to qualify for this course.

BENEFITS

IT Essentials help students prepare for entry-level IT career opportunities and the CompTIA A+ certification, which helps students differentiate themselves in the marketplace and advance their careers. IT Essentials provides a comprehensive introduction to the IT industry and is much more interactive, hands-on exposure to personal computers and mobile devices, hardware, software, and operating systems.

FACULTY PROFILE

Mr. M. Msibi (M-Tech IT, Prince 2 Foundation)

Mr. S. Ntenteza (CCNA, ITILv3, ITIL SO, Cobit5, Togaf9)

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

PROGRAMME CONTENT

Unit 1: Introduction to personal computer
Unit 2: Lab procedures and tools
Unit 3: Computer assembly
Unit 4: Preventative maintenance and troubleshooting
Unit 5: Operating systems
Unit 6: Networks
Unit 7: Laptops
Unit 8: Mobile devices
Unit 9: Printers
Unit 10: Security
Unit 11: The IT Professional
Unit 12: Advanced troubleshooting

What Will Set You Apart?

On completion of this course, you will be able to:

- Perform a step-by-step assembly of a desktop computer.
- Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process.
- Install and navigate an operating system.
- Implement basic physical and software security principles.
- Configure computers to connect to an existing network.
- Perform preventive maintenance and advanced troubleshooting.
- Assess customer needs, analyze possible configurations, and provide solutions or recommendations for hardware, operating systems, networking, and security.

FACULTY PROFILE

Mr. Mncedisi Msibi (M-Tech IT, Prince 2 Foundation)

Mr. Simpiwe Ntenteza (CCNA, ITILv3, ITIL SO, Cobit5, Togaf9)



TITLE: Leadership Skills

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 Days

WHEN:

18 Jan- 22 Jan 2021

1 Feb- 5 Feb 2021

1 Mar- 5 Mar 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day

Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms

Batfobile Dlamini

Tel: +268 2550 4085

Email: bdlamini@idmbls.ac.sz

Programme Introduction

Are you looking toward the next leadership role in your organization? What essential competencies and capabilities do you need to build? Leadership Skills Essentials is designed to help you unleash your leadership potential and help you manage a high-performing team. Therefore, the goal of this program is to equip participants with the knowledge and skills which will enable them to explore their personality traits and values and examine how they shape their leadership style.

Who Should Attend?

- Experienced managers, functional specialists, team managers and aspiring managers from all areas of business who want to improve their effective leadership skills using proven leadership principles.
- Practitioners who want to evaluate and enhance their management success using the latest leadership insights.

BENEFITS

At the end of this program, you will be equipped with specific tools, techniques and skills to be a more reflective leader and to mobilize others more effectively. With newly sharpened capabilities, you will be able to accelerate your leadership goals and make a high-impact contribution to your field, team or organization.

FACULTY PROFILE

Mr R. Sibandze (MBA, BBA, Dip. Ed).

Ms. B. Nnambooze (MCom, BCom(Hon), B.SocSc).

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

PROGRAMME CONTENT

Unit 1: The Concept of Leadership

Unit 2: Leadership Styles

Unit 3: Characteristics of Effective Leaders

Unit 4: Leadership Theories

Unit 5: Assessment/Class Activity

What Will Set You Apart?

On completion of this course, you will be able to:

- Explain the concept of Leadership.
- Differentiate between the types of leadership styles
- Identify and improve their leadership style(s)
- Understand the difference between leadership and management
- Analyse the different leadership theories
- Apply leadership theories in the workplace

TITLE: Logistics and Distribution Management

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 Days

WHEN:

15 Feb. – 19 Feb. 2021
08 March – 12 March 2021
03 May – 07 May 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email: bdlamini@idmbls.ac.sz

Programme Introduction

Logistics and distribution management is a critical organisational function. Professionals working in these processes meet customer demands, order and manage inventories, control inbound and outbound shipments, reduce costs, save time and help meet company objectives.

Distribution management, in particular, is a broad term referring to numerous activities and processes such as packaging, inventory, warehousing, supply chain management etc. Logistics management, on the other hand, begins from the accumulation of raw materials to the final stage of delivery of goods.

Who Should Attend?

- Warehouse/ Procurement Officers/logistics officers/managers
- Transport managers, Logistics managers, Supply chain managers/officers/personnel
- Anyone working with stocks and inventory planning in warehouses.

BENEFITS

This training course will empower you with a detailed understanding and knowledge of Warehouse Logistics and Distribution Management. By undertaking this course, you will gain the necessary skill, confidence and experience to successfully and independently manage logistics and distribution processes, thereby demonstrating talent and potential and fostering career growth and progression.

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Fungayi Nyaumwe (MBA, MCIPS, MDP)



COURSE CONTENT

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

Unit 1: Concepts of Logistics and Distribution

Unit 2: Introduction to Logistics and Distribution

Unit 3: Integrated Logistics and the Supply Chain

Unit 4: Customer Service and Logistics

Unit 5: Channels of Distribution

Unit 6: Key Issues and Challenges for Logistics and the Supply Chain

Unit 7: Planning Framework for Logistics

Unit 8: Logistics Processes

Unit 9: Supply Chain Segmentation

Unit 10: Logistics Network Planning

Unit 11: Logistics Management and Organization

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 Days

WHEN:

25 Jan – 29 Jan, 2021
29 March – 2 April 2021
24 May - 28 May, 2021

CLASS TIMES

09h00-16h00

FEES

E1200 Per person/day
Please note that programme fees
and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mrs M. Bhembe
Tel: +268 2550 4085
Email: mbhembe@idmbls.ac.sz

TITLE: Monitoring and Evaluation of Projects

Programme Introduction

When Programs/projects are established, goals, objectives and targets are set. However, how well these project objectives and targets are being achieved, requires measurement through a sound monitoring and evaluation system. Therefore, the goal of this course is to equip students/participants with knowledge and skills needed to understand and critically assess existing frameworks and their applications to monitor and evaluate projects or programs, policies and strategies.

Who Should Attend?

Project Managers, Social workers, Proponents, entrepreneurs, and managers who lead projects and wish to equip themselves on monitoring and evaluation skills.

BENEFITS

This training will empower participants to:

- Learn the application of M & E in programs
- Using a logical framework to design a project
- Establish the indicators and targets for every result level
- Learn to track all indicators throughout the project life cycle
- Evaluate projects with respect to the planned outcomes
- Establish and utilize M & E systems
- Create a plan on monitoring and evaluation

FACULTY PROFILE

Mrs. Margaret Bhembe (MA, BA (Hons.))
Mr. Sibusiso Msibi (MSc, BSc, PGD)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Introduction to Monitoring and Evaluation

- 1.1 Introduction to Monitoring & Evaluation
- 1.2 Results-based Monitoring & Evaluation
- 1.3 Theory of Change & Logic Model
- 1.4 Participatory Monitoring

Unit 2: Monitoring and Evaluation Systems

- 2.1 Designing M&E Systems
- 2.2 Components of an M&E System
- 2.3 M&E Plans
- 2.4 M&E Frameworks

Unit 3: Research Methods for Monitoring and Evaluation

- 3.1 Introduction to Research Methods
- 3.2 Data Collection Methods
- 3.3 Data Collection Tools
- 3.4 Data Interpretation and Analysis
- 3.5 Baseline survey

Unit 4: Managing Evaluations

- 4.1 Evaluation Approaches
- 4.2 Terms of References for Evaluation (TOR)
- 4.3 Report Writing
- 4.4 Dissemination of M&E Findings
- 4.5 M&E Challenges

What Will Set You Apart?

On completion of this course, you will be able to:

1. Define concepts in Monitoring and Evaluation
3. Explain Mechanisms of evaluating projects
4. Identify gaps and achievements within the projects
5. Establish and operationalize a functional M&E System
6. Undertake evaluation guided by research methods approaches

WHERE: IDM Campus
Matsapha Executive Room

Duration: 5 Days

WHEN:

15 Feb. – 19 Feb. 2021

15 March – 19 March 2021

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day

Please note that programme fees and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person:

Mrs M. Bhembe

Tel: +268 2550 4085

Email: mbhembe@idmbls.ac.sz

TITLE: Management Leadership in Occupational Safety and Health

Programme Introduction

This Training course is a comprehensive safety leadership programme designed for anyone involved in general industry and construction. It focuses on the “*10 Habits of Effective OSH Leaders*” which encourage practitioners to:

- Be Proactive,
- Set SMART OSH goals and objectives,
- Allocate funds to support OSH programmes,
- Practice effective communication,
- Educate and train other OSH practitioners,
- Promote worker participation,
- Show commitment to OSH principles,
- Identify improvement opportunities,
- Monitor and Evaluate.

Who Should Attend?

OSH managers, OSH representatives, OSH advisors, OSH field supervisors, and OSH practitioners who are decision makers and first person of contact in their practice.

BENEFITS

Participants will be introduced to a variety of leadership skills relevant to OSH.

FACULTY PROFILE

Mrs. M. Bhembe (MA, BA (Hons))

Mr. S. Msibi (MSc, BSc, PGD)

Mr. N. Dlamini (MSc, BSc)

Ms. N. Mkhathshwa (MSc, BSc)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Introduction to effective leadership

Unit 2: Innovative practices in OSH: *(Habit 1 - be proactive)*

Unit 3: Setting SMART Goals: *(Habit 2- define programme goals)*

Unit 4: Budget Planning for OSH Programs: *(Habit 3- Allocating resources)*

Unit 5: Communication in OSH: *(Habit 4- Practice effective communication)*

Unit 6: Fundamental Concepts of Hazard Recognition and Control: *(Habit 5- Educate and train)*

Unit 7: Involving workers and their constructive engagement *(Habit 6- Encourage worker participation)*

Unit 8: Key performance indicators: *(Habit 7- Expect performance)*

Unit 9: Management Commitment: *(Habit 8- Show commitment)*

Unit 10: SWOT Analysis: *(Habit 9- Identify improvement opportunities)*

Unit 11: Assessment and Review: *(Habit 10- Monitor and evaluate)*

What Will Set You Apart?

On completion of this course, you will be able to:

1. Define concepts in Monitoring and Evaluation
3. Explain Mechanisms of evaluating projects
4. Identify gaps and achievements within the projects
5. Establish and operationalize a functional M&E System
6. Undertake evaluation guided by research methods approaches

TITLE: Retail Security and Loss Prevention

WHERE: IDM Campus
Matsapha Executive Room

Duration: 3 Days

WHEN:
07 June -11 June 2021

CLASS TIMES
09:00-16:00 hrs

FEES
E1200 Per person/day
Please note that programme fees
and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email: bdlamini@idmbis.ac.sz

Programme Introduction

This is a valuable and comprehensive short course, providing cutting-edge asset protection processes. Based on several years of systematic research and field experience, the programme describes the most common retail crimes and loss problems along with a step-by-step process for diagnosing and treating these problems.

Who Should Attend?

- Warehouse/ Procurement Officers/logistics officers/managers
- Anyone working with stocks and inventory planning in warehouses
- Supply chain managers.

BENEFITS

On completion, participants will be capacitated on how to:

- Assess the various sources of external threats, including environmental, geopolitical, economic and technological
- Assess the external threats to the supply chain from the environmental to geopolitical and economic to technological angles
- Explain the importance of supply chain continuity to their C Suite and organisation's personnel
- Develop a process to identify critical customers, critical suppliers and interested parties
- Map their supply chain
- Recognize supply chain risks and the consequences of supply chain disruptions
- Explain supply chain relationships and dynamics
- Identify potential challenges associated with implementing supply chain resilience
- Conduct supply chain analysis using internationally recognized methodology
- Identify and apply a range of supply chain continuity strategies

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Fungayi Nyaumwe (MBA, MCIPS, MDP)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

- *What is supply chain management (SCM)?*
 - *Crisis Definition*
 - *Types of supply chain crises*
 - *Crises of manufacturing supply chains with both successful and unsuccessful outcomes and varying trigger events*
 - *Alternative options for crisis in the supply chain*
 - *How companies are securing their supply chain during crisis situations*
 - *Supply chain preparation for a crisis, and how do you manage a supply chain when the unexpected hits your company?*
 - *Tiered Approach*
 - *Emergency response plan*
 - *Supply Chain Challenges*
 - *Customer Service*
 - *Cost Control*
 - *Planning & Risk Management*
 - *Supplier/partner relationship management*
 - *Talent*
 - *Quality and Compliance*
 - *Solving Supply Chain Management Issues*
 - *Overcoming Supply Chain Challenges*
 - *Communicate often – in good times and bad*
 - *Source locally when possible*
 - *Embrace lean manufacturing processes*
 - *Supply chain evolution in a crisis*
 - *The difference between risk and crisis management*
 - *Supply chain challenges and opportunities*
 - *Cases of companies leading or participating in a global supply chain network*
 - *Business Continuity Lifecycle review*
 - *How crises fit into the Supply Chain Risk Management*
- The importance of supply chain continuity including global risk*



TITLE: Professional Communication & Office Management

WHERE: IDM Campus
Matsapha Executive Room

WHEN:

18 Jan. - 22 Jan. 2021
1 Feb. - 5 Feb. 2021
1 Mar. - 5 Mar. 2021

Duration: 5 Days

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email: bdlamini@idmbls.ac.sz

Programme Introduction

Office management and administration professionals ensure efficient operations across all business functions and are fundamental to organizational success. IDMs Professional Communication and Office Management short course is designed to equip you with the skills and knowledge to thrive in this critical administrative and operational role.

Follow-Up Programmes

Business Writing (2 day)
Interpersonal Communication (1 day)
Corporate Communication (3 days)

Who Should Attend?

- This training is suitable for Office Administrators, Personal and Executive Assistants and, front office personnel who want to refresh their skills, formalize their knowledge, and validate their expertise with a competence certificate.
- It is also suited for participants who want to unlock new employment opportunities and move into office management or corporate communication-related role.

BENEFITS

- You will explore document, meeting, and diary management and be taught how to communicate effectively in a contemporary professional environment.
- You will also learn how correspond with internal and external clients and supervise the daily running of an office, and take on a range of new responsibilities to help your organization function optimally.

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Mr. Mncedisi Msibi (M-Tech IT, Prince 2 Foundation)
Ms. T. Nkhabindze (Dip. HRM)

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit: 1 Organisational Communication

Unit: 2 Organisations and Personal Effectiveness

Unit: 3 Business Documentation & Information Management

Unit: 4 Internet, Email and Telephone Management

Unit: 5 Meeting Management & Presentation Skills

What Will Set You Apart?

On completion of this course, you will be able to:

- Effectively communicate in diverse contexts
- Effectively work with a team, handle workplace conflict and address customer complaints
- Use technology to improve business documentation and record-keeping

TITLE: Records Management

WHERE: IDM Campus
Matsapha Executive Room

WHEN:

11 Jan- 14 Jan 2021
8 Feb- 11 Feb 2021
8 Mar- 11 Mar 2021

Duration: 3 Days

CLASS TIMES

09:00-16:00 hrs

FEES

E1200 Per person/day
Please note that programme fees
and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person: Ms
Batfobile Dlamini
Tel: +268 2550 4085
Email: bdlamini@idmbils.ac.sz

Programme Introduction

In the dynamic organizational environment providing customer service and feedback is essential. To have a competitive advantage, employees should question how they can positively impact the customer continually. Customer centricity is placing the customer first in every strategic operation of the organization. To be successful, customers' experience and their journey in the organization must be smooth and satisfactory, and this is where the IDMs Customer Centricity programme can help you.

Who Should Attend?

This course is specifically developed for employees working in an office and administration environment where the principles of records management is vitally part of legislative pieces. Records management provides an understanding of basic record management.

BENEFITS

You will gain the ability to create sustainable value for customers by assessing and designing a customer-centric business or organisation

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Mr. Mncedisi Msibi (M-Tech IT, Prince 2 Foundation)
Ms. T. Nkhabindze (Dip. HRM)



TITLE: Waste Management Training

WHERE: IDM Campus
Matsapha Executive Room

WHEN:

15 Feb- 19 Feb 2021
15 Mar- 19 Mar 2021

Duration: 3 Days

CLASS TIMES

09:00-16:00 hrs

FEES :

E1200 Per person/day
Please note that programme fees
and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mrs M. Bhembe
Tel: +268 2550 4085
Email:
mbhembe@idmbls.ac.sz

**FURTHER INFORMATION
ON IDM PROGRAMMES**

URL: www.idmbls.com

Programme Introduction

Various human activities generate a wide variety of wastes. When left unnoticed, these wastes have detrimental effects on our health and the environment. So, managing wastes is very important. Technological advancements and modern methods have changed industries and the waste trends from production to treatment and disposal. With the increased production of new wastes such as hazardous and infectious waste, we need to make major changes in the way we manage our waste. This training will therefore form the basis for understanding waste management.

Who Should Attend?

The course is intended for all staff and community members with a responsibility for the identification, storage, transfer and disposal of hazardous waste, including;

1. Health and Safety Personnel
2. Environmental Managers
3. Facility Managers
4. Process and Warehouse staff
5. Healthcare Professionals
6. Municipal Waste Staff
7. Waste Recyclers
8. Community Leaders (Hygiene and Safety or Health Motivators)

BENEFITS

Taking a course in managing waste can help you identify ways to improve your existing practices. Waste management training can inform and motivate you and the people you lead, which in turn can help boost the overall efficiency of your organization or community.

FACULTY PROFILE

Mrs. M. Bhembe (MA, BA (Hons))
Mr. S. Msibi (MSc, BSc, PGD)
Mr. N.S Dlamini (MSc, BSc)
Miss. N. Mkhathshwa (MSc, BSc)

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Introduction to Waste Management

- 1.1 Definition of Waste
- 1.2 Sources of Waste
- 1.3 Waste Trends
- 1.4 Legislations Governing Waste Management
- 1.5 Institutions and Organizations in Waste Management

Unit 2: Waste Classification

- 2.1 According to Form
- 2.2 Basis of Moisture Content
- 2.3 Basis of their Property
- 2.4 According to their Effect on the Environment

Unit 3: WASTE MANAGEMENT

- 3.1 Waste Management Steps

Unit 4: PRINCIPLES AND CONCEPTS OF WASTE MANAGEMENT

- 4.1 Waste Management Principles; The 7 R's; Rethink, Refuse, Reduce, Reuse, Recycle, Regulate, Research
- 4.2 Waste Management Concepts
- 4.3 The Circular Economy and Waste Management
- 4.4 Data and Waste

Unit 5: WASTE STAKEHOLDERS AND CHALLENGES

- 5.1 Emerging Issues of Waste Management
- 5.1 The Public
- 5.2 Health/ Environmental Professionals
- 5.3 Industries
- 5.4 Businesses/ Institutions
- 5.5 Municipalities
- 5.6 Politics (Waste Politics)

Unit 6: WASTE MANAGEMENT IN ESWATINI

- 6.1 Waste Production
- 6.2 Waste Management Strategy
- 6.3 Waste Management Problems, Drawbacks & Limitations.

What Will Set You Apart?

On completion of this course, you will be able to:

- Understand the link between waste management and public health.
- Apply your skills and knowledge accordingly on different waste management techniques.
- Prepare yourself to take new initiatives and be an active player in waste management projects.

WHERE: IDM Campus
Matsapha Executive Room

WHEN:

22 March – 26 March, 2021
05 July – 09 July 2021

Duration: 5 Days

CLASS TIMES

09:00-16:00 hrs

FEEES

E1200 Per person/day
Please note that programme fees
and dates are subject to change

**ADMISSION
REQUIREMENTS**

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mrs M. Bhembe
Tel: +268 2550 4085
Email: Fungayi@idmbls.ac.sz

**FURTHER INFORMATION
ON IDM PROGRAMMES**

URL: www.idmbls.com

TITLE: Tendering, Procurement and Negotiation Skills

Programme Introduction

This course explores the process of identification, selection and negotiating with Suppliers that will help your organisation to be successful. No organisation can be successful without appointing the best suppliers, and ensuring that contractual agreements maximise value for money. By applying the right processes for selecting suppliers, costs will be controlled, quality will improve and organisational efficiency will increase.

Suppliers will seek to optimise their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful, and requires appropriate planning and preparation rather than luck and optimism.

Who Should Attend?

- Warehouse/ Procurement Officers/logistics officers/managers
- Anyone working with stocks and inventory planning in warehouses
- Anyone working in the procurement sector.

BENEFITS

The programme will help you to master the concept of Tendering, Selection of suppliers and negotiating. Selecting the right suppliers will help the organisation to achieve value for money and improve the bottom line. Participants will have a chance to enhance their procurement skills.

FACULTY PROFILE

Ms. B.P. Dlamini (MA T&H, Dip. Mngmt Training & devlpmt, MDP)
Mr. Fungayi Nyaumwe (MBA, MCIPS, MDP)

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: How Tendering and Procurement Aligns with the Organization Strategy

Unit 2: The Tendering Process

Unit 3: Advanced Procurement Skills

Unit 4: The Negotiation Process

Unit 5: Implementing Improvements in the Organization

TITLE: Conflict Management in the Work Place

WHERE: *IDM Campus
Matsapha Executive Room*

DURATION: 2 days
10 Mar – 12 Mar. 2021
12 May – 14 May 2021
15 Sept - 17 Sept, 2021

CLASS TIMES
09:00 - 16:00

FEES
E1200 Per person/day

NB:
Programme fees and dates
are subject to change subject
to numbers

ADMISSION REQUIREMENTS

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mr. Richard Sibandze
Tel: +268 2550 4085 /
25185743
Email: richards@idmbles.ac.sz

**FURTHER INFORMATION
ON IDM PROGRAMMES**
URL: www.idmbles.com

Programme Introduction

No two individuals can think alike and there is definitely a difference in their thought process as well as their understanding. Disagreements among individuals lead to conflicts and which may subsequently affect productivity. Conflict arises whenever individuals have different values, opinions, needs, interests and are unable to find common ground around these issues. This short programme, therefore, will capacitate participants on identifying and managing conflict without straining personal and professional relations.

Who Should Attend?

- Supervisors in organizations
- HR officers / Managers
- All employees in organizations aiming at advancing their interpersonal skills
- Entrepreneurs

Objectives of this programme

This short course aims to prepare participants for successful conflict resolution in the workplace. It is designed to equip participants with relevant and practical skills to expand personal understanding of how one can manage conflict with best attitude and daily practices that will bring competitive edge to the organization.

FACULTY PROFILE

Mr. R. Sibandze (MBA, BBA, Dip.Ed)
Mrs L. Mkhaliphi (MBA, Hon. HRM, BA HRM)

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Understanding Conflict
Unit 2: Phases of conflict
Unit 3: Conflict Management Skills
Unit 4: Basic Communication Strategies
Unit 5: Group Conflict Management
Unit 6: Grievance Handling

What Will Set You Apart?

On completion of this course, you will be able to:

- Apply conflict management skills
- Avoid conflict
- Manage conflict
- Appreciate the role of attitude in conflict management
- Master ways to avoid conflict of interest

WHERE: IDM Campus
Matsapha Executive Room

WHEN:
15 Apr. –16 Apr. 2021

Duration: 2 Days

CLASS TIMES
09:00-16:00 hrs

FEES
E1200 Per person/day
Please note that programme fees
and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Mr. Richard Sibandze
Tel: +268 2550
4085/25185743
Email: richards@idmbls.ac.sz

FURTHER INFORMATION ON IDM PROGRAMMES

URL: www.idmbls.com

TITLE: Supervisory Skills Training

Programme Introduction

This training course provides participants with strategies for effective supervision, and the skills and knowledge required to lead a team or work-group in a business environment. The course includes developing plans, providing supervising the performance of a work team. Through the trainer's expertise and practical knowledge, participants will be able to define the key concepts associated with supervisory skills.

Who Should Attend?

This course appropriate for:

- Human resources managers;
- Departmental heads and,
- Supervisors who have a responsibility to achieve company goals through other people in an organization.

Objectives of this programme

To capacitate participants with skills on how to use a relationship based management process that supports achieving improved business results; understand how attitudes affect personal productivity of employees; recognize how the behaviors of effective managers help with the achievement of effective business results; Practice sharing power, resulting in power becoming a multiplier within the company; examine and align their expectations, the company's and the employee's and gain employee trust through the use of respect and recognition.

FACULTY PROFILE

Mr. R. Sibandze (MBA, BBA, Dip. Ed)
Mrs L. Mkhalihi (MBA, Hon. HRM, BA HRM)

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Supervision overview
Unit 2: Effective communication
Unit 3: Managing Conflict
Unit 4: Discipline handling
Unit 5: Performance Evaluation
Unit 6: Feedback

What Will Set You Apart?

On completion of this course, you will be able to:

- Effectively coordinate any group of employees no matter how diverse they are
- Focus employee efforts on issues they can control or influence and away from issues where they have no control;
- Align performance expectations.

TITLE: Training Needs Analysis

WHERE: IDM Campus
Matsapha Executive Room

DURATION: 3 days

14 July – 16 July 2021

CLASS TIMES

09:00 - 16:00

FEES

E1200 Per person/day

Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person:

Mr. Richard Sibandze

Tel: +268 2550 4085 /
25185743

Email: richards@idmbls.ac.sz

FURTHER INFORMATION ON IDM PROGRAMMES

URL: www.idmbls.com

Programme Introduction

Training Needs Analysis (TNA) is not a compilation of employees' training requirements. Neither is it simply talking to a few supervisors or circulating a memo to supervisors asking them to rank the courses listed. To be effective, a TNA has to address business needs and close performance gaps. With the right approach and understanding, manager will be able to conduct an effective TNA that ensures that training is targeted at the right competencies, the right employees and is addressing a business need.

Who Should Attend?

- Current and aspiring managers,
- Supervisors and,
- Human resource administrators / Managers

Objectives of this programme

This short course aims to prepare participants to better identify common training needs for their organizations. It is designed to equip participants with relevant and practical skills to expand personal understanding of how one can draw training plans to the benefit of all employees while enhancing work efficiency.

Benefits

Participants will be trained on how to maximize training efficiency and career development focusing on the betterment of both the organization and employees equally. Class discussions will allow participants to learn from fellow students and discuss contemporary issues, like closing techniques and recruitment challenges.

FACULTY PROFILE

Mr. R. Sibandze (MBA, BBA, Dip. Ed)

Mrs L. Mkhalihi (MBA, Hon. HRM, BA HRM)

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

Unit 1: Training Needs Analysis Introduction

Unit 2: Complexity of TNA

Unit 3: TNA models

Unit 4: Needs Assessment

What Will Set You Apart?

On completion of this course, you will be able to:

- Apply practical skills to develop TNA
- Assist management in executing the training plan

TITLE: Good Governance

WHERE: IDM Campus
Matsapha Executive Room

DURATION: 2 days
11 Feb – 12 Feb, 2021
17 Jun – 18 Jun 2021
14 Oct - 15 Oct, 2021

CLASS TIMES
09:00 - 16:00

FEES
E1200 Per person/day
Please note that programme fees and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mr. Richard Sibandze
Tel: +268 2550 4085 / 25185743
Email: richards@idmbles.ac.sz

FURTHER INFORMATION ON IDM PROGRAMMES
URL: www.idmbles.com

Programme Introduction

Governance is about how an organization is run, including the various processes, systems, and controls that are employed. But in a more specific sense, it refers to the way in which an organization is managed, especially about a governance team, or Board, that is responsible to direct and lead an organization. This involves making the key decisions regarding priorities and strategies, to allocate and delegate authority, and to adhere to

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

Executive board members, who are looking to advance in their careers by updating their skills and enhancing their

Programme
This programme is designed for preparing potential & current Board members of organizations. It is designed to equip participants with the theoretical and practical skills to expand personal knowledge and become effective in executing the

The programme will provide the skills necessary to foster good governance. Class discussion will allow participants to learn from fellow participants and discuss various closing techniques and recruitment strategies. Throughout the course content, these sessions are designed to build confidence in leading the sales function

(Dip. Ed)
(Dip. HRM, BA HRM)

COURSE CONTENT

- Unit 1:** Good governance principles
- Unit 2:** Good governance process
- Unit 3:** Financial control transparency
- Unit 4:** Roles and responsibilities
- Unit 5:** Human Resources
- Unit 6:** Strategic Planning

What Will Set You Apart?

WHERE: *IDM Campus
Matsapha Executive Room*

DURATION: 2 days
28 Jan – 29 Jan, 2021
25 Feb., – 26 Feb., 2021
27 May - 28 May, 2021

CLASS TIMES
09:00 - 16:00

FEES
E1200 Per person/day
Please note that programme fees
and dates are subject to change

ADMISSION REQUIREMENTS

No formal tertiary qualification
is required. English language
competency is required.

ENQUIRIES & APPLICATION

Contact Person:
Mr. Richard Sibandze
Tel: +268 2550 4085 /
25185743
Email: richards@idmbls.ac.sz

**FURTHER INFORMATION
ON IDM PROGRAMMES**
URL: www.idmbls.com

TITLE: Corporate Governance

Programme Introduction

Corporate governance deals with the complex set of relationships between the corporation and its board of directors, management, shareholders, and other stakeholders. In recent years, Regulators and Legislators have intensified their focus on how businesses are being run; hence the need to constantly train and capacitate executives on Corporate governance.

Who Should Attend?

- This is a course appropriate executive personnel in organizations such as:

ADMISSION REQUIREMENTS

No formal tertiary qualification is required. English language competency is required.

CERTIFICATION

On successful completion of the programme, participants will receive a competence certificate from the Institute of Development Management.

ASSESSMENTS

A discussion of live case studies is provided along with a few group activities. The case studies give an experiential learning experience and facilitate a better understanding.

COURSE CONTENT

- Unit 1:** The theories of Corporate Governance
- Unit 2:** Characteristics of good Corporate Governance
- Unit 3:** Principles of Corporate Governance
- Unit 4:** Corporate Governance in practice
- Unit 5:** Issues of Corporate Governance

What Will Set You Apart?

On completion of this course, you will be able to:

- Recognize environments exposing oneself to Corporate Governance issues
- Apply Corporate Governance principles in the workplace





