Towards the attainment of BLS national visions through human capacity development
IDM aims at being the leading provider of high-quality innovative management and organisational development in the region.

IDM Prospectus
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preamble</td>
<td>3</td>
</tr>
<tr>
<td>Client Tailored Courses</td>
<td>6</td>
</tr>
<tr>
<td>Executive Management</td>
<td>9</td>
</tr>
<tr>
<td>Business And Information Resources Management Discipline</td>
<td>12</td>
</tr>
<tr>
<td>Transport Management</td>
<td>16</td>
</tr>
<tr>
<td>Supply Chain Programmes</td>
<td>20</td>
</tr>
<tr>
<td>Advanced Word Processing (Word)</td>
<td>27</td>
</tr>
<tr>
<td>Intermediate Spreadsheet (Excel)</td>
<td>28</td>
</tr>
<tr>
<td>Intermediate Database (Access)</td>
<td>29</td>
</tr>
<tr>
<td>Project Management Programmes</td>
<td>50</td>
</tr>
<tr>
<td>Project Implementation and Management 20 Credits</td>
<td>50</td>
</tr>
<tr>
<td>Project Monitoring and Evaluation</td>
<td>51</td>
</tr>
<tr>
<td>Project Planning and Proposal Writing</td>
<td>52</td>
</tr>
<tr>
<td>Project Appraisal</td>
<td>53</td>
</tr>
<tr>
<td>Human Resource Management And Organisational Development Discipline</td>
<td>57</td>
</tr>
<tr>
<td>The Art of Public Speaking</td>
<td>58</td>
</tr>
<tr>
<td>Managing Employee Relations Seminar</td>
<td>59</td>
</tr>
<tr>
<td>Management Training for Executive Assistants</td>
<td>62</td>
</tr>
<tr>
<td>Occupational Health and Safety Management</td>
<td>63</td>
</tr>
<tr>
<td>Diploma in Human Resource Management and Development</td>
<td>68</td>
</tr>
<tr>
<td>Certificate in Human Resource Management</td>
<td>69</td>
</tr>
<tr>
<td>Diploma in Public Administration and Management (DPAM)</td>
<td>70</td>
</tr>
<tr>
<td>Certificate in Public Administration and Management (CPAM)</td>
<td>72</td>
</tr>
<tr>
<td>Diploma in Educational Management and Administration</td>
<td>74</td>
</tr>
<tr>
<td>HIV and AIDS Counselling</td>
<td>83</td>
</tr>
<tr>
<td>Counselling at the Workplace</td>
<td>93</td>
</tr>
<tr>
<td>Project Management</td>
<td>95</td>
</tr>
<tr>
<td>Resource Mobilisation</td>
<td>96</td>
</tr>
<tr>
<td>General Management</td>
<td>97</td>
</tr>
<tr>
<td>Financial Management</td>
<td>98</td>
</tr>
<tr>
<td>NGO Governance</td>
<td>99</td>
</tr>
<tr>
<td>Leadership</td>
<td>100</td>
</tr>
</tbody>
</table>

## Country Offices

### Botswana

- **The Country Director IDM**
  - P O Box 1357
  - Gaborone, Botswana
  - Phone: +267 3612100
  - Fax: +267 3913296
  - Email: directorB@idmbls.com
  - Plot NO. 21222, 21254
  - Bobuto Road
  - Baborone, Botswana

### Lesotho

- **The Country Director IDM**
  - P O Box 1381
  - Maseru, Lesotho
  - Phone: +266 (22) 312 868
  - Fax: +266 (22) 310 084
  - Email: director@idm.co.ls
  - Plot No. 129
  - Mosheshoe Road
  - Maseru, Lesotho

### Swaziland

- **The Country Director IDM**
  - P O Box 1534
  - Mbabane, Swaziland
  - Phone: +268 (2) 518 5743/4
  - Fax: +268 (2) 518 5743/4
  - Email: director@idmbls.ac.sz
  - University Road
  - Kwaluseni

### Francistown

- **Country Director IDM**
  - Private Bag 00244
  - Francistown, Botswana
  - Tel: +2672410300
  - Fax: +2672410315
  - ftowncampus@idmbls.com
  - Plot 1540, Francistown

Visit our web site at www.idmbls.com
Preamble

IDM Vision

IDM aims at being the leading provider of high-quality innovative management and organisational development in the region.

IDM Mission

Management development through training, consulting and research.

Introduction

Welcome to the Institute of Development Management (IDM), a unique partner of the public sector, private organisations and the industry. Since its inception in 1974 the Institute has striven to promote socio-economic development in the region. Although its mandate has been to focus on the three BLS countries namely Botswana, Lesotho and Swaziland, of recent there has been a steady increase in the number of IDM activities in the wider SADC region.

The Institute is an autonomous institution and operates under the general direction of a Governing Board composed of representatives from government, industry and universities in each of the BLS countries. Administratively, it is headed by a Regional Director who is the Chief Executive Officer. There are country offices headed by a Country Director.

IDM’s Core Business

The Institute’s core business is to help the public and private sector organisations meet their management needs through training, consultancy, and research services.

These services are also available to local and international organisations wishing to improve their management performance; design and improve organisational management procedures; conduct feasibility studies and market research, and provide general advice and guidance at all management levels.

The available expertise is extensive, covering the following key areas: Business and Information Resources Management, Human Resource Management and Organisational Development, and Public Health Management.

ISO Certification

The Institute of Development Management, Regional Office and Gaborone (Botswana), Lesotho and Swaziland Campuses, have been ISO certified, for Quality Management.

ISO Certificate 9001: 2008

Visit our web site at www.idmbls.com
Registration and Accreditation

IDM is registered and accredited as a Training Institute by the Botswana Qualifications Authority (BQA) in Botswana and Council on Higher Education (CHE) in Lesotho. BQA and CHE are regulatory and quality assurance bodies set up in Botswana and Lesotho to help training providers enhance their meeting of quality standards. Plans are also underway for IDM’s training courses to be also accredited by similar bodies in Swaziland.

In order to share professional expertise and experience, IDM is affiliated to the following organisations:

• African Association of Public Administration and Management (AAPAM)
• Association of Management Training Institutions of Eastern and Southern Africa (AMTIESA)
• Commonwealth Association for Public Administration and Management (CAPAM)
• International Association of Schools and Institutions of Administration (IASIA)
• The Africa Health Leadership and Management Network (AHLNM)
• International Vocational Education and Training Association (IVETA)
• Africa Capacity Alliance (ACA)
• AMREF Health Africa

Other IDM collaborations are with the following:

1. Indiana University (IU).
2. Local Enterprise Authority (LEA)
3. Malawi Institute of Management.
4. Botswana Qualifications Authority (BQA)
5. University Of Stellenbosch
6. University of Namibia (UNAM)
7. University of Bolton (UoB)
8. Ivy Tech Community College
9. Bristol-Myers Squibb Foundation
10. Association of Business Managers and Administrators (ABMA)
11. Institute of Commercial Management (ICM)
12. The Instituto Medio de Ciencias Documentais
13. Chartered Institute of Logistics and Transport (CILT)
14. Polytechnic of Namibia
15. Regional Psychosocial Support Initiative (REPSI)

Professional Staff

The Institute has over fifty full-time, highly qualified and experienced academic staff, who are BQA registered and have a wide variety of specialisations, operating in all the three countries. In addition, however, there is a pool of Associate Consultants in each country, who are used as and when there is need.

IDM aims at being the leading provider of high-quality management and organisational development in the region.
Learning Credits

Learning Credits for each course are described at the top right of each course. These credits are offered strictly in line with the requirements of the Botswana Qualifications Authority (BQA) or in line with the Human Resource Development framework. BQA has adopted the international credit value standard, where One Credit represents Ten Hours of notional learning time while HRDC considers one credit to be equal to eighteen notional hours. According to IDM planning, 10 notional hours equates to 5 days. A certificate level course generates a total of 120 Credits. Learning Credits are based on the following learning activities:

- Formal, direct learning, including classes, training sessions, coaching, seminars, and tutorials;
- Practical work in laboratories or other locations;
- Information retrieval e.g. from libraries or through the Internet;
- Self-directed study, such as private study, revision or remedial work;
- Work-based activities that lead to formal assessment;
- Practice-gaining, applying and refining skills;
- Undertaking all kinds of assessment;
- Counselling, mentoring, reflection;

IDM Training Courses

IDM runs two basic types of courses i.e. client based (tailor made courses) and generic courses. Participants have an option of taking a full course or choose particular modules. The mode of delivery accommodates full time and or part time studies.
Client Tailored Courses

"This prospectus includes our scheduled public access courses. In addition, we regularly tailor courses to meet clients’ particular needs and expectations and enquiries for such courses are always welcome."

Course Fees

The course fees are obtainable on request from the country offices.

Accommodation and Catering IDM offers limited hostel-type accommodation but would assist with information in finding accommodation.

For the Botswana Gaborone and Lesotho Campuses, an on-campus subcontracted catering company provides meals.

Admission Procedures

Admission procedures are standardised. Applicants may apply to be admitted to do a full course or selected modules in a course. Upon application for admission participants may apply for Recognition of Prior Learning Assessment either to seek exemption from doing modules which they are convinced they already have competencies in and transfer credits, or for admission into courses.

Details on admission procedures and Recognition of Prior Learning Assessment can be obtained from the nearest IDM office. Applications should reach IDM at least six weeks before the start of the course for Certificate and Diploma courses and four weeks for short courses. All courses shall be run subject to a minimum number of applications.

IDM recognises both formal and non-formal prior learning and shall determine its equivalence to certificate and diploma courses. Recognition of Prior Learning (RPL) will be through access (to satisfy admission requirements) and credit transfer. In line with the IDM Academic Regulations, credit transfer not exceeding 33% of the total credits for a certificate and diploma course is allowed thus leading to a shorter period of learning than it would normally be the case.

Documentation for RPL shall be submitted with admission applications. Participants wishing their prior learning to be recognised, can obtain more information from IDM offices.

Facilities

IDM has multi-media resource centres / libraries and computer laboratories located at its campuses.
### IDM Governing Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. M. Kolotsane (Chairperson)</td>
<td>Lesotho</td>
<td></td>
</tr>
<tr>
<td>Mr. E. M. Madlopha (Vice Chairperson)</td>
<td>Swaziland</td>
<td></td>
</tr>
<tr>
<td>Mr. F.J. van Wyk</td>
<td>Botswana</td>
<td></td>
</tr>
<tr>
<td>Dr.PB. Mkhonta</td>
<td>Swaziland</td>
<td></td>
</tr>
<tr>
<td>Mr. B. Stewart</td>
<td>Swaziland</td>
<td></td>
</tr>
<tr>
<td>Mr. T. Green</td>
<td>Lesotho</td>
<td></td>
</tr>
<tr>
<td>Mrs B. Ntando</td>
<td>Swaziland</td>
<td></td>
</tr>
<tr>
<td>Mr. R. Matlhare</td>
<td>Botswana</td>
<td></td>
</tr>
<tr>
<td>Mrs. M.E. Rapapa</td>
<td>Lesotho</td>
<td></td>
</tr>
<tr>
<td>Mrs. R. Maphorisa</td>
<td>Botswana</td>
<td></td>
</tr>
<tr>
<td>Dr. K. Mokobocho-Mohlakoana</td>
<td>Botswana</td>
<td></td>
</tr>
<tr>
<td>Dr S. Ndzinge</td>
<td>Botswana</td>
<td></td>
</tr>
</tbody>
</table>

### Executive Management

#### Regional Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Karabo Mokobocho-Mohlakoana, PhD, MSc, BSc, PGCE, ACE</td>
<td>Regional Director</td>
<td></td>
</tr>
<tr>
<td>Ms Ntsebo Litaba, FCCA (UK), FCPA (Bots)</td>
<td>Director of Finance</td>
<td></td>
</tr>
<tr>
<td>Mr Sipho Mbebe, MSc HRM, BA</td>
<td>Director of Corporate Services</td>
<td></td>
</tr>
<tr>
<td>Mrs B. Ntando</td>
<td>Swaziland</td>
<td></td>
</tr>
<tr>
<td>Mr. R. Matlhare</td>
<td>Botswana</td>
<td></td>
</tr>
<tr>
<td>Mr. Pule Motsopa CIA, CCSA</td>
<td>Internal Auditor</td>
<td></td>
</tr>
</tbody>
</table>

#### Country Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Faith Tombale, MEd, BA + CCE</td>
<td>Botswana</td>
</tr>
<tr>
<td>Ms. Limakatso Mosese, MSc HRD, PGD HPA, BA</td>
<td>Lesotho</td>
</tr>
<tr>
<td>Ms. Nonhlanhla Dlamini, MBA, BSc, Dip, Commercial Teaching</td>
<td>Swaziland</td>
</tr>
</tbody>
</table>
### Assistant Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Onalenna Seito-Kgokgwe PHD, MPH, MSc Nursing, BEd</td>
<td>Assistant Director - Academic Services (Botswana)</td>
</tr>
</tbody>
</table>

### Other Senior Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. J. Kgampi MNsc (Community Health Nursing)</td>
<td>Campus Manager Francistown BEd Nursing, Dip. Midwifery, Dip. General Nursing</td>
</tr>
<tr>
<td>Mrs. Nelisiwe Vilakati</td>
<td>Accountant (Regional Office)</td>
</tr>
<tr>
<td>Ms. Susan Orman MBA, ACCA, CIS</td>
<td>Accountant (Botswana)</td>
</tr>
<tr>
<td>Accountant (Botswana)</td>
<td>Accountant (Lesotho)</td>
</tr>
<tr>
<td>Mr. Lawrence Mutyaba ACCA</td>
<td>Accountant (Swaziland)</td>
</tr>
<tr>
<td>Mrs. Palesa Motleleng B Hons Marketing</td>
<td>Marketing Manager (Lesotho)</td>
</tr>
<tr>
<td>Ms. Tsholofelo Mathibe B Com HRM, DPFA</td>
<td>HR &amp; Admin Manager (Botswana)</td>
</tr>
<tr>
<td>Mrs. Maboitumelo Toloane MD, PGD HRM, BA</td>
<td>HR &amp; Admin Manager (Lesotho)</td>
</tr>
<tr>
<td>Mrs Nomsa Dlamini MA (Social Work), BA (Hon)</td>
<td>HR &amp; Admin Manager (Swaziland)</td>
</tr>
<tr>
<td>Mr. Phillip Molokomme BSc</td>
<td>IT Manager (Botswana)</td>
</tr>
<tr>
<td>Mr. W. Sekgatsa MSc Strategic Management</td>
<td>Academic Registrar (Botswana)</td>
</tr>
</tbody>
</table>
## IDM Faculty

**Business Information and Resources Management**

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. I. T. Mogobe</td>
<td>PC, bw MBA, BSc (Hons); FMC</td>
</tr>
<tr>
<td>Mrs. B. Peto</td>
<td>PC, bw MSc, BA</td>
</tr>
<tr>
<td>Mr. M. Chida</td>
<td>PC, bw MA, BA</td>
</tr>
<tr>
<td>Mrs. D. Sikana</td>
<td>SC, bw MBA, GGMA, ACMA, ACPA, MCIPS</td>
</tr>
<tr>
<td>Ms. J. Moloi</td>
<td>SC, bw MA, PGDE, BA</td>
</tr>
<tr>
<td>Mr. V. Tsabedze</td>
<td>SC, sz MA, BA, Certificate in Project Management, Advance Certificate Health Management Programme, Certificate in E-learning, MDP</td>
</tr>
<tr>
<td>Mr. S. Rangobana</td>
<td>SC, bw MBA, BSc, BEng</td>
</tr>
<tr>
<td>Mr. B. Lesedi</td>
<td>SC, bw MBA, BACC, HND (Accounting)</td>
</tr>
<tr>
<td>Ms. B. Tawana</td>
<td>SC, bw AAT, MCIPS</td>
</tr>
<tr>
<td>Mr. D. Sebata</td>
<td>SC, bw MSc, MCIPS, Advanced Diploma in Computer Applications, Dip. In Stores Management and Stock Control.</td>
</tr>
<tr>
<td>Mr. B. Kiyanga</td>
<td>SC, bw B Com (Finance), Hon. BCom (Accounting), CPA, FCA</td>
</tr>
<tr>
<td>Mr. P. Liato</td>
<td>SC, bw CIPS, BA</td>
</tr>
<tr>
<td>M. O. Maphorisa</td>
<td>SC, bw BLIS, MARM</td>
</tr>
<tr>
<td>Ms. M. Gaebbepe</td>
<td>SC, bw MBA, PGDE, BSc, Dip. Project Mgt.</td>
</tr>
<tr>
<td>Mr. E. Howe</td>
<td>SC, sz MA (IT), BA (IT) Certificate in Business Process Information Systems</td>
</tr>
<tr>
<td>Mrs. M. Lebakeng</td>
<td>SC, ls MBA, PGD Management, BBA, Certificate in Project Management</td>
</tr>
<tr>
<td>Mr. C. Makumucha</td>
<td>C, sz CISA, Bsc</td>
</tr>
<tr>
<td>Mr. M. Maferuka</td>
<td>C, ls B.Eng (Computer Systems and Networks), CCNA 1 – 4</td>
</tr>
<tr>
<td>Mr. B. Madlela</td>
<td>C, sz B.Ed Management (Hons)</td>
</tr>
<tr>
<td>Mr. F. Nyaumwe</td>
<td>C, sz MBA, BA (Business Studies), Adv. Diploma in Purchasing &amp; Supply Management</td>
</tr>
<tr>
<td>Mr. N. Zitha</td>
<td>C, sz B.Com. (Hon) CIS, Diploma in Education</td>
</tr>
</tbody>
</table>
### Human Resource Management and Organisational Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. J. T. Batlhophi</td>
<td>SC</td>
<td>MBA, BSc, (Hons) PHI, MiFST (UK)</td>
</tr>
<tr>
<td>Mrs. S. Mpoeleng</td>
<td>SC</td>
<td>MA HRM, BA, PGDE, CIPD (UK)</td>
</tr>
<tr>
<td>Mrs. E. Chimusoro</td>
<td>SC</td>
<td>MBA, PDGM, Dip Auto Technology, FETC</td>
</tr>
<tr>
<td>Mr. K. N. Relaeng</td>
<td>SC</td>
<td>MPA, BSW</td>
</tr>
<tr>
<td>Mr. B. Masetlhe</td>
<td>SC</td>
<td>LLB</td>
</tr>
<tr>
<td>Ms. C. Mhozya</td>
<td>SC</td>
<td>MEd, BEd, PTC</td>
</tr>
<tr>
<td>Mrs. E. Chimusoro</td>
<td>SC</td>
<td>MPA, BSW</td>
</tr>
<tr>
<td>Ms. K. Thamae</td>
<td>SC</td>
<td>Med Education and Development, Med Curriculum Studies, BA Education</td>
</tr>
<tr>
<td>Mr. A. Dlamini</td>
<td>SC</td>
<td>MA (Labour Studies), BASS, IMS</td>
</tr>
<tr>
<td>Ms. M. Hlalele</td>
<td>SC</td>
<td>MA HRP&amp;D, BEd</td>
</tr>
<tr>
<td>Mr. L. Gwangwadza</td>
<td>C</td>
<td>Msc Leadership and Change Management, Btech, HRM, Dip HRM</td>
</tr>
</tbody>
</table>

### Public Health Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. T. Paul</td>
<td>PC</td>
<td>MSSA, BSW</td>
</tr>
<tr>
<td>Mr. T. Tomeletso</td>
<td>SC</td>
<td>MPH, MSSA, BSW</td>
</tr>
<tr>
<td>Mr. T. Keakabetse</td>
<td>SC</td>
<td>MPH, BSc Nursing</td>
</tr>
<tr>
<td>Mr. C. Dlamini</td>
<td>SC</td>
<td>MSocial Work, BASS</td>
</tr>
<tr>
<td>Mrs. M. Hlalele</td>
<td>SC</td>
<td>Med, BA, Dipl. Adult Education, Cert. Environmental Health</td>
</tr>
<tr>
<td>Mrs. M. T. Bhembe</td>
<td>C</td>
<td>BA (Hons) Health Sciences, Dip General Nursing, Dip Midwifery</td>
</tr>
<tr>
<td>Mrs. Z. Simelane</td>
<td>C</td>
<td>BSc. (Consumer Science), Dipl. (OSH), Cert. Safety Management</td>
</tr>
</tbody>
</table>

### Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. B. E. G. Badisang</td>
<td>Librarian</td>
<td>MA, PGDip - IS, PGDip-LIS, BA+CDE, Associate - CILIP</td>
</tr>
<tr>
<td>Mrs. M. Malakoane</td>
<td>Ass. Librarian</td>
<td>Adv Dip Bus Mgt, Dip Mgt off Admin, Dip Library Studies</td>
</tr>
<tr>
<td>Vacant</td>
<td>Ass Librarian</td>
<td></td>
</tr>
</tbody>
</table>

**PC** - Principal Consultant  **SC** - Senior Consultant  **C** - Consultant
### Short Courses Available on Request

#### Analysis and Planning of Investment Projects  
**Duration:** 5 weeks  
- **Foundation module:** Macroeconomic context  
- **Planning module:** Strategic positioning of the project, Operational planning of the project, Project proposal formulation  
- **Profitability Analysis module:** Financial Feasibility, Economic Feasibility, Market Structure Analysis  
- **Practicability module:** Computer application, Development of a case study, Preparation and presentation of a project proposal

#### Finance for Non Financial Managers  
**Duration:** 5 days  
- Read and interpret the information of financial statements  
- Undertake financial analysis for their decision requirements  
- Carry out performance evaluation through variance analysis  
- Prepare different types of budgets for their divisions or departments

#### Working Capital Management  
**Duration:** 2 days  
- Cash management  
- Accounts receivable management  
- Inventory management  
- Accounts payable management
**ICT Courses Available on Request**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS Project</strong>: Learn to manage our project with this fine software</td>
<td>4 days</td>
</tr>
<tr>
<td><strong>IT &amp; Productivity</strong>: How can you guarantee productivity on your big IT investment?</td>
<td>1 day</td>
</tr>
<tr>
<td><strong>EPI Info: Statistics and Data Analysis</strong>: Must for health management professionals.</td>
<td>5 days</td>
</tr>
<tr>
<td><strong>Designing and delivering high impact Presentations with Power Point</strong>: Learn how to create professional presentation with PowerPoint</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>Advanced Excel</strong>: Learn creating and working with complex formula in this popular spreadsheet software</td>
<td>3 days</td>
</tr>
<tr>
<td><strong>Advanced Internet Searching Skills</strong>: Learn how to effectively search the Web in an organized manner</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>Web development with Dream-weaver</strong>: Learn developing professional web sites.</td>
<td>5 days</td>
</tr>
<tr>
<td><strong>DTP with MS Publisher</strong>: Learn the art of designing and producing publication with Publisher</td>
<td>5 days</td>
</tr>
<tr>
<td><strong>Graphics with Word</strong>: Learn to design and produce professional publications with this popular software</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>Introduction to computers</strong> (Evening 3 weeks- 3 nights a week 3hr a night)</td>
<td>9 days</td>
</tr>
</tbody>
</table>

**Records and Information Management**
- Enhancing Organisational Communication
- Management
- Records and Information Management
- Basic Computer Application skills

“This prospectus includes our scheduled public access courses. In addition, we regularly tailor courses to meet clients’ particular needs and expectations and enquiries for such courses are always welcome.”
### Supply Chain and Logistics Management
**Short Courses Available on Request**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tendering and Contracting in Project Management</strong></td>
<td>2 weeks</td>
</tr>
<tr>
<td>• Procurement Method and Principles</td>
<td></td>
</tr>
<tr>
<td>• Tendering and Contracting Procedures.</td>
<td></td>
</tr>
<tr>
<td>• Contract Types and Administration</td>
<td></td>
</tr>
<tr>
<td><strong>Stores Management and Stock Control</strong></td>
<td>4 weeks</td>
</tr>
<tr>
<td>• Stores Administrations</td>
<td></td>
</tr>
<tr>
<td>• Stock Control</td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing and Material Management</strong></td>
<td>4 weeks</td>
</tr>
<tr>
<td>• Purchasing and Materials Management</td>
<td></td>
</tr>
<tr>
<td>• Logistics management</td>
<td></td>
</tr>
<tr>
<td>• Specifications and quality management</td>
<td></td>
</tr>
<tr>
<td>• Purchasing Techniques</td>
<td></td>
</tr>
<tr>
<td>• Supplier selection &amp; supplier management</td>
<td></td>
</tr>
<tr>
<td>• Stock replenishment methods and stock management</td>
<td></td>
</tr>
<tr>
<td>• Legal applications in procurement and examination</td>
<td></td>
</tr>
</tbody>
</table>
## Accounting and Auditing

### Short Courses Available on Request

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Government Accounting</strong></td>
<td></td>
</tr>
<tr>
<td>• Introductory Bookkeeping</td>
<td>3 weeks</td>
</tr>
<tr>
<td>• Introductory Government Accounting</td>
<td></td>
</tr>
<tr>
<td><strong>Internal Auditing</strong></td>
<td></td>
</tr>
<tr>
<td>• Introduction to Internal Auditing</td>
<td>5 weeks</td>
</tr>
<tr>
<td>• Organisation of Internal Auditing Function</td>
<td></td>
</tr>
<tr>
<td>• Strategic Planning for Internal Auditing</td>
<td></td>
</tr>
<tr>
<td>• Auditing Techniques</td>
<td></td>
</tr>
<tr>
<td>• Audit of Computer based systems</td>
<td></td>
</tr>
<tr>
<td>• Tax Audit</td>
<td></td>
</tr>
<tr>
<td>• Internal Audit Reporting</td>
<td></td>
</tr>
</tbody>
</table>
Transport Management | 10 Credits

Course Objective
The course is intended to equip participants with effective and efficient transport management tools that will help them make better strategic and operational transport management decisions.

Target Group
Transport/ Fleet Managers and Officers

Module organisation
- Data Management in Microsoft Excel
- Rental Contract Management Principles
- Supply Chain Management and Inventory Control
- Freight Routing and Custom Clearance
- Principles of Internal Combustion Engine and Its peripherals
- Maintenance Types and Procedures
- Forecasting and Scheduling Transport
- Occupational Safety, defensive driving and road safety
- Project and Process Improvement
- Budgeting and Replacing a Capita asset, pricing Auditing Transport Operations
- Supply Chain Contracts

Duration: 2 weeks

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TNS-01</td>
<td>Gaborone</td>
<td>13 June 2016 – 24 June 2016</td>
</tr>
<tr>
<td>TNS-02</td>
<td>Swaziland</td>
<td>4 July 2016 – 15 July 2016</td>
</tr>
<tr>
<td>TNS-03</td>
<td>Francistown</td>
<td>16 May 2016 – 27 May 2016</td>
</tr>
</tbody>
</table>
International Certificate in Logistics and Transport

<table>
<thead>
<tr>
<th>Course Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is intended to increase knowledge, skills and confidence of front line supervisors and managers working in the logistics and transport industry.</td>
</tr>
</tbody>
</table>

Target Group

Logistics and transport front line supervisors and managers.

Module organisation

Core Modules
- Managing the Logistics and Transport Environment
- Managing Resources
- Customer Service and Quality Management in Transport Operations

Optional Modules (Choose One)
- Warehousing and Store Operations
- Freight Operations
- Fleet Management
- Passenger Transport

Duration

Two weeks

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CILT-01</td>
<td>Lesotho</td>
<td>18 January 2016 – 24 June 2016</td>
</tr>
</tbody>
</table>
**International Diploma in Logistics and Transport**

**Course Objective**
This course is intended to assist logistics and transport middle managers to develop a strategic skills in managing logistics and transport operations.

**Target Group**
Holders of International Certificate in Logistics and Transport or equivalent qualification.

**Module organisation**
- Managing Transport and Logistics Operations
- Resource Management
- Transport Economics and Finance
- Supply Chain and Logistics
- Inventory Management
- Passenger Transport

**Duration: 1 year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDLT-01</td>
<td>Lesotho</td>
<td>20 July 2016 – 26 June 2017</td>
</tr>
</tbody>
</table>
International Advanced Diploma in Logistics and Transport

Course Objective
This degree equivalent course is intended to develop strategic decision making skills in logistics and transport.

Target Group
Holders of International Diploma in Logistics and Transport or equivalent qualification.

Module organisation
- Strategic Management and Leadership
- Strategic Environment for Logistics and Transport
- Organisation Level Planning in Logistics and Transport
- Research Methodology which includes a work based research project.

Duration: 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IADLT-01</td>
<td>Lesotho</td>
<td>18 January 2016 – 14 December 2018</td>
</tr>
</tbody>
</table>
Professional Diploma in 
Procurement and Supply (CIPS, UK)

Course Objective
The course is intended for people charged with the responsibility of managing the supply chain operations.

Target Group
Middle and senior-level personnel responsible for purchasing and supply activities in an organisation.

Module Organisation
Certificate in Procurement and Supply Operations

Semester One
• Procurement and supply principles (NC1)
• Procurement and supply functions (NC 2)
• Procurement and supply processes (NC 3)
• Procurement and supply administration (NC4)
• Procurement and supply stakeholders (NC 5)

Semester Two
• Procurement and supply environments (AC 1)
• Procurement and supply operations (AC 2)
• Procurement and supply workflow (AC 3)
• Inventory and logistics operations (AC 4)
• Procurement and supply relationships (AC 5)

Supply Chain Programmes

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDPS-01</td>
<td>Lesotho</td>
<td>29 February 2016 - 25 November 2016</td>
</tr>
<tr>
<td>PDPS-02</td>
<td>Lesotho</td>
<td>29 February 2016 - 25 November 2016</td>
</tr>
<tr>
<td>PDPS-03</td>
<td>Swaziland</td>
<td>18 January 2016 - 30 November 2016</td>
</tr>
</tbody>
</table>
Diploma in Procurement and Supply

Module Organisation

- Contexts of procurement and supply (D 1)
- Business needs in procurement and supply (D 2)
- Sourcing in procurement and supply (D 3)
- Negotiating and contracting in procurement and supply (D 4)
- Managing contracts and relationships in procurement and supply (D 5)

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS-01</td>
<td>Lesotho</td>
<td>29 February 2016 - 25 November 2016</td>
</tr>
<tr>
<td>DPS-02</td>
<td>Swaziland</td>
<td>18 January 2016 - 30 November 2016</td>
</tr>
</tbody>
</table>

Advanced Diploma in Procurement and Supply

Module Organisation

Core Modules

- Management in procurement and supply (AD 1)
- Managing risk in supply chains (AD 2)
- Improving the competitiveness of supply chains (AD 3)

Optional Modules (Choose Two)

- Category management in procurement and supply (AD 4)
- Sustainability in supply chains (AD 5)
- Operations management in supply chains (AD 6)

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADPS-01</td>
<td>Gaborone</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
<tr>
<td>ADPS-02</td>
<td>Francistown</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
</tbody>
</table>
Professional Diploma in Procurement and Supply

**Module Organisation**

Core Modules

- Leadership in procurement and supply (PD 1)
- Corporate and business strategy (PD 2)
- Strategic supply chain management (PD 3)
- Optional Modules (Choose Two)
- Supply chain intelligence (PD 4)
- Programme and project management (PD 5)
- Legal aspects in procurement (PD 6)

**Duration: 1 year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDPS-01</td>
<td>Gaborone</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
<tr>
<td>PDPS-02</td>
<td>Francistown</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
</tbody>
</table>
BSc (Hons) Supply Chain Management (University of Bolton (UK) Qualification)

Course Objective

The course is intended to develop participants at final honours degree level appropriate transferable knowledge and skills which reflect academic developments in the field of supply chain management including current best practice.

Target Group

Holders of
• Qualifications at UK HE4 and HE5 in a suitable subject area such as Business Management.
• Diploma (level 5) in Purchasing and Materials Management
• Diploma (level 5) in Logistics Management
• CIPS certificate (Level 3) and Foundation Diploma (level 4) with relevant work experience
• CIPS Advanced Diploma (level 5) in Purchasing and Supply

Module Organisation

Holders of
• Sustainable Supply Chain Strategy
• Procurement Management
• Logistics and Operations Management
• Research and Problem-solving
• Project (Self-directed study and research with supervisor support (40 credits)

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM - 01</td>
<td>Gaborone</td>
<td>25 July 2016 – 24 July 2017</td>
</tr>
</tbody>
</table>
MSc Supply Chain Management
(University of Bolton (UK) Qualification)

Course Objective
The programme is designed to equip participants with the knowledge and skills to contribute significantly to the operation and improvement of contemporary supply chains. It will enable participants to successfully respond to demands of a wide range of supply chain environments.

Target Group
The programme is designed to equip participants with the knowledge and skills to contribute significantly to the operation and improvement of contemporary supply chains. It will enable participants to successfully respond to demands of a wide range of supply chain environments.

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDPS-01</td>
<td>Gaborone</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
<tr>
<td>PDPS-02</td>
<td>Francistown</td>
<td>18 July 2016 – 31 May 2017</td>
</tr>
</tbody>
</table>
BSc (Hons) Supply Chain Management
(University of Bolton (UK) Qualification)

Course Objective
The course is intended to develop participants at final honours degree level appropriate transferable knowledge and skills which reflect academic developments in the field of supply chain management including current best practice.

Target Group
Holders of
• Qualifications at UK HE4 and HE5 in a suitable subject area such as Business Management.
• Diploma (level 5) in Purchasing and Materials Management
• Diploma (level 5) in Logistics Management
• CIPS certificate (Level 3) and Foundation Diploma (level 4) with relevant work experience
• CIPS Advanced Diploma (level 5) in Purchasing and Supply

Module Organisation
Holders of
• Sustainable Supply Chain Strategy
• Procurement Management
• Logistics and Operations Management
• Research and Problem-solving
• Project (Self-directed study and research with supervisor support (40 credits)

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM - 01</td>
<td>Gaborone</td>
<td>25 July 2016 – 24 July 2017</td>
</tr>
</tbody>
</table>
**MSc Supply Chain Management**  
*(University of Bolton (UK) Qualification)*

**Course Objective**

The programme is designed to equip participants with the knowledge and skills to contribute significantly to the operation and improvement of contemporary supply chains. It will enable participants to successfully respond to demands of a wide range of supply chain environments.

**Target Group**

Holders of BSc Supply Chain Management, Professional Diploma in Procurement and Supply, International Advanced Diploma in Logistics and Transport or equivalent qualification.

**Module Organisation**

- Supply Chain Strategy
- Physical Supply Chain Management
- Procurement and Operations Management
- E-Business Models and Strategies
- Finance for Managers
- Research Skills for Business and Management

**Duration:** 18 months *(Part time block delivery only)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCM - 01</td>
<td>Gaborone</td>
<td>25 July 2016 — 28 February 2018</td>
</tr>
</tbody>
</table>
Information Communication Technology Programmes

Introduction to ICT 20 Credits

Course Objective
The course is intended to equip people with the necessary knowledge and skills in basic computer applications.

Target Group
Computer Users and Potential Computer Users

Module organisation
- PC Concepts
- Microsoft Word
- Microsoft Excel
- Internet
- Microsoft Outlook

Duration 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPC-01</td>
<td>Gaborone</td>
<td>1 February 2016 - 12 February 2016</td>
</tr>
<tr>
<td>IPC-02</td>
<td>Lesotho</td>
<td>15 February 2016 - 26 February 2016</td>
</tr>
<tr>
<td>IPC-03</td>
<td>Swaziland</td>
<td>25 April 2016 - 6 May 2016</td>
</tr>
<tr>
<td>IPC-04</td>
<td>Francistown</td>
<td>15 February 2016 – 26 February 2016</td>
</tr>
</tbody>
</table>
Advanced Word Processing (Word)  

**Course Objective**
The purpose of this course is to equip participants with advanced skills of Word Processing enabling them to produce professional standard quality documents.

**Target Group**
Computer users with basic skills in computer applications.

**Module organisation**
- Formatting
- Graphics and Objects (OLE)
- Tables
- Advanced Templates and Word Applications
- Document Protection
- Advanced Mail Merge Techniques
- Incorporate Document Styles and Tables of Content

**Duration: One week**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWP-01</td>
<td>Gaborone</td>
<td>15 February 2016 – 19 February 2016</td>
</tr>
<tr>
<td>AWP-02</td>
<td>Lesotho</td>
<td>04 April 2016 – 15 April 2016</td>
</tr>
<tr>
<td>AWP-03</td>
<td>Swaziland</td>
<td>09 May 2016 – 13 May 2016</td>
</tr>
<tr>
<td>AWP-04</td>
<td>Francistown</td>
<td>7 March 2016 – 12 March 2016</td>
</tr>
</tbody>
</table>
### Intermediate Spreadsheet (Excel)  

<table>
<thead>
<tr>
<th>Course Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this course is to impart skills and knowledge to those who compute and/or analyse data enabling them to produce reliable professional information.</td>
</tr>
</tbody>
</table>

### Target Group

Personnel who compute and/or analyse data

### Module organisation

- Formatting Worksheets
- Managing Worksheets
- Editing Worksheets
- Formulae
- Creating and Working with Charts

### Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE-0</td>
<td>Gaborone</td>
<td>14 March 2016 – 18 March 2016</td>
</tr>
<tr>
<td>MSE-02</td>
<td>Lesotho</td>
<td>02 May 2016 – 06 May 2016</td>
</tr>
<tr>
<td>MSE-03</td>
<td>Swaziland</td>
<td>7 March 2016 – 12 March 2016</td>
</tr>
</tbody>
</table>
### Intermediate Database (Access)  

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>10 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is intended to equip personnel with the necessary knowledge and skills in Microsoft Access.</td>
<td></td>
</tr>
</tbody>
</table>

### Target Group

Personnel who need to structure and analyse datasets. Must have basic skills in computer applications.

### Module organisation

- Database Management System Concepts
- Data Modelling
- Creating Tables and Forms
- Creating Queries and Reports

Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSA-02</td>
<td>Lesotho</td>
<td>04 July 2016 – 08 July 2016</td>
</tr>
<tr>
<td>MSA-03</td>
<td>Lesotho</td>
<td>15 August 2016 – 19 August 2016</td>
</tr>
<tr>
<td>MSA-04</td>
<td>Swaziland</td>
<td>18 July 2016 – 29 July 2016</td>
</tr>
<tr>
<td>MSA-05</td>
<td>Francistown</td>
<td>18 July 2016 – 29 July 2016</td>
</tr>
</tbody>
</table>
Diploma in Computing (DC, NCC Education, UK)

Course Objective
The Diploma in Computing (DC) is designed to provide participants with the strong analytical and business skills in IT Industry. It gives participants a broad introduction to the many aspects of business in the international environment.

Target Group
Holders of at least one of the following qualifications:
- 5 ‘O’ levels and 1 ‘A’ Level which must include English and Mathematics.
- Previous IT Work experience in IT which is deemed suitable by NCC Education
- The NCC Education International Certificate in Computer Studies (ICCS)
- An international qualification that is deemed equivalent to the ICCS programmes

Module Organisation
Level 4: Year 1
- Skill for computing
- Computer Networks
- Computer Systems
- Designing and Developing a Website
- Database
- Software Development Techniques
- Developing Object-Oriented Computer Programs
- Office Solution Development

Level 5: Year 2
- Analysis, Design and Implementation
- Agile Development
- Computing Project
- Database Development and Design
- Dynamic Websites
- Information Systems Analysis
- Network Security and Cryptography
- Professional Issues in IT

Duration: Two Years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC-01</td>
<td>Gaborone</td>
<td>18 July 2016 - 24 August 2018</td>
</tr>
<tr>
<td>DC-02</td>
<td>Swaziland</td>
<td>18 January 2016 — 24 November 2017</td>
</tr>
</tbody>
</table>
BSc (Hons) in Computing and Information Systems (BSc, NCC Education, UK)

Course Objective
The programme is intended to expose participants to greater detail and more advanced technical and personal skills necessary for taking part in the design, implementation and management of modern computer systems.

Target Group
Holders of the NCC Education International Advanced Diploma in Computer Studies

Module Organisation
- Software Engineering Methods
- Software Engineering Management
- Advanced Database Management Systems
- Corporate Communications Systems Management
- Management Support Systems
- Object Oriented Analysis and Design
- Information System Project

Duration: 1 Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc-01</td>
<td>Gaborone</td>
<td>01 August 2016 – 22 September 2017</td>
</tr>
<tr>
<td>BSc-02</td>
<td>Swaziland</td>
<td>18 January 2016 - 25 November 2016</td>
</tr>
</tbody>
</table>
**International Diploma in Business (Level 4IDB, NCC Education, UK)**

**Course Objective**
This course is intended to provide participants with the necessary balance of knowledge and skills required to play a role in business organisations. It gives participants a broad introduction to the many aspects of business in the international environment.

**Target Group**
Holders of at least one of the following qualifications:
- 5 ‘O’ levels and 1 ‘A’ Level which must include English and Mathematics.
- Work experience in business which is deemed suitable by NCC Education
- The NCC Education International Certificate in Business (ICB) or International Foundation Year (IFY)
- An international qualification that is deemed equivalent to the IFY or ICB programmes

**Module Organisation**
- Essentials of Management
- Fundamentals of Economics
- Communication for Business
- Understanding Business Organisations
- Business Mathematics
- Introduction to Finance
- eBusiness
- Principles of Marketing

**Duration: 1 Year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDB-01</td>
<td>Gaborone</td>
<td>01 August 2016 - 29 September 2017</td>
</tr>
<tr>
<td>IDB-02</td>
<td>Gaborone</td>
<td>29 February 2016 - 24 March 2017</td>
</tr>
<tr>
<td>IDB-03</td>
<td>Swaziland</td>
<td>18 January 2016 - 25 November 2016</td>
</tr>
</tbody>
</table>
**Advanced Diploma In Business Studies (L5 IADB, NCC Education, UK)**

**Course Objective**
Building on the knowledge from the International Diploma in Business Studies, this course is intended to expose participants to greater detail and more advanced topics in areas such as Economics, Marketing and Management.

**Target Group**
Holders of the NCC Education L4 International Diploma in Business (L4 IDB) qualification.

**Module Organisation**

Core Modules
- Business Economics
- Advanced Business Mathematics
- Marketing in Business
- Human Resource in Business
- Understanding Consumer Behaviour
- Financial Management
- Principles of Business Operations
- Information Systems and Organisation

Optional Modules (Choose One)
- Operations Management
- Technology and Organisation

**Duration: 1 Year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IADB-01</td>
<td>Gaborone</td>
<td>01 August 2016 - 29 September 2017</td>
</tr>
<tr>
<td>IADB-02</td>
<td>Swaziland</td>
<td>18 January 2016 - 25 November 2016</td>
</tr>
</tbody>
</table>
Bachelor of Science (Hons) in Business Administration  
(BSc, NCC Education with University of Wales, UK)

Course Objective
The programme builds on the knowledge gained during the International Advanced Diploma in Business Management (IADB) by exposing participants to greater detail and more advanced technical and personal skills necessary in the profession of Business Management.

Target Group
Holders of the NCC Education International Advanced Diploma in Business Management (IADB). Any other qualifications previously attained and accepted by the University of Wales.

Module Organisation
- Research Methods
- Management and Organisations
- Business-to Business Marketing
- Strategic operations Management
- Management of Financial Control
- Strategic Management
- Business Systems Analysis and Decision Support
- International Marketing Strategy

Duration: 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC-01</td>
<td>Gaborone</td>
<td>01 August 2016 - 29 September 2017</td>
</tr>
</tbody>
</table>
Chartered Institute of Secretaries (CIS) - Southern Africa

460 Credits

Course Objective
This programme is intended to provide a worldwide recognised qualification in Chartered secretarship.

Target Group
Holders of five subjects passed at GCE “O” level, with an “A”, “B” or “C” symbol provided include English language and either Mathematics or Accounting Or a pass in all subjects of the Association of Accounting Technicians (AAT), legal and accounting degree.

Module organisation

Level 1. Management and Administration qualification:
• Communication
• Financial accounting 1
• Economics
• General principles of commercial law

Level 2. Governance and administration qualification:
• Managing information systems
• Taxation
• Financial accounting 2
• Management principles
• Advanced Commercial Law

Level 3. Advanced Governance and administration qualification:
• Financial accounting 3
• Management accounting
• Corporate law
• Strategic management

Level 4. Post-graduate Company secretarial and governance qualification
• Corporate administration
• Corporate governance
• Corporate secretaryship
• Corporate financial management

Duration: Each level of the CIS is taught for at least 48 contact hours or 4 months culminating into the examinations.

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-01</td>
<td>Gaborone</td>
<td>18 July 2016</td>
</tr>
<tr>
<td>CIS-02</td>
<td>Lesotho</td>
<td>25 July 2016</td>
</tr>
<tr>
<td>CIS-03</td>
<td>Swaziland</td>
<td>18 January 2016</td>
</tr>
</tbody>
</table>
**Diploma in Archives and Records Management**  

**240 Credits**

**Course Objective**  
This course intends to provide participants with the requisite knowledge to set-up, implement and maintain knowledge, records, archives and information management systems for organisations and support archivists and records managers in their professional duties.

**Target Group**  
Records supervisors, records officers, records assistants, administration assistants, documentalists, information officers and library assistants performing records, archives and information management functions.

**Module organisation**

**Year 1**
- Academic Writing and Study Skills
- Introduction to Records Management
- Management of Semi – Current Records
- Introduction to Archives
- Introduction to Conservation and Preservation
- Organisational Communication
- Library and Information Studies
- Information Computing Technology
- Practicum 1

**Year 2**
- Research Methods
- Arrangement and Description of Archives
- Introduction to Electronic Records Management
- Research Project
- Introduction to Knowledge Management
- Principles of Management
- Human Resource Management
- Occupational Health and Safety
- Marketing of Information Services
- Project Management
- Public Relations
- Practicum 2

**Duration: Two years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DARM-01</td>
<td>Gaborone</td>
<td>10 July 2016 - 25 May 2018</td>
</tr>
<tr>
<td>DARM-02</td>
<td>Lesotho</td>
<td>18 January 2016 - 24 November 2017</td>
</tr>
<tr>
<td>DARM-03</td>
<td>Lesotho</td>
<td>18 July 2016 - 25 May 2018</td>
</tr>
<tr>
<td>DARM-4</td>
<td>Swaziland</td>
<td>04 July 2016 - 01 June 2018</td>
</tr>
</tbody>
</table>
Certificate in Archives and Records Management

The course is intended to equip participants with the skills on managing records, identifying and maintaining efficient filing and retrieval tools, providing preservation solutions, providing retention and disposition capabilities.

Target Group

Holders of 5 O Levels which must include English, or an assessed equivalent entry qualification, which may include prior learning.

Module organisation

- Academic Writing and Study Skills
- Management of Semi – Current Records
- Library and Information Studies
- Introduction to Records Management
- Organisational Communication
- Information Computing Technology
- Introduction to Archives
- Introduction to Conservation and Preservation
- Practicum 1

Duration

One year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARM-01</td>
<td>Gaborone</td>
<td>18 July 2016 - 25 May 2017</td>
</tr>
<tr>
<td>CARM-02</td>
<td>Lesotho</td>
<td>06 June 2016 - 02 June 2017</td>
</tr>
<tr>
<td>CARM-03</td>
<td>Swaziland</td>
<td>18 January 2016 - 25 November 2016</td>
</tr>
<tr>
<td>CARM-04</td>
<td>Francistown</td>
<td>18 July 2016 - 25 May 2017</td>
</tr>
</tbody>
</table>
**Diploma in Library and Information Management**

**Course Objective**
This course is intended to prepare participants for professional work in librarianship.

**Target Group**
Holders of 5 O Levels which must include English or an assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

**Year I: Semester I**
- Academic Writing and Study Skills
- Organisational Communication
- Introduction to Information and Communication Technology
- Introduction to Information Studies
- Information Storage & Retrieval 1 – Cataloguing

**Year I: Semester II**
- Records Management
- Information Storage & Retrieval 2 – Classification
- Collection Management & Technical Services
- Introduction to Conservation and Preservation
- Practicum / attachment

**Year II: Semester I**
- Knowledge Management
- Management Principles and Practices
- Indexing & Database Management Systems
- Marketing and Publicity of Libraries & Information Resource Centres
- Research Methods
- Information Ethics and Entrepreneurship

**Year II: Semester II**
- Project Management
- Human Resource Management
- Web & Desktop Publishing
- Research Project
- Practicum / attachment

**Duration**
Two years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLIM-0</td>
<td>Swaziland</td>
<td>18 January 2016 – 24 November 2017</td>
</tr>
</tbody>
</table>
Association of Accounting Technicians (AAT) Diploma

AAT Level 2 – Certificate

Course Objective
This course is intended to introduce participants to basic accounting and financial skills.

Target Group
Holders of 5 O Levels which must include English and Mathematics or an assessed equivalent entry qualification, which may include prior learning.

Module Organisation
- Basic Accounting I
- Basic Accounting II
- Basic Costing
- Business Economics
- Working Effectively in Accounting and Finance
- Computerised Accounting

AAT Level 3 – Diploma

This course is intended to enhance the accounting and finance skills acquired in AAT level 2 certificate programme.

Target Group
Holders of AAT level 2 Certificate.

Module Organisation
- Accounts Preparation I
- Accounts Preparation II
- Cost and Revenues
- Indirect Tax
- Spreadsheet
- Cash Management
- Professional Ethics in Accounting and Finance
**AAT Level 4 – Diploma**

**Course Objective**
The course is intended to enhance accounting and finance skills acquired in AAT levels 2 and 3.

**Target Group**
Holders of AAT level 3 Diploma.

**Module Organisation**
- Budgeting
- Financial Performance
- Financial Performance
- Financial Statements
- Business Tax
- Internal Controls and Accounting Systems
- Credit Management and Controls
- External Auditing

**Duration:** 2 Years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAT-I</td>
<td>Gaborone</td>
<td>18 July 2016 – 29 June 2018</td>
</tr>
</tbody>
</table>
**BA (Hons) Accountancy (University of Bolton (UK) Qualification)**

**Course Objective**
This course is intended to enable holders of the AAT level 4 Technician Diploma to progress to a full Bachelors Degree qualification entering at year 2 and develop at final honours degree level appropriate transferable knowledge & skills which reflect academic developments in the field of business and accounting and current best practice in accounting.

**Target Group**
Holders of AAT Level 4 Technician Diploma qualification.

**Module organisation**

**Year 2**
- Financial Accounting and Reporting (Core)
- Management Accounting & Decision Making (Core)
- Personal & Business Tax (Core)
- Auditing & Assurance (Core)
- Professional Accounting in Practice (Core)
- Contemporary Business Management (Core)

**Year 3**
- Strategic Management Accountant (Core)
- Advanced Financial Accounting & Reporting (Core)
- Investigative Study (Core)
- Advanced Taxation (Option)
- Financial Management (Option)
- Financial Crime (Option)
- Advanced Auditing Practice (Option)
- International Business & Finance (Option)

**Duration:** 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC - 01</td>
<td>Gaborone</td>
<td>18 July 2016 – 29 June 2018</td>
</tr>
</tbody>
</table>

**Basic Certificate in Public Finance and Accounting (BPFA)**

**Course Objective**
The course is intended to provide participants with the requisite skills to address the public sector finance and accounting training needs.
**Target Group**

In service junior public sector accounting, finance and audit staff and/or holders of Holders of 5 O Levels or an assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

- Basic Public Sector Accounting
- Basic Financial Accounting
- Communication Skills
- Basic Computer Skills
- Basic Maths

**Certificate in Public Finance and Accounting (CPFA)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPFA-01</td>
<td>Francistown</td>
<td>11 January 2016 - 27 May 2016</td>
</tr>
</tbody>
</table>

**Course Objective**
The course is intended to provide participants with the requisite skills to address the public sector finance and accounting training needs.

**Target Group**

This course is intended for all accounting, finance and audit staff working in the public sector and/or holders of Holders of 5 O Levels or an assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

- Introduction to public sector accounting
- Financial Accounting
- Business Communication
- Basic Computer Application Skills
- Business Maths and Statistics
- Microeconomics
- Macroeconomics
- Business Law

**Duration: 1 year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPFA-01</td>
<td>Francistown</td>
<td>18 July 2016 - 26 May 2017</td>
</tr>
</tbody>
</table>
Certificate in Accounting and Business Studies (CABS)  

**Course Objective**  
The course is intended to provide participants with the requisite business and accounting skills for entrepreneurs and lower cadre business and accounting employees.

**Target Group**  
This course is intended for holders of O level as well as in-service applicants who aspire for careers in accounting and business.

**Module organisation**  
- Financial Accounting  
- Business Communication  
- Basic Computer Application Skills  
- Business Maths and Statistics  
- Microeconomics  
- Macroeconomics  
- Business Law  
- Computer Skills

**Duration:** One year

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABS-01</td>
<td>Francistown</td>
<td>11 Jan 2016 - 14 Oct 2016</td>
</tr>
</tbody>
</table>

Diploma in Accounting and Business Studies (DABS)  

**Course Objectives**  
The course is intended to provide participants with requisite business and accounting skills to entrepreneurs and middle level business and accounting employees. It also provides a career route to those who wish to pursue more advanced studies in accounting and business.

**Target Group**  
This course is intended for holders of BGCSE as well as in-service applicants and holders of a certificate in Accounting and business Studies(CABS) who aspire for careers in accounting and business.
Module organisation

Year 1

- Financial Accounting 1
- Business Communication
- Computer Studies
- Business Maths and Statistics
- Microeconomics
- Macroeconomics
- Business Law
- Business Ethics

Year 2

Core Modules

- Company Law
- Quantitative Methods for Business
- Management Principles
- Project

Accounting Optional Modules

- Financial Accounting 2
- Auditing
- Cost and Management Accounting
- Taxation

Business Administration Option Modules

- Marketing
- Purchasing
- Entrepreneurship
- Business finance

Duration: 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DABS-0 1</td>
<td>Francistown</td>
<td>11 January 2016- 24 November 2017</td>
</tr>
<tr>
<td>Diploma in Public Finance and Accounting (DPFA)</td>
<td>240 Credits</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><strong>Course Objective</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The course provides participants with requisite skills to address the public sector finance and accounting training needs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Target Group**                             |             |
| Holders of a certificate in Public Finance and Accounting, all in service accounting, finance and audit sector staff, as well as O levels with English and maths. |

| **Module organisation**                      |             |
| **Year 1**                                   |             |
| • Financial Accounting I                     |             |
| • Business Communication                      |             |
| • Computer studies                            |             |
| • Micro –economics                            |             |
| • Introduction to Public sector accounting    |             |
| • Business Maths and Statistics               |             |
| • Macro economics                             |             |
| • Business Law                                |             |
| **Year 2**                                   |             |
| • Public Sector Accounting                    |             |
| • Human Resource management                   |             |
| • Introduction to Public Policy and governance|             |
| • Public Sector Auditing                      |             |
| • Fundamentals of materials Management        |             |
| • Quantitative methods for business           |             |
| • Public sector Financial Management          |             |
| • Project                                     |             |

| **Duration:** 2 years                        |             |

<table>
<thead>
<tr>
<th><strong>Code</strong></th>
<th><strong>Venue</strong></th>
<th><strong>Dates</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>DPFA-1</td>
<td>Francistown</td>
<td>11 January 2016 – 24 November 2017</td>
</tr>
<tr>
<td>DPFA-1</td>
<td>Lesotho</td>
<td>15 January 2016 – 01 December 2017</td>
</tr>
</tbody>
</table>
Association Of Chartered Certified Accountants (ACCA)

Course Objective
This course is intended to produce professional accountants who hold world wide recognised qualifications.

Target Group
Holders of degree in accounting or equivalent as well as AAT level 4.

Module organisation

Fundamental Level

Knowledge Modules
- F1 Accountant in Business
- F2 Management Accounting
- F3 Financial Accounting

Skills Modules
- F4 Corporate & Business Law
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit & Assurance
- F9 Financial Management

Professional Level

Essentials Modules
- P1 Professional Accountant
- P2 Corporate Reporting
- P3 Business Analysis

Optional Modules (Any Two)
- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6 Advanced Taxation
- P7 Advanced Audit & Assurance

Duration: 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCA-01</td>
<td>Swaziland</td>
<td>18 January 2016</td>
</tr>
</tbody>
</table>
Associate Degree in Marketing

Course Objective
This Course is intended to equip participants with marketing skills and knowledge.

Target Group
Business students and personnel working in an Advertising, Sales, Marketing or PR environment.

Module Organisation
The Diploma in Marketing - Part 1
- International Business Communications
- Marketing
- Advertising
- Public Relations
- Quantitative Methods for Managers

The Advanced Diploma in Marketing - Part 2
- Marketing Management
- Customer Service (New)
- Buyer Behaviour & Consumerism
- Management Theory & Practice
- IT for Marketing Management

The Graduate Diploma in Marketing - Part 3
- International Marketing
- Financial Management
- Strategic Marketing Management
- Marketing Research
- Marketing Policy & Strategy (Case Study)

The Associate Degree in Marketing
This is awarded to those candidates who, having completed the Graduate Diploma, successfully complete the assignment required for the issue of the Associate Degree. Information in respect of the assignment may be obtained from the Institute or from the ICM website.
Advanced Diploma in Health & Safety Management

Course Objective
This course is intended to provide participant with a body of knowledge that would enable them to understand and apply health and safety methodologies in the work place.

Target Group
Holders of O’level with English

Module organisation
Year 1 Certificate in Health and Safety at Work

- Essentials of Health & Safety Management
- Working Practices, Hazards and Controls
- Working Environment and Occupational Health
- Accident and Emergency Procedures

Year 2 Diploma in Health and Safety at Work

- Framework for Successful Health and Safety Management
- Promoting a Positive Health and Safety Culture
- Principals of Control
- Effective Leadership of Health and Safety

Duration: 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADHSM-01</td>
<td>Swaziland</td>
<td>18 January 2016- 08 December 2017</td>
</tr>
<tr>
<td>ADHSM-02</td>
<td>Lesotho</td>
<td>02 February 2016- 15 December 2017</td>
</tr>
</tbody>
</table>
Project Management Programmes

**Project Implementation and Management**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIM-01</td>
<td>Gaborone</td>
<td>22 Aug 2016 - 16 Sep 2016</td>
</tr>
<tr>
<td>PIM-02</td>
<td>Lesotho</td>
<td>09 May 2016 - 03 June 2016</td>
</tr>
<tr>
<td>PIM-03</td>
<td>Francistown</td>
<td>18 July 2016 – 12 August 2016</td>
</tr>
<tr>
<td>PIM-04</td>
<td>Swaziland</td>
<td>13 June 2016 - 09 July 2016</td>
</tr>
</tbody>
</table>

**Course Objective**
The course is intended to sharpen the skills of project managers in managing the life cycle of a project.

**Target Group**
Project Managers and Officers.

**Module organisation**
- From Planning to Implementation phase
- Project leadership and communication
- Financial infrastructure and resources management
- Project performance monitoring
- Computer applications for project management
- Project closing processes

**Duration:** Four weeks
Project Monitoring and Evaluation  

Course Objective  
This course offers essential training for programme and project managers in the area of monitoring and evaluation.

Target Group  
Project officers, planners, managers and consultants and anyone charged with the responsibility for monitoring and evaluation of projects.

Module organisation  
- Project Monitoring and Evaluation
- Monitoring and Evaluation concepts
- Monitoring tools & procedures
- Evaluation process
- Project audit

Duration: Three weeks  

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEP-01</td>
<td>Gaborone</td>
<td>05 September 2016 – 30 September 2016</td>
</tr>
<tr>
<td>MEP-02</td>
<td>Lesotho</td>
<td>02 November 2016 – 20 November 2016</td>
</tr>
<tr>
<td>MEP-03</td>
<td>Swaziland</td>
<td>02 November 2016 – 20 November 2016</td>
</tr>
<tr>
<td>MEP-04</td>
<td>Francistown</td>
<td>27 June 2016 – 8 July 2016</td>
</tr>
</tbody>
</table>
### Project Planning and Proposal Writing

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>10 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course is intended to offer training in project planning and proposal writing for project managers.</td>
<td></td>
</tr>
</tbody>
</table>

### Target Group

Project managers, project officers and economic planners in public, parastatal and private sector institutions as well as non-governmental organisations (NGO’s).

### Module organisation

- Project Planning and Proposal Writing
- Project planning
- Logical Framework analysis
- Financial analysis
- Project proposal

### Duration: Two weeks

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPF-01</td>
<td>Gaborone</td>
<td>18 July 2016 - 29 July 2016</td>
</tr>
<tr>
<td>PPF-02</td>
<td>Lesotho</td>
<td>08 February 2016 - 19 February 2016</td>
</tr>
<tr>
<td>PPF-03</td>
<td>Francistown</td>
<td>23 May 2016 - 03 June 2016</td>
</tr>
<tr>
<td>PPF-04</td>
<td>Swaziland</td>
<td>01 August 2016 - 12 August 2016</td>
</tr>
</tbody>
</table>
### Project Appraisal

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAW-01</td>
<td>Gaborone</td>
<td>31 October 2016 - 25 November 2016</td>
</tr>
<tr>
<td>PAW-02</td>
<td>Lesotho</td>
<td>31 October 2016 - 25 November 2016</td>
</tr>
<tr>
<td>PAW-03</td>
<td>Francistown</td>
<td>03 October 2016 - 28 October 2016</td>
</tr>
<tr>
<td>PAW-04</td>
<td>Swaziland</td>
<td>03 October 2016 - 28 October 2016</td>
</tr>
</tbody>
</table>

#### Course Objective
The course is intended to offer training to project managers to utilise project analysis and appraisal as an appropriate tool to establish the optimal allocation of resources.

#### Target Group
Project Planners, Managers and Consultants.

#### Module organisation
- Numeric vs. non-numeric models
- Compounding and discounting techniques
- Cash flow techniques
- Financial profitability analysis
- Economic profitability analysis
- Risk and sensitivity analysis
- Appraisal reporting
- Computer application to Project Appraisal

#### Duration:
Four weeks
**Diploma in Project Management**  |  **240 Credits**

**Course Objective**
The course is designed to cater for the needs of people transitioning from an applied background into a project management role, those already managing projects, or those looking to build careers as project managers.

**Target Group**
Project officers, project team members and coordinators

**Module organisation**

**Year One**
- Project Management Fundamentals
- Business Environment
- Finance Management
- Computer skills
- Public Policy and Governance
- Project Planning and Control
- Occupational Health and Safety Management in Project Management
- Project Risk Management
- Project Appraisal and Proposal Writing
- Business Statistics
- Industrial Attachment – Internship (Long Vacation)

**Year Two**
- Project proposal Project Implementation and Management
- Project Human Resources Management
- Project Communications and Time Management
- Research Methods
- Computer Applications to Project Management
- Records Management in Project Environment
- Project Procurement and Contract Management
- Project Quality management
- Project Monitoring and Evaluation
- Dissertation

**Duration:** Two weeks

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPM-01</td>
<td>Gaborone</td>
<td>18 July 2016 - 25 May 2018</td>
</tr>
</tbody>
</table>
**Advanced Diploma in Project Management**  
240 Credits

**Course Objective**  
This course intended to equip participants with Project Management skills.

**Target Group**  
Projects Managers and Officers

**Module organisation**

- Computers & Project Management
- Managing Work & Costs
- Nature & Organisation of Project Management
- Planning & Scheduling
- Purchasing & Materials Management
- The Financial & Commercial Framework

**Duration:** 2 Years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADPM-01</td>
<td>Lesotho</td>
<td>05 September 2016 - 30 June 2017</td>
</tr>
<tr>
<td>ADPM-02</td>
<td>Swaziland</td>
<td>18 January 2016 - 10 December 2016</td>
</tr>
</tbody>
</table>

**MSc Project Management (University of Bolton (UK) Qualification).**

**Course Objective**  
This programme will provide participants comprehensive and up-to-date knowledge of project management, including key principles and practices and ability to apply a significant range of professional and business skills and techniques in project management.

**Module organisation**

- Project Management
- Quality Management for Projects
- Risk and Decision Management
- Problem Solving and Innovation Management
- Research Skills for Business and Management
- Dissertation

**Optional**

- Procurement and Operations Management
- Strategic Leadership

**Duration:** 18 months (Part time block delivery only)

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSPM-01</td>
<td>Gaborone</td>
<td>27 July 2016 - 23 February 2018</td>
</tr>
</tbody>
</table>
### Short Courses Available on Request

#### Customer satisfaction workshop
- Organisational communication
- Customer care and satisfaction initiatives
- Customer relationship management

#### School Management
- Legal aspects in school management
- Planning in educational administration
- Managing people in schools
- Health issues in schools
- Curriculum management
- Operational issues in educational administration

#### Educational Leadership
- Legal aspects in school management
- Leading and managing people in educational organisations
- Planning in educational organisations
- Information technologies for educational administration
- Managing health and safety in schools

#### Visionary Educational Leadership for Student Representative Councils
- Roles and functions of management
- The role of the SRC vis-à-vis the student body and the college administration
- Effective Communication
- Collective Bargaining & Negotiations
- Strategic Planning
- Legal Aspects of Education

#### Total Quality Management
- Quality indicators
- Quality control procedures
- Quality improvement culture
- Quality improvement policies
- Quality improvement processes
- Characteristics of excellence
- Quality work life facilitation
The Art of Public Speaking  |  5 Credits

Course Objective
This course is intended to equip participants with skills required in public speaking.

Target Group
Middle and senior level managers who have had no formal training in public speaking.

Module organisation
- Public Speaking Concepts
- Public Speaking: Preparation & Delivery
- Public Speaking: Computer IT Applications

Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP-01</td>
<td>Gaborone</td>
<td>02 May 2016 – 06 May 2016</td>
</tr>
<tr>
<td>PSP-02</td>
<td>Lesotho</td>
<td>11 April 2016 - 15 April 2016</td>
</tr>
<tr>
<td>PSP-03</td>
<td>Swaziland</td>
<td>TBA</td>
</tr>
<tr>
<td>PSP-04</td>
<td>Francistown</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Managing Employee Relations Seminar  |  5 Credits

**Course Objective**
The course is intended to equip participants with practical skills and knowledge of managing the relationship between employers, employees and their representatives.

**Target Group**
HR practitioners, line managers and supervisors

**Module organisation**
- Understanding the dynamics of Employee Relations
- Role of the key Parties
- Legal framework for employee relations
- Conflict Management
- Dispute resolution
- Discipline and grievance procedures

**Duration: 5 days**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERS-01</td>
<td>Gaborone</td>
<td>04 July 2016 – 08 July 2016</td>
</tr>
<tr>
<td>MERS-02</td>
<td>Lesotho</td>
<td>08 August 2016 – 12 August 2016</td>
</tr>
<tr>
<td>MERS-03</td>
<td>Swaziland</td>
<td>19 September 2016 – 24 September 2016</td>
</tr>
<tr>
<td>MERS-04</td>
<td>Francistown</td>
<td>18 July 2016 – 22 July 2016</td>
</tr>
</tbody>
</table>
### Public Relations

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-01</td>
<td>Gaborone</td>
<td>03 October 2016 - 07 October 2016</td>
</tr>
<tr>
<td>PR-02</td>
<td>Lesotho</td>
<td>21 March 2016 - 25 March 2016</td>
</tr>
<tr>
<td>PR-03</td>
<td>Swaziland</td>
<td>07 March 2016 - 11 March 2016</td>
</tr>
<tr>
<td>PR-04</td>
<td>Francistown</td>
<td>13 June 2016 - 17 June 2016</td>
</tr>
</tbody>
</table>

### Course Objective

This course is intended to equip participants with skills and knowledge in handling public relation issues.

### Target Group

Public Relations practitioners

### Module organisation

- The Role of Public Relations in Organisations
- Communication for Public Relations
- Planning & Implementing PR Programmes
- PR and Image Management
- PR Tools and Techniques
- Public Relations and the Media
- Public Relations Ethics and legal requirements

### Duration: 1 week
### Management Training for Executive Assistants 20 Credits

**Course Objective**
This course, therefore, is intended to enhance the participants’ capacity to function under challenging circumstances and environments.

**Target Group**
Executive Secretaries, Secretaries

**Module organisation**
- Principles of Management
- Organisational Communication
- Customer Care
- Public Relations
- Advanced Word Processing
- Basic Spreadsheet
- PowerPoint
- Internet

**Duration: Four weeks**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA-01</td>
<td>Gaborone</td>
<td>06 June 2016- 02 July 2016</td>
</tr>
<tr>
<td>MEA-02</td>
<td>Lesotho</td>
<td>02 May 2016 - 27 May 2016</td>
</tr>
<tr>
<td>MEA-03</td>
<td>Francistown</td>
<td>01 August 2016- 27 August 2016</td>
</tr>
<tr>
<td>MEA-04</td>
<td>Swaziland</td>
<td>04 July 2016- 30 July 2016</td>
</tr>
</tbody>
</table>
**Occupational Health and Safety Management** | 5 Credits

**Course Objective**
This course is intended to equip employers and employees with the necessary skills to identify hazards, assess the significance of hazards, implement prescribed control strategies and to protect the workforce from adverse health and safety conditions generated from the workplace environment.

**Target Group**
The course is for employers, employees and public officers at supervisory level and/or individuals involved in occupational health and safety.

**Module organisation**
- Introduction to occupational health and safety
- Accident causation
- Identification, Evaluation and Control of Health Hazards
- Work Related Stress Management

**Duration: One week**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSM-01</td>
<td>Gaborone</td>
<td>25 July 2016 -29 July 2016</td>
</tr>
<tr>
<td>OHSM-02</td>
<td>Lesotho</td>
<td>14 March 2016 – 18 March 2016</td>
</tr>
<tr>
<td>OHSM-03</td>
<td>Lesotho</td>
<td>17 October 2016 – 21 October 2016</td>
</tr>
<tr>
<td>OHSM-04</td>
<td>Swaziland</td>
<td>18 July 2016 – 22 July 2016</td>
</tr>
<tr>
<td>OHSM-05</td>
<td>Francistown</td>
<td>18 July 2016 – 22 July 2016</td>
</tr>
</tbody>
</table>
Supervisory Skills and Management Development  

Course Objectives
Organisations are consistently facing challenges which affect performance of the workforce and productivity targets. Promoting someone because they are good at a particular job, into a supervisory role or manager’s position without the necessary training and development remains a shortcoming for most organisations. This course is intended to enhance the participants’ understanding and application of modern leadership, management and supervisory concepts and practices.

Target Group
The course is for middle managers, team leaders, supervisors and professionals charged with the responsibility of supervising the implementation of the organisation’s strategic plan.

Module organisation
- Appraisal of Leadership and Management
- Developing and Executing Organisation Strategy
- Effective Team Working
- Managing Organisational Conflicts
- Decision Making and Problem Solving
- Aligning Work plans to Organisation Strategy
- Handling Grievance and Discipline Issues
- Performance Management and Measurement
- Communication as a management tool
- Strategic Approach to Occupational Health and Safety

Duration: 1 week

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMD-01</td>
<td>Gaborone</td>
<td>06 June 2016 – 10 June 2016</td>
</tr>
<tr>
<td>SSMD-02</td>
<td>Lesotho</td>
<td>13 June 2016 – 17 June 2016</td>
</tr>
<tr>
<td>SSMD-03</td>
<td>Francistown</td>
<td>11 July 2016 – 15 July 2016</td>
</tr>
<tr>
<td>SSMD-04</td>
<td>Swaziland</td>
<td>13 June 2016 – 17 June 2016</td>
</tr>
</tbody>
</table>
Leadership and Management Development | 5 Credits

Course Objectives
Human resource challenges and increased workload continue to yield low staff morale and burnout in many organisations. This calls for contemporary leadership and management competencies that are essential to solving people management and organisational challenges. This course is intended to appraise and develop participants’ understanding and application of contemporary leadership, management and operational concepts and practices.

Target Group
The course is for Chief Executive Officers, senior managers, and professionals charged with the responsibility of ensuring effective implementation of the organisation’s strategic plan.

Module organisation
- Leadership and Management Mix
- Developing and Executing Organisation Strategy
- Effective Team Working
- Managing Organisational Conflicts
- Decision Making and Problem Solving
- Corporate Governance and Ethics
- Performance Management and Measurement
- Corporate Communication
- Change Management

Duration: 1 week

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMD-01</td>
<td>Gaborone</td>
<td>15 August 2016 – 19 August 2016</td>
</tr>
<tr>
<td>LMD-02</td>
<td>Lesotho</td>
<td>11 July 2016 – 15 July 2016</td>
</tr>
<tr>
<td>LMD-03</td>
<td>Francistown</td>
<td>28 November 2016 – 02 December 2016</td>
</tr>
<tr>
<td>LMD-04</td>
<td>Swaziland</td>
<td>20 Jun 2016 – 24 June 2016</td>
</tr>
</tbody>
</table>
BSc (Hons) International Business Management (Human Resource Management) - (University of Bolton (UK))

Qualification

Course Objective
This programme is designed for graduates of a Diploma in Human Resource Management, provides a platform to develop and deepen HRM knowledge whilst also introducing wider business concepts and practices. Diploma holders enter the programme at year 2 level.

Target Group
Holders of Diploma in Human Resource Management equivalent to HE4 level of the BSc (Hons) International Business Management (HRM) programme or at least three A-levels at Grade C or equivalent in any subjects. In addition five GCSE at Grade C or equivalent including English.

Module organisation

Year 2
- Research Methods for International Business Studies
- The Competitive Global Market Place
- Work experience (IBM)
- Accounting for Finance and Decision Makers
- Global Business Management
- Employee Resourcing and Employment Law

Year 3
- Project (IBM)
- Contemporary International Business Perspectives
- Managing People Across Borders
- Strategic Human resource Management
- Human Resource Aspects of Managing Change
- Research Dissertation

Duration: 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM - 01</td>
<td>Gaborone</td>
<td>25 July 2016 – 29 June 2018</td>
</tr>
</tbody>
</table>
### Professional Business Writing  
**30 Credits**

**Course Objective**
The purpose of this course is therefore to equip the participants with the skills and techniques of effective business writing as a means of enhancing organisational efficiency.

**Target Group**
Middle and senior managers

**Module organisation**
- Principles of effective writing
- Effective Written Communication
- Textual organisation and unity
- Advance organisers and methods of logical organisation
- Graphic presentation
- Minutes and reports presentation

**Duration: Three weeks**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EWC-01</td>
<td>Gaborone</td>
<td>15 August 2016 - 02 September 2016</td>
</tr>
<tr>
<td>EWC-02</td>
<td>Lesotho</td>
<td>15 August 2016 - 02 September 2016</td>
</tr>
<tr>
<td>EWC-03</td>
<td>Swaziland</td>
<td>15 August 2016 - 02 September 2016</td>
</tr>
</tbody>
</table>
Diploma in Human Resource Management and Development

Course Objectives
The programme provides participants with an environment for acquiring an understanding of the essential requirements for managing and developing people for optimal performance. In addition, the Diploma focuses attention on organisational behaviour, organisational development and change and strategic management designed to equip managers for effective human capital management.

Target Group
Holders of Certificate in Human resource Management or an assessed equivalent entry qualification, which may include prior learning.

Module organisation
The diploma will build upon the certificate course and deal with topics in more depth at a strategic level.

Year 2
Semester I
- Human Resource Management and Development
- Human Resource Strategy and Strategic Management
- Human Resource Planning
- Occupational Health and Safety
- Information Management for Human Resource
- Research methods

Semester 2
- Organisational Development
- Organisational Behaviour
- Employee Relations
- Macro- Economics
- Project Management
- Research Project

Duration: 1 year
At the end of the second semester, participants are required to undertake a work-related project/research for 4 weeks.
<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHR-01</td>
<td>Gaborone</td>
<td>25 Jul 2016 - 30 June 2017</td>
</tr>
<tr>
<td>DHR-02</td>
<td>Lesotho</td>
<td>06 June 2016 - 28 May 2017</td>
</tr>
<tr>
<td>DHR-03</td>
<td>Swaziland</td>
<td>18 January 2016 - 25 November 2016</td>
</tr>
<tr>
<td>DHR-04</td>
<td>Francistown</td>
<td>27 Jul 2016 – 28 May 2017</td>
</tr>
</tbody>
</table>

**Certificate in Human Resource Management**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR-01</td>
<td>Gaborone</td>
<td>25 July 2016 - 30 June 2017</td>
</tr>
<tr>
<td>CHR-01</td>
<td>Lesotho</td>
<td>06 June 2016 - 02 June 2017</td>
</tr>
<tr>
<td>CHR-01</td>
<td>Francistown</td>
<td>18 July 2016 - 30 June 2017</td>
</tr>
</tbody>
</table>

**Course Objective**

This course is intended to introduce participants to essential requirements to managing and developing people for optimal performance.

**Target Group**

Holders of 5 O levels, which must include English, or assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

**Semester I**

- Introduction to Human Resource Management
- Employee Resourcing
- Micro – Economics
- Business Statistics
- Communication and Study Skills 1
- Computer Skills Fundamentals 1

**Semester II**

- Training and Development
- Performance Management
- Reward Management
- Productivity and Quality Management
- Communication and Study Skills 2
- Computer Skills Fundamentals 2

**Duration:** 1 Year
## Diploma in Public Administration and Management (DPAM)

### Course Objectives
This programme is meant to equip participants with a comprehensive understating of the nature of government. It also equips them with knowledge and skills to make them be able to run their workplaces with minimal supervision in both the public and the private enterprises.

### Target Group
Holders of CPAM or O levels or an assessed equivalent entry qualification, which may include prior learning.

### Module organisation

#### Year 1, Semester One
- Public Administration
- Principles of Management
- Information Communication Technology
- Statistics
- Communication and Academic Study skills

#### Year 1, Semester Two
- Organisational Behaviour
- Records and Information Management
- Legal Aspects of Public Administration
- Public Policy making
- Office Management

#### Year 2, Semester One
- Public Sector Reforms
- Research Methods
- Public Finance
- Strategic Management
- Human Resource Management

#### Year 2, Semester Two
- Local Government (Core)
- Research Project (Core)

### Optional Modules Choose Three
- Project Management (elective)
- Leadership and Motivation (elective)
- Group Dynamics and Team Building (elective)
Certificate in Public Administration and Management (CPAM)  
120 Credits

**Course Objective**

This programme is intended to introduce participants to the nature of government operations and reforms.

**Target Group**

Holders of O level or an assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

Semester One

- Public Administration
- Principles of Management
- Office Management
- Public Policy making
- Organisational Behaviour
- Public Finance Statistics

Semester Two

- Computer Application Skills
- Communication and Study skills
- Records and Information Management
- Statistics
- Occupational Health and Safety

**Duration: Two years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM-01</td>
<td>Gaborone</td>
<td>25 July 2016 - 30 June 2018</td>
</tr>
<tr>
<td>DPAM-02</td>
<td>Lesotho</td>
<td>06 June 2016 - 01 June 2018</td>
</tr>
</tbody>
</table>

**Duration: 1 year**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPAM-01</td>
<td>Gaborone</td>
<td>25 July 2016 - 30 June 2017</td>
</tr>
</tbody>
</table>
# Education Studies

## Foundation Degree in Early Years Childhood Studies (University of Bolton (UK) Qualification)

**Course Objective**
This programme is intended to provide a strong foundation in the theories and background of early years education.

**Target Group**
Holders of O levels or an assessed equivalent entry qualification, which may include prior learning.

**Module organisation**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
</table>
| • Study Skills and Personal Development planning  
• ICT to support children’s learning  
• The developing child  
• Facilitating children’s learning  
• Inclusive practice  
• Social policy in early years | • Developing self reflecting practice  
• Safeguarding children  
• Managing Sessions  
• Research project |

**Duration:** 2 years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDA - 01</td>
<td>Gaborone</td>
<td>25 July 2016 - 30 June 2017</td>
</tr>
</tbody>
</table>

## BA (Hons) Early Childhood Studies (University of Bolton (UK) Qualification)

**Course Objective**
This programme is intended to equip participants with knowledge and understanding and theories and approaches that underpin early years practice, exploring contemporary and historical perspectives. The programme also revisits development theories and interventions in working with families and children.

**Target Group**
Holders of Foundation degree in Early Childhood Studies or diploma in early childhood studies with experience in working with children.

**Module organisation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
|     | Theories and Approaches to learning in Early Years  
|     | Negotiated Study  
|     | Research Proposal | Leading and managing Teams  
|     | Safeguarding Children  
|     | Developing Family Health and Wellbeing |

**Duration:** 1 year

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECS - 01</td>
<td>Gaborone</td>
<td>25 July 2016 - 30 June 2017</td>
</tr>
</tbody>
</table>
Diploma in Educational Management and Administration | 150 Credits

Course Objective
This course is intended to provide school managers with a range of knowledge and skills that will assist them to enhance the performance of their schools through increased efficiency and effectiveness.

Target Group
Educational managers from public and private sectors.

Module organisation

<table>
<thead>
<tr>
<th>Year 1, Semester One</th>
<th>Year 2, Semester One</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to ICT</td>
<td>• School Curriculum</td>
</tr>
<tr>
<td>• Communication and Study Skills</td>
<td>• Introduction to Human Resource Management in Education</td>
</tr>
<tr>
<td>• History and Structure of Education</td>
<td>• Instructional Leadership</td>
</tr>
<tr>
<td>• Emerging Issues in Educational Management</td>
<td>• Leadership Theories</td>
</tr>
<tr>
<td>• Occupational Health and Safety in Education</td>
<td>• Finance Management</td>
</tr>
<tr>
<td>• School and the Community</td>
<td>• Education Laws and Policies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Semester Two</th>
<th>Year 2, Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to Philosophy of Education</td>
<td>• Management Theories</td>
</tr>
<tr>
<td>• Communication in Educational Organizations</td>
<td>• Instructional Supervision</td>
</tr>
<tr>
<td>• School Development Planning</td>
<td>• Conflict Management</td>
</tr>
<tr>
<td>• Management Principles and Functions</td>
<td>• Public Relations</td>
</tr>
<tr>
<td>• Introduction to Educational Research Methods</td>
<td>• Strategic Planning and Management</td>
</tr>
<tr>
<td>• Managing Educational Statistics</td>
<td>• Research Proposal and Writing</td>
</tr>
<tr>
<td></td>
<td>• Records and Information Management</td>
</tr>
<tr>
<td></td>
<td>• Performance Management System</td>
</tr>
</tbody>
</table>

Duration: Two year

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM-01</td>
<td>Gaborone</td>
<td>27 June 2016–24 May 2017</td>
</tr>
<tr>
<td>DEM-02</td>
<td>Lesotho</td>
<td>11 April 2016 – 27 April 2018</td>
</tr>
<tr>
<td>DEM-03</td>
<td>Francistown</td>
<td>25 April 2016 – 30 March 2018</td>
</tr>
</tbody>
</table>
**Bachelor of Education (Management)**

**Course Objective**
This programme is intended to equip participants with knowledge and skills in instructional leadership to enable them to manage the day-to-day activities in schools.

**Target Group**
The programme is designed for School Heads, Deputies and Heads of Department with a Diploma in Education Management.

**Module organisation**

<table>
<thead>
<tr>
<th>Year 1, Semester 1</th>
<th>Year 1, Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to ICT</td>
<td>• Foundations of Reflective Practice</td>
</tr>
<tr>
<td>• Educational Policy and Planning</td>
<td>• Educational Psychology</td>
</tr>
<tr>
<td>• Guidance and Counselling</td>
<td>• Special Education</td>
</tr>
<tr>
<td>• Education Laws</td>
<td>• Coaching and Mentoring in Education</td>
</tr>
<tr>
<td>• Organisational Behaviour in Education</td>
<td>• Educational research Methods and Research Project</td>
</tr>
<tr>
<td>• Instruction and Curriculum development</td>
<td>• Theory and Practice in Educational Leadership and Management</td>
</tr>
<tr>
<td>• Economics of Education</td>
<td>• School Finance</td>
</tr>
<tr>
<td>• Academic writing and study skills</td>
<td>• Educational statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Semester 1</th>
<th>Year 2, Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Employee Relations</td>
<td>• Sociology of Education</td>
</tr>
<tr>
<td>• Project Management in Education</td>
<td>• Dynamics of Individual Behaviours</td>
</tr>
<tr>
<td>• School Inspection and Supervision</td>
<td>• Comparative Education</td>
</tr>
<tr>
<td>• Educational Measurement and Evaluation</td>
<td>• The School and Politics</td>
</tr>
<tr>
<td>• Organisational Change and Development Education/Change Management and Organisational Development</td>
<td>• Gender Studies in Education</td>
</tr>
<tr>
<td>• Reforms in education</td>
<td>• School Leadership in Diverse Settings</td>
</tr>
<tr>
<td>• Educational Leadership: Implications for the 21st Century</td>
<td>• Coaching and Mentoring in Education</td>
</tr>
</tbody>
</table>
Electives

- Collaborative Leadership
- School Governance and the Rights of Students and teachers
- Leading Effective Schools
- Public Speaking
- Emotional Intelligence
- Assertiveness Training
- Monitoring and Evaluation in Education
- Seminar in Curriculum Administration

**Duration: 2 years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BED-01</td>
<td>Gaborone</td>
<td>25 July 2016 – 01 June 2018</td>
</tr>
<tr>
<td>BED-02</td>
<td>Francistown</td>
<td>25 July 2016 – 01 June 2018</td>
</tr>
<tr>
<td>BED-03</td>
<td>Swaziland</td>
<td>25 July 2016 – June 2018</td>
</tr>
</tbody>
</table>

**Training of Trainers (TOTS)**

**Course Objective**
This course is intended to equip participants with skills and techniques for conducting training.

**Target Group**
Trainers, instructors and middle managers charged with training and staff development responsibilities.

**Module organisation**

- Training Cycle
- Identifying Learners Needs
- Preparing and planning Training
- Delivering Training
- Assessing Training
- Evaluating Training
- Financial Management
- ICT as a Management & Training Tool
- Staff Development
- Facilitation Skills
- Communication and Public Relations

**Duration: Three weeks**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOT-1</td>
<td>Gaborone</td>
<td>25 May 2015 -12 June 2015</td>
</tr>
<tr>
<td>TOT-1</td>
<td>Lesotho</td>
<td>05 September 2016 - 23 September 2016</td>
</tr>
<tr>
<td>TOT-1</td>
<td>Swaziland</td>
<td>8 June 2015 - 26 June 2015</td>
</tr>
<tr>
<td>TOT-1</td>
<td>Francistown</td>
<td>25 May 2015 - 12 June 2015</td>
</tr>
</tbody>
</table>

*Notes as evidence of sickness the participant may not attend the training and or shall withhold academic results and/or certificates in the event the participant leaves the Institute without notice and/or as shall be subject to the guidelines for the hostels.*
Building and Designing a Results Based Monitoring and Evaluation System | 5 Credits

Course Objective
This course is intended to equip participants with skills and knowledge of measuring and assessing the performance and impact of projects and programmes.

Target Group
Program Officers/Managers /Monitoring and Evaluation Officers.

Module Organisation
- Learning Organizations
- Results’ Based Management
- Introduction to Monitoring and Evaluation
- Agreeing on Outcomes to Monitor and Evaluate
- Selecting Key Indicators to Monitor Outcomes
- Baseline Data on Indicators— Where Are We Today
- Planning for Improvement – Setting Results Targets
- Monitoring for Results
- The Role of Evaluations
- Sustaining the Monitoring and Evaluation System within Your Organization

Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMES</td>
<td>Gaborone</td>
<td>12 October 2015 – 16 October 2015</td>
</tr>
<tr>
<td>RMES</td>
<td>Lesotho</td>
<td>07 November 2016 – 11 November 2016</td>
</tr>
<tr>
<td>RMES</td>
<td>Swaziland</td>
<td>12 October 2015 – 16 October 2015</td>
</tr>
<tr>
<td>RMES</td>
<td>Francistown</td>
<td>26 October 2015 – 30 October 2015</td>
</tr>
</tbody>
</table>
**Monitoring and Evaluation of HIV/AIDS Programmes** | **10 Credits**

**Course Objective**
This programme is intended to develop and strengthen the capacity of participants to monitor and evaluate HIV/AIDS programs.

**Target Group**
Program Officers/managers Monitoring and Evaluation.

**Module organisation**
- Introduction to M&E terminology
- Designing and Implementing an M&E Plan
- Indicators and Data Source
- Utilization of M&E Information
- Management of Evaluations

**Duration: Two weeks**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEHP</td>
<td>Gaborone</td>
<td>9 November – 21 November 2015</td>
</tr>
<tr>
<td>MEHP</td>
<td>Lesotho</td>
<td>01 August 2016 – 12 August 2016</td>
</tr>
<tr>
<td>MEHP</td>
<td>Swaziland</td>
<td>13 July 2015 – 24 July 2015</td>
</tr>
</tbody>
</table>
### Effective Clinical Supervision

<table>
<thead>
<tr>
<th>3 weeks – bw/ls/sz</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Organisation of health and nursing services</td>
</tr>
<tr>
<td>- Analysis of PHC strategy</td>
</tr>
<tr>
<td>- Management concepts and principles in health care</td>
</tr>
<tr>
<td>- Leadership in nursing administration, team building</td>
</tr>
<tr>
<td>- Professional issues and nursing care</td>
</tr>
<tr>
<td>- IT Awareness</td>
</tr>
<tr>
<td>- HIV and AIDS Management</td>
</tr>
</tbody>
</table>

### Nursing Unit Management

<table>
<thead>
<tr>
<th>4 weeks – bw/ls/sz</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Organisation of health and nursing services</td>
</tr>
<tr>
<td>- Analysis of the Primary Health Care Strategy</td>
</tr>
<tr>
<td>- Application of management functions to nursing</td>
</tr>
<tr>
<td>- Ethical and legal aspects of nursing</td>
</tr>
<tr>
<td>- Health supplies and logistics management</td>
</tr>
<tr>
<td>- HIV and AIDS awareness</td>
</tr>
<tr>
<td>- IT awareness</td>
</tr>
</tbody>
</table>

### Food Safety and Hygiene for Food Handlers

<table>
<thead>
<tr>
<th>1 week – bw/sz</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Introduction to food safety and hygiene</td>
</tr>
<tr>
<td>- Factors considered in Food Safety &amp; Hygiene</td>
</tr>
<tr>
<td>- The microbiology of food</td>
</tr>
<tr>
<td>- High-risk and low-risk foods</td>
</tr>
<tr>
<td>- Control of pests in food premises</td>
</tr>
<tr>
<td>- Food sanitation and waste disposal</td>
</tr>
<tr>
<td>- Food preparation, cooking and serving</td>
</tr>
<tr>
<td>- Food Handling &amp; Spoilage</td>
</tr>
<tr>
<td>- Food Safety &amp; Personal health</td>
</tr>
<tr>
<td>- Food safety and HIV and AIDS</td>
</tr>
<tr>
<td>- Introduction to customer service</td>
</tr>
</tbody>
</table>

### Leadership training for hospital administrators

<table>
<thead>
<tr>
<th>1 week – bw/sz</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Leadership</td>
</tr>
<tr>
<td>- Change management</td>
</tr>
<tr>
<td>- Supervision</td>
</tr>
<tr>
<td>- Time management</td>
</tr>
<tr>
<td>- Stress management</td>
</tr>
<tr>
<td>- Disciplinary procedures</td>
</tr>
<tr>
<td>- Grievance handling</td>
</tr>
<tr>
<td>- Performance management</td>
</tr>
<tr>
<td>- Business management</td>
</tr>
</tbody>
</table>
### Adherence Counselling

<table>
<thead>
<tr>
<th>3 days –Is/sz</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge and understanding of compliance, adherence and concordance</td>
</tr>
<tr>
<td>• Knowledge of the scope and magnitude of non-adherence</td>
</tr>
<tr>
<td>• Knowledge of different strategies to facilitate adherence</td>
</tr>
<tr>
<td>• Knowledge of the basic coping strategies for patients</td>
</tr>
<tr>
<td>• Knowledge of providing counselling for adherence</td>
</tr>
</tbody>
</table>

### HIV and AIDS Counselling

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• HIV/AIDS transmission and prevention</td>
</tr>
<tr>
<td>• National Response strategies to HIV/AIDS</td>
</tr>
<tr>
<td>• The Counselling Process and Counselling Skills</td>
</tr>
<tr>
<td>• Managing Counselling Services</td>
</tr>
<tr>
<td>• Practical Attachment (Project)</td>
</tr>
</tbody>
</table>

### Other short courses

<table>
<thead>
<tr>
<th>Accidents and incident investigations workshop – use of an investigation toolkit recommended internationally for best practices;</th>
<th>3 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>for managers and supervisors in organisations that have already an established health and safety programme</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behaviour based safety system course – special programme that aim at reducing the incidents of reportable injuries and lost-time injuries (LTIs)</th>
<th>5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>for managers and supervisors in organisations aiming at reducing the rate of accidents and incidents in their workplace.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk assessment &amp; management- follows a systematic approach to identify, evaluate and control health and safety hazards with a well-documented control plan</th>
<th>5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>for managers and supervisors in organisations aiming at effective planning and controlling of occupational health and safety hazards</td>
<td></td>
</tr>
</tbody>
</table>
Diploma in HIV & AIDS Management (ABMA – UK)  

**Course Objective**

This programme is intended to equip participants with knowledge and skills required for the prevention, control, treatment and care for those infected and affected by HIV and AIDS.

**Target Group**

Holders of O level, including a Credit in English or an assessed equivalent entry qualification, which may include Recognition of Prior Learning.

**Module Organisation**

**Year 1**
- HIV & AIDS Management I
- Community Development
- Health & Nutrition Education
- Population, Poverty & Human Development

**Year 2**
- HIV & AIDS Management II
- Social & Corporate Responsibilities
- Counselling & Social Work
- Responding to HIV & AIDS

**Year 3**
- HIV & AIDS Management III
- Project Management
- UNAIDS Policy, Organisation & Initiatives
- Legal Framework in HIV & AIDS Management
- Dissertation

**Duration: 3 years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHIV-1</td>
<td>Lesotho</td>
<td>8 February 2016 – 20 December 2019</td>
</tr>
</tbody>
</table>
**Diploma in Community Development**

**240 Credits**

**Course Objective**
This programme is intended to equip participants with the skills and knowledge of developing and managing community based projects and programmes.

**Target Group**
Holders of O level, including a Credit in English or an assessed equivalent entry qualification, which may include Recognition of Prior Learning.

**Module Organisation**

**Year 1**
- Gender Issues
- Community Development I
- Social Work & Community Welfare
- Population, Poverty and Human Development
- Community Health
- Sociology
- Community Response
- Community Empowerment

**Year 2**
- Community Development II
- Project Management
- Business Practice
- Legal Framework in Community Development
- Dissertation

**Duration: 2 years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCD-01</td>
<td>Gaborone</td>
<td>18 July 2016 – 29 June 2018</td>
</tr>
<tr>
<td>DCD-02</td>
<td>Lesotho</td>
<td>06 March 2016 – 27 April 2018</td>
</tr>
<tr>
<td>DCD-03</td>
<td>Francistown</td>
<td>18 July 2016 – 29 June 2018</td>
</tr>
</tbody>
</table>
Diploma in Public Health

Course Objective
This programme is intended to build capacity of personnel who provide primary health care services thus strengthening the health care system.

Target Group
Holders of O level, including a Credit in English or an assessed equivalent entry qualification, which may include Recognition of Prior Learning

Module Organisation

Year 1, Semester 1
- Introduction to Public Health
- Introduction to Biostatistics
- Fundamentals of Health Policy
- Introduction to ICT
- Academic Writing and Study Skills

Year 1, Semester 2
- Introduction to Epidemiology
- Knowledge and Information in the Practice of Public Health
- Health Education, Communication, and Promotion
- Social and Behavioural Aspects of Public Health
- Primary Health Care

Year 2, Semester 1
- Health Policy and Systems
- Research methods
- Implementing Evidence-Based Public Health
- Personal & Community Health
- HIV/AIDS, Tuberculosis and Malaria
- 1 Elective

Year 2, Semester 2
- Environmental Health
- Professional Development
- Public Health Practicum (Internship in a health care setting)
- 1 Elective
Electives

- Reproductive Health
- Nutrition & Disease
- Mental Health & Addiction
- HIV/AIDS, TB, & Malaria
- Principles of Social Research
- Project Management
- Health Informatics

**Duration: 2 years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPH-01</td>
<td>Gaborone</td>
<td>18 July 2016 – 30 June 2017</td>
</tr>
<tr>
<td>DPH-02</td>
<td>Francistown</td>
<td>18 July 2016 – 30 June 2017</td>
</tr>
</tbody>
</table>
### Bachelor of Arts in Public Health

#### Course Objectives
To develop a public health professional who possesses high technical, management and leadership competencies in the area of public health that enables him/her to function at local, district and national levels of the health care system.

#### Target Group
- BGCSE with an aggregate of 36 or above with and a credit in English, Mathematics and Science subjects
- A Diploma in a Nursing Science, Health Education or any other Health related field from a recognized institution

#### Module Organisation

**First year Courses**

**Semester 1**
- Introduction to Public Health
- Introduction to Biostatistics
- Personal Health
- Communication Skills
- Computer Applications
- Two first year electives

**Semester 2**
- Introduction to Epidemiology
- Introduction to Sociology
- Introduction to Psychology
- Fundamentals of Health Policy

**Second Year Courses**

**Semester 1**
- Community Health
- Health Policy and Systems I
- Culture, Society and Health
- Implementing Evidence Based Public Health
- Health Promotion
Two second year electives

Semester 2
- Primary Health Care I
- Environmental Health
- Gender and Health
- Drugs, Alcohol, and Society

Third Year Courses

Semester 1
- Health Care in Diverse Communities
- Research Methods in Public Health
- Health Policy and Systems II
- Social and Behavioural Aspects of Public Health

One third year elective

Semester 2
- Health Promotion in primary and clinical settings
- Disease prevention and control
- Primary Health Care II
- Community Development and Partnerships

Fourth Year Courses

Semester 1
- Research and Evaluation Methods in Public Health
- Public Health Program Planning
- Research Project
- PH 403: Public Health Practicum

Semester 2
- Principles of Health Systems Administration and Management
- Strategic Management and Leadership in Health
- Healthcare Ethics and Law

Duration: Four years

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPH-01</td>
<td>Gaborone</td>
<td>25 July 2016 – 29 June 2020</td>
</tr>
<tr>
<td>BPH-02</td>
<td>Francistown</td>
<td>25 July 2016 – 29 June 2020</td>
</tr>
</tbody>
</table>
**Bachelor of Community Development**

**Course Objectives**
To empower community development practitioners with information, knowledge, skills and mechanisms for promoting and strengthening community development approach within communities.

**Target Group**
- BGCSE or equivalent with 36 points (best 6 subjects), including credit in English or Equivalent
- Diplomas in a related discipline from a recognised and accredited institution in any other allied qualifications such as Social Work, Adult Education, Youth, and Home Economics etc.

**Module Organisation**

**Year 1 Semester 1**
- International Computer Driver License (ICDL)
- Communication skills
- Introduction to community development and social change
- Introduction to Sociology
- Community Health

**Year 1 Semester 2**
- Introduction to Economics
- Introduction to Social Work
- Population and Human Development
- Introduction to Psychology
- Introduction to Social Policy

**Year 2 Semester 1**
- Social Research Methods
- Poverty alleviation and social development
- Ethical issues and cultural awareness in community work
- Psychology of individual development and social life
- Field Practicum

**Year 2 Semester 2**
- Community organizing and development
- Community empowerment and sustainable development
- Community mobilization (Role of NGO and CBO in community development and poverty alleviation efforts)
- Social Work and Community Welfare
Year 3 Semester 1

- Gender and Development
- Urban and Rural Development
- Community Based Participatory Research (CBPR)
- Sustainable Livelihoods Approach (SLA) in Community Development

Year 3 Semester 2

- Social Policy and Administration
- Leadership and Management of Community Programs
- Business practice (business planning & supporting small entrepreneurship)
- Project Management and Sustainability

Year 4 Semester 1

- Monitoring and Evaluating Community Development Projects
- Community Development Research Project
- Planning, Culture and Development

Year 4 Semester 2

- Contemporary Issues in Gender
- Governance (working with boards and volunteers on community-funded projects)
- Mediation and Conflict Resolution
- Basic Financial Management

**Duration: Four Years**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCD-01</td>
<td>Gaborone</td>
<td>25 July 2016 – 30 June 2020</td>
</tr>
</tbody>
</table>
Post Graduate Diploma in Monitoring and Evaluation

Course Objective
This programme is intended to provide advanced training in monitoring and evaluation techniques.

Target Group
Holders of a Bachelors' Degree

Module Organisation
Year 1, Semester 1
- Principles and Models of Evaluation Studies
- Process Evaluation and Programme Monitoring/Evaluation
- Monitoring Systems
- Data Collection Methods for Evaluation Research

Year 1, Semester 2
- Managerial Statistical and Qualitative Methods for Evaluation
- Evaluation and Impact Assessment
- Designing and Development of Monitoring and Evaluation Systems
- Field Practicum and Research Project

Electives
- Evaluation in the public sector: Policy analysis, performance management and government reforms
- Results Based Monitoring and Evaluation
- Monitoring and evaluating health interventions

Duration: One (1) year (Block release)

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDME-01</td>
<td>Gaborone</td>
<td>25 July 2016 – 25 May 2017</td>
</tr>
</tbody>
</table>
Counselling at the Workplace  20 Credits

Course Objective
This course is intended to impart to participants the knowledge and skills required of a workplace counsellor.

Target Group
First line managers and supervisors

Module Organisation
- Counselling at the Workplace
- Approaches to counselling and ethical principles
- Counselling Skills
- Change management
- Managing and Implementing Work Place Counselling Programmes

Duration: Four weeks

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAW-01</td>
<td>Botswana</td>
<td>02 May 2016 – 27 May 2016</td>
</tr>
<tr>
<td>CAW-02</td>
<td>Lesotho</td>
<td>02 May 2016 – 27 May 2016</td>
</tr>
<tr>
<td>CAW-03</td>
<td>Swaziland</td>
<td>02 May 2016 – 27 May 2016</td>
</tr>
</tbody>
</table>
NGO Capacity Building Programmes

**Project Management**

<table>
<thead>
<tr>
<th>Course Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for the implementation of projects and programmes</td>
</tr>
</tbody>
</table>

**Target Group**

NGO/FBO/CBO project and finance managers.

**Module Organisation**

- Understanding project management
- Planning and budgeting for a project
- Implementing and monitoring a project
- Writing a project proposal

**Duration: One week**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP-01</td>
<td>Gaborone</td>
<td>01 August 2016 - 05 August 2016</td>
</tr>
<tr>
<td>BMP-02</td>
<td>Lesotho</td>
<td>01 August 2016 - 05 August 2016</td>
</tr>
<tr>
<td>BMP-03</td>
<td>Swaziland</td>
<td>01 August 2016 - 05 August 2016</td>
</tr>
</tbody>
</table>
Resource Mobilisation  5 Credits

Course Objectives
The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for the resource mobilisation.

Target Group
NGO/FBO/CBO project and finance managers.

Module Organisation

Module Organisation
• Resource Mobilisation Framework
• Identification of resources to mobilise
• Planning for resource mobilisation
• Mobilisation skills, proposal writing

Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMR-01</td>
<td>Gaborone</td>
<td>14 November 2016 – 18 November 2016</td>
</tr>
<tr>
<td>BMR-02</td>
<td>Lesotho</td>
<td>14 November 2016 – 18 November 2016</td>
</tr>
<tr>
<td>BMR-03</td>
<td>Swaziland</td>
<td>14 November 2016 – 18 November 2016</td>
</tr>
<tr>
<td>BMR-04</td>
<td>Francistown</td>
<td>07 November 2016 – 11 November 2016</td>
</tr>
</tbody>
</table>
## General Management

### Course Objectives

The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for leading and managing.

### Target Group

The target is coordinators, program officers, administration officers, program directors and senior management.

### Module Organisation

- The nature of managerial work
- Management roles
- Moral and social dimensions of Management
- Contemporary management

### Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMG-01</td>
<td>Botswana</td>
<td>04 July 2016 – 08 July 2016</td>
</tr>
<tr>
<td>BMG-02</td>
<td>Lesotho</td>
<td>04 July 2016 – 08 July 2016</td>
</tr>
<tr>
<td>BMG-03</td>
<td>Swaziland</td>
<td>04 July 2016 – 08 July 2016</td>
</tr>
</tbody>
</table>
Financial Management  |  5 Credits

**Course Objectives**
The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for managing finances and assets.

**Target Group**
NGO/FBO/CBO finance officers and accountants.

**Module Organisation**
- Introductory financial accounting
- Basic Book-keeping
- Financial statements
- Payroll accounting
- Budgeting

**Duration: One week**

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMF-1</td>
<td>Gaborone</td>
<td>10 October 2016 – 14 October 2016</td>
</tr>
<tr>
<td>BMF-2</td>
<td>Lesotho</td>
<td>10 October 2016 – 14 October 2016</td>
</tr>
<tr>
<td>BMF-3</td>
<td>Swaziland</td>
<td>10 October 2016 – 14 October 2016</td>
</tr>
</tbody>
</table>
**NGO Governance**

<table>
<thead>
<tr>
<th>Course Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for providing strategic leadership and direction.</td>
</tr>
</tbody>
</table>

**Target Group**

The programme is targeted for executive committee members, board members, programme directors and senior management.

**Module Organisation**

- Nature and concept of Governance
- Governance structure
- Principles of Governance
- Strategic Role of the Board
- Internal legal environment
- External legal environment
- Board rights and responsibilities

**Duration: One week**

<table>
<thead>
<tr>
<th>Code</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMN-01</td>
<td>Botswana</td>
<td>07 November 2016 – 11 November 2016</td>
</tr>
<tr>
<td>BMN-02</td>
<td>Lesotho</td>
<td>07 November 2016 – 11 November 2016</td>
</tr>
<tr>
<td>BMN-03</td>
<td>Swaziland</td>
<td>07 November 2016 – 11 November 2016</td>
</tr>
<tr>
<td>BMN-04</td>
<td>Francistown</td>
<td>14 November 2016 – 18 November 2016</td>
</tr>
</tbody>
</table>
Leadership

Course Objectives
The programme is intended to improve the human resources and technical expertise of NGOs, FBOs and CBOs responsible for leadership and management of organisations.

Target Group
The target is coordinators, program officers, administration officers, program directors and senior management.

Module Organisation
- Leadership and Management processes
- Strategic Management
- Change management
- Performance Management

Duration: One week

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BML-01</td>
<td>Gaborone</td>
<td>08 August 2016 – 12 August 2016</td>
</tr>
<tr>
<td>BML-02</td>
<td>Lesotho</td>
<td>08 August 2016 – 12 August 2016</td>
</tr>
<tr>
<td>BML-03</td>
<td>Swaziland</td>
<td>08 August 2016 – 12 August 2016</td>
</tr>
</tbody>
</table>
BOTSWANA
The Country Director IDM
P.O. Box 1357
Gaborone, Botswana
Phone: +267 3612 100
Fax: +267 3913296
Email: directorB@idmbls.com
Plot NO. 21222, 21254
Mobuto Road
Gaborone, Botswana

LESOTHO
The Country Director IDM
P.O. Box 1381
Maseru, Lesotho
Phone: +266 (22) 312 868
Fax: +266 (22) 310 084
Email: director@idm.co.ls
Plot No. 129
Mashaeshoe Road
Maseru, Lesotho

SWAZILAND
The Country Director IDM
P.O. Box 1334
Mbabane, Swaziland
Phone: +268 (2) 518 5743/4
Fax: +268 518 5745
Email: director@idmbls.ac.sz
University Road
Kwaluseni