



# ***IDM 2019 SCHEDULED COURSES***

**APPLICATION FEES FOR LONG TERM PROGRAMMES IS M100**

**APPLICATIONS FORMS FOR AUGUST INTAKE ARE CURRENTLY AVAILABLE**

**DEADLINE FOR ALL APPLICATIONS: MAY 2019**

*Growing Great Minds*

**Evening Programmes: 5 – 7 pm (part-time)**

	<b>Date</b>	<b>Duration</b>	<b>Fees</b>
Procurement and Supply (CIPS)	February 2019	5 years	10,000.00 p.a
Diploma in Accounting and Business Studies	August 2019	2 years	12,500.00 p.a
Diploma in Human Resource Management	August 2019	2 years	12,500.00 p.a

**Full Time**

Diploma in Human Resource Management	August 2019	2 years	12,500.00 p.a
Diploma in Accounting and Business Studies	August 2019	2 years	12,500.00 p.a
Diploma in Community Development	August 2019	2 years	Course will run on weekends. Sat /Sun M10,000

**Short Courses**

Finance for Non Financial Managers	Jan – March 2019	1 week	M1,930.00
Advanced Internet Searching Skills	Jan – March 2019	1 week	M1,930.00
Websites Development	Jan – March 2019	1 week	M1,930.00
Leadership Training for Hospital Administrators	Jan – March 2019	1 week	M1,930.00
Occupational Health and Safety	Jan – March 2019	1 week	M1,930.00
Government Accounting	Jan – March 2019	1 week	M1,930.00
Internal Auditing	Jan – March 2019	1 week	M1,930.00
Graphics with Word	Jan – March 2019	2 days	M 900.00
Introduction to Computers	Jan – March 2019	2 weeks	M3,860.00
Transport Management	Jan – March 2019	1 week	M1,930.00
Project Implementation and Management	Jan – March 2019	4 weeks	M7,720.00
Advanced Word Processing	Jan – March 2019	1 week	M1,930.00
Customer Service and Communication Skills	Jan – March 2019	1 week	M1,930.00
Management Skills and Management Development	Jan – March 2019	1 week	M1,930.00
Project Monitoring and Evaluation	Jan – March 2019	3 weeks	M5,790.00
Anger Management	Jan – March 2019	1 week	M1,930.00
Assert Management	Jan – March 2019	1 week	M1,930.00
Project Planning and Proposal Writing	Jan – March 2019	2 weeks	M3,860.00
Supervisory Skills & Management Development	Jan – March 2019	1 week	M1,930.00
Effective Communication	Jan – March 2019	1 week	M1,930.00
Conflict Management	Jan – March 2019	1 week	M1,930.00
Procurement Management	Jan – March 2019	1 week	M1,930.00
Team Building	Jan – March 2019	1 week	M1,930.00
Information Technology for Educational administrators	Jan – March 2019	1 week	M1,930.00
Minute Taking and Report Writing	Jan – March 2019	1 week	M1,930.00
Roles and Functions of Management	Jan – March 2019	1 week	M1,930.00
Corporate Governance and Leadership	Jan – March 2019	1 week	M1,930.00
Results Based Management	Jan – March 2019	1 week	M1,930.00
Leadership Skills and Management Development	Jan – March 2019	1 week	M1,930.00
Public Speaking and Report Writing	Jan – March 2019	1 week	M1,930.00
The Art of Public Speaking	Jan – March 2019	1 week	M1,930.00
Report Writing	Jan – March 2019	1 week	M1,930.00

Accident and Incident Investigation Training	Jan-March	3 Days	M 450.00
Management Training for Executive Assistants	Jan – March 2019	1 week	M1,930.00
Introduction to Occupational Health and Safety	Jan- March	3 days	M450.00
Training of Trainers	Jan – March 2019	4 weeks	M7,720.00
Communication Skills and Techniques	Jan – March 2019	1 week	M1,930.00
Finance for Executives	Jan – March 2019	1 week	M1,930.00
Procurement Contract and Management	Jan – March 2019	1 Week	M1,930.00
Result Base Monitoring and Evaluation	Jan – March 2019	1 Week	M1,930.00
Stores Management	Jan – March 2019	1 week	M1,930.00
HIV Counselling	Jan – March 2019	2 weeks	M3,860.00
Occupational Health and safety Rep. Training	Jan – March 2019	3 Days	M450.00
Occupational Health and Safety Assessment	Jan – March 2019	1 Week	M1,930.00

### Admission Requirements

1. **Chartered Institute of Purchasing and Supply (CIPS)**  
 (The course is designed for Government employees working in the procurement /stores department.  
 Application form should be accompanied by a letter from the employer confirming employment in the stores)  
 - An individual with COSC plus 5 passes including English.
2. **Diploma in Logistics and Transport**  
 COSC/LGCSE with 5 passes at grade A-D  
 English Language must be one of the subjects passed
3. **Diploma in Accounting and Business Studies (DABS)**  
 COSC/ LGCSE with 5 passes at grade A-D  
 English Language must be one of the subjects passed
4. **Diploma in Human Resource Management**  
 COSC/ LGCSE with 5 passes at grade A-D  
 English Language must be one of the subjects passed
5. **Diploma in Archives and Records Management**  
 COSC/ LGCSE with 5 passes at grade A-D  
 English Language must be one of the subjects passed

## **DEADLINE FOR LONG TERM PROGRAMMES IS MAY 2019**

**For further information, contact Admissions Office on: 22312868 or visit our website:[www.idmbis.com](http://www.idmbis.com)**