

**CENTRE FOR CONTINUING
PROFESSIONAL DEVELOPMENT
(CCPD)**



2020

Executive Development
Courses For A Wise
Professional



“When one manager grumbled about training being expensive, he got a response from a bystander who said ‘if you think training is expensive, then try ignorance’.”

“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies.”

— Lawrence Bossidy, GE

“We recruit for attitude and train for skill.”

— Atul Gawande

“Every day is a training day and every event is a training event.”

— James Pritchert

“With regard to excellence, it is not enough to know, but we must try to have and use it.”

— Aristotle

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.”

— Aristotle

“People often say motivation doesn’t last. Neither does bathing—that’s why we recommend it daily.”

– Zig Ziglar

The Greatest question will always remain with Human Capital Practitioners.

**“WHAT IF WE TRAIN
THEM AND THEY
LEAVE? WHAT IF WE
DON’T AND THEY
STAY?”**

BACKGROUND INFORMATION

APPLICATIONS

IDM application forms should be collected from our Admissions Office or be downloaded from the IDM website. Upon submission, applicants should ensure that relevant documents that include certified copies of educational certificates and national identity are attached to the completed forms.

ADMISSION REQUIREMENTS

To be evaluated upon submission of the application form relevant to a specific programme.

PROGRAMME FACILITATION

Fulltime sessions are conducted daily, from Monday to Friday. Classes commence at 0800hrs and end at 1700hrs. Evening classes are specifically designed for those who are not able to attend day classes, especially the working candidates. These classes are conducted daily, Monday to Friday, from 1730hrs-2030hrs. Special arrangements can also be reached with specific clients.

FEES

The course fees and quotations are obtainable on request from the Finance department @ 361 2156/110.

ACCOMMODATION/MEALS

IDM offers limited hostel-type accommodation but would assist with information in finding alternative hotel accommodation. There is also an on-campus subcontracted catering company that provides meals.

COURSE DATES

Contact the office of CCPD for specific course dates as these are not fixed. Clients with over fifteen applicants for any course can recommend dates to the CCPD office.





LEADERSHIP AND MANAGEMENT DEVELOPMENT

RATIONALE

People in positions of leadership and management are often promoted to these positions not on the strength of their requisite capabilities, but on other reasons known to the overall leadership of the organisation. In today's complex organisations there is a need to bridge this gap by helping these individuals acquire appropriate knowledge, attitudes, skills and practices to effectively execute leadership and people management functions.

TARGET GROUP

The course is for chief executive officers, senior managers, and professionals charged with the responsibility of ensuring effective implementation of their organisations' strategic plans.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate an understanding of leadership and management practices as an essential mix
- Appreciate the process of strategy development & execution
- Demonstrate practical skills on how to develop and sustain winning teams
- Demonstrate practical skills on how to manage organisational conflicts
- Demonstrate practical skills on how to make decisions and solve problems in the organisation
- Appreciate performance management and its role on organisation management and how it links with organisation strategy
- Demonstrate knowledge and skills on implementing corporate governance and ethics
- Demonstrate understanding and knowledge of corporate communication
- Demonstrate knowledge and skills to manage both internal and external change occurring in the organisation.



MANAGING CONSULTANCY SERVICES

RATIONALE

Organisations regularly desire and have a quest for well capacitated and result-oriented interventions targeted at enhancing organizational performance. From time to time when this is not the case, senior managers look up to 'consultants' to provide answers to those aspects of organisational operations that are problematic and and/or impede the desired performance. Since consultancy involves the creation and management of relationships between the consultant, the client and the sponsor, all these stakeholders must clearly understand their roles and expectations for the enhanced success of the

consulting process as well as its outcomes. Participants in any consulting intervention must be equipped with the techniques and skills of the consulting process. This course is therefore meant to equip participants with the knowledge, techniques and skills of managing consultancy interventions and the consulting process. The course engages participants on what consultancy entails, what a consultant does, and the correlations that exist between consultants and clients.

TARGET GROUP

The course is for management consultancy project leaders and professionals charged with the responsibility of supervising consultancy interventions and for heads of organizations overseeing the overall implementation of the organization's corporate strategic plan.

STATEMENT OF LEARNING OUTCOMES

- Understand an overview of what consultancy consists of and what processes are followed in managing consultancy projects
- Understand and apply details related to consultancy proposal preparation; presentation and acceptance
- Demonstrate knowledge of key start-up activities in a consultancy project
- Apply different approaches and methodologies for data sampling, gathering and analysis
- Develop alternatives/options analysis and presentation
- Construct consultancy project management and control frameworks



FINANCE FOR NON FINANCE MANAGERS

RATIONALE

It is generally accepted that finance is a scarce resource used to meet unlimited wants. Finance is also believed to be the life blood of any organisation, be it public or private. As such it has to be managed optimally to ensure that the wants of the people are met in the most cost effective and transparent manner to ensure organizational survival. This requires an understanding of public finance management principles. Low levels of resource generation, misallocation of funds, resources underutilization, lack of accountability/transparency and corruption are the common challenges that those responsible for managing

public funds experience from time to time. The primary objective of the proposed short course is to address these challenges.

TARGET GROUP

The course is for senior managers in organisations.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate an understanding of the finance function
- Apply basic costing methods and techniques in their activities
- Prepare budget and execute budgetary control
- Read and analyse financial statements
- Appraise investment projects
- Identify forms of long-term finance



SUPERVISORY SKILLS AND MANAGEMENT DEVELOPMENT

RATIONALE

Team leaders, Managers and Supervisors are often promoted to their positions not on the strength of supervisory ability, but on their technical competency. In today's complex organizations there is a need to bridge this gap by helping supervisors acquire appropriate managerial and supervisory skills to effectively perform leadership and people management functions.

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.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate an understanding of leadership and management practices as supervisors and team leaders
- Appreciate the process of strategy development & execution
- Demonstrate practical skills on how to develop and sustain winning teams
- Demonstrate practical skills on how to manage organisational conflicts
- Demonstrate practical skills on how to make decisions and solve problems in the organisation
- Develop work plans that are aligned to organisation strategy
- Demonstrate skills on how to handle grievance and discipline issues
- Appreciate performance management and its role on organisation management and how it links with organisation strategy
- Demonstrate positive interpersonal skills, improved communication and customer relations
- Appreciate the role of management in ensuring a safe and healthy work environment.



CORPORATE STRATEGY

RATIONALE

Today's managers have to think strategically about the organisation's position and the impact of changing conditions. They have to monitor the organisation's external environment and internal capabilities closely enough to know when to institute strategic changes. They have to know the business well enough to determine what kind of strategic changes to initiate. This course helps participants develop a critical understanding and appreciation of strategic planning as a fundamental tool to guide and direct the vision, mission, objectives and values of the organization.

TARGET GROUP

This course is for middle and senior managers directly engaged in strategy formulation, execution and monitoring, as well as officers planning to be members of strategy development steering committees.

STATEMENT OF LEARNING OUTCOMES

- Understand an overview of strategic management process
- Establish company direction: developing a strategic vision, setting objectives, and crafting a strategy
- Appraise industry and competitive analysis
- Evaluate company resources and competitive capabilities
- Craft strategic plan for competitive advantage
- Develop an Implementation Plan
- Develop a Monitoring and Evaluation Tool for the plan



PUBLIC RELATIONS

RATIONALE

In today's competitive business environment, good public relations are essential for any organization to secure a good public image and satisfied customers. The way employees approach members of the public, customers, suppliers, and even fellow staff members can have an enormous impact on the organisation's success and reputation. This course emphasizes the important role that every employee of the organisation must play towards satisfying the public's needs and expectations. It is designed to give participants an opportunity to appreciate the value of good public relations and to ensure that employees' personal style

helps them to gain confidence in building a good image for themselves and the organisation.

TARGET GROUP

Senior and middle level managers.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate knowledge of the needs and expectations of the Ministry's public and specific customers
- Demonstrate understanding of public relations goals and objectives vis-à-vis the Ministry's mandate
- Describe the principles, processes and methods governing public relations
- Demonstrate understanding of both internal and external public relations
- Explain the benefits of networking and its attendant communication dynamics
- Demonstrate understanding and workings of the Ministry's media relations
- Apply essential communication skills for dealing with the Ministry's public and customers
- Explain the Ministry's current public relations initiatives and their own role in supporting these initiatives
- Develop and implement simple but effective public relations programs.



THE ART OF PUBLIC SPEAKING

RATIONALE

Managers are often called upon to formally speak to an audience as part of their duties. They may be required to brief management or visitors on an on-going project, or defend a project that they are proposing for the organization; talk to a group of newly-recruited personnel on what is expected of them, or give a dinner speech, etc. All these situations call for certain specific skills and techniques on the part of the speaker in order to achieve his or her speaking objectives. This course is designed to equip participants with the appropriate skills and techniques for delivering successful oral presentations.

TARGET GROUP

Senior and middle level managers.

STATEMENT OF LEARNING OUTCOMES

- Distinguish between oral and written communication
- Conduct a speaker-audience-occasion-location analysis
- Set speaking objectives
- Distinguish between informative, persuasive and light-hearted presentations
- Structure presentations logically
- Use appropriate rhetorical techniques and organizational patterns for effect
- Design appropriate visual support
- Use power-point presentation techniques



CHANGE MANAGEMENT

RATIONALE

Change is inevitable. It pervades organizations as they grow and develop. While change can be orchestrated from within (micro-forces) or externally (macro-forces), it can be planned, and/or unplanned. How much change an organization can endure, want, whether positive or negative is insignificant, far more important is how people creatively deal with and cope with change in order to yield desired outcomes. Change often involves changing how people carry out their jobs and evidently affect behaviour. Ability to manage the human side of change positively correlates to achievement of change objectives. This

course is about equipping participant with skills on how to win the hearts and minds of each individual affected by change within an organization in order to reduce their resistance and ensure that envisaged changes are implemented and sustained successfully. Effective change management requires people to be skilled on how to make change happen, manage it and maintain it. The course prepares managers and supervisors to lead organizations through incremental, radical and transformational change efficiently and with better acceptance throughout the organization. It provides both the critical skills and a framework for the successful management of change.

TARGET GROUP

The course is for leaders, managers, supervisors and change agents who are leading change and/or support change processes in their environment.

STATEMENT OF LEARNING OUTCOMES

- Explain the role of change in organizational success
- Analyze drivers for change
- Distinguish types of change and how change affects individuals, teams and organizations
- Describe the phases of change
- Analyze causes of individual and organizational resistance to change and management thereof
- Apply change management models to manage change
- Explore strategies to increase success for the change
- Explore role of leaders in managing change



PROFESSIONAL BUSINESS WRITING

RATIONALE

The quality of a manager's work depends not only on his or her vision or powers of organization, or supervisory skill, but also on the ability to convey clear messages and instructions in writing so as to facilitate appropriate action. Well-structured written messages have a greater impact as they are easier to understand and more likely to be remembered. There is no doubt that effective messages will contribute greatly to the success of any organization. This course is designed to equip participants with the practical knowledge, skills and techniques for writing effective messages.

TARGET GROUP

Senior and middle level managers.

STATEMENT OF LEARNING OUTCOMES

- Apply critical thinking in the writing process
- Articulate ideas clearly and structure messages logically
- Present the material in a highly readable manner
- Distinguish between informational and persuasive messages
- Use appropriate language, style and tone
- Draft effective reports, proposals, minutes of meetings, speeches, etc.
- Demonstrate knowledge of the formats and uses of key workplace documents



INTERMEDIATE SPREADSHEET (MS EXCEL)

RATIONALE

It is imperative to have competent personnel in applications of modern information technologies such as MS Excel. The purpose of this course is to impart skills and knowledge in MS Excel applications

TARGET GROUP

ICT practitioners, leaders and managers involved in data capturing and analysis..

STATEMENT OF LEARNING OUTCOMES

- Demonstrate knowledge of planning using MS Excel applications
- Demonstrate knowledge of using MS Excel in accordance to desired theme
- Demonstrate skills and advanced techniques of MS excel
- Prepare reports using MS Excel applications



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

RATIONALE

All workplaces have potential and existing health and safety hazards that could undermine the productivity targets of the enterprise. The increasing awareness of the employees' rights to health and safety at work and the need for organizations to comply with International Standards has intensified the importance of sound occupational health and safety practices. In line with the relevant national laws and international conventions, the purpose of this course is to equip employers and employees with the necessary skills to identify hazards, assess the significance of hazards, and 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 at supervisory level, and/or individuals involved in occupational health and safety services.

STATEMENT OF LEARNING OUTCOMES

- Identify occupational health and safety hazards
- Identify causes of accidents in the workplace
- Assess the significance of occupational health and safety hazards in accordance with organizational requirements
- Implement control strategies for the identified hazards
- Establish a risk management and monitoring



RECORDS AND INFORMATION MANAGEMENT

RATIONALE

All organizations have accumulated and continue to accumulate records and information as evidence of their activities. Many organizations are incurring costs in large quantities of records generated, equipment and storage space. Most of the personnel managing records today have limited or no specialist training in the technical management of records. This information can only be a valuable resource if it is available to the right person, at the right time, in the right place and at the least possible cost. This calls for specialist skills and training

on the part of records operatives. In line with international records management standards this course will impart fundamental skills and knowledge on the principles and practices that govern the cost-effective creation, maintenance and use and disposal of information.

TARGET GROUP

The course is intended for Records Supervisors, Records Officers, Records Assistants, Administrative Assistants and officers who are already in the profession.

STATEMENT OF LEARNING OUTCOMES

- Identify records and information management challenges
- State the objectives of records information management
- Define the key terms: record, records media, e-records etc.
- Manage e-mail as a corporate record
- Identify and apply security and preservation measures for records
- Establish a records and information management programme
- Appraise, develop and implement a Records Policy
- Constitute a Records Management Committee
- Demonstrate knowledge of the stages of the records-life-cycle
- Apply the 3 Es to the management of records throughout their life cycle; and
- Differentiate between primary and secondary values in records appraisal and be able to carry out appraisal exercise
- Demonstrate knowledge of developing and implementing records retention and disposal schedule



INTRODUCTION TO ACCPAC

RATIONALE

Accurate and timely financial information is crucial for effective and competitive business management, which is enhanced by computerised accounting system. In order for organizations to have timely and accurate financial information, it is imperative for accounting personnel to be equipped with appropriate knowledge and skills in computerized accounting systems.

TARGET GROUP

This programme is targeted at accounting personnel with foundation skills in computer applications.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate knowledge of assigning default values for currency, date and printer in System Manager
- Demonstrate knowledge of setting-up accounts in General Ledger
- Demonstrate knowledge of entering and processing transactions in General Ledger
- Demonstrate knowledge of preparing accounts and processing transactions in Accounts Payable
- Demonstrate knowledge of setting-up Account Receivable system and processing transaction
- Demonstrate knowledge of carrying out batch processing and bank reconciliation in Cash Book



MANAGEMENT TRAINING FOR PERSONAL ASSISTANTS

RATIONALE

The pressures of globalization and regional integration have compelled countries to work in groups rather than in isolation as they face the ever-increasing challenges of modern times. The need for stronger socio-economic co-operation and unity among nations is felt more today than ever before as a means of fostering regional development to alleviate economic ills; enforce regional safety and security; and combat international crimes and global health challenges. The prevailing situation in calls for more enlightened, self-driven and confident individuals to function as executive/personal secretaries/

assistants. This course, therefore, is intended to enhance the participants' capacity to function under challenging circumstances and environments.

TARGET GROUP

This course is for executive/personal secretaries/assistants, and secretaries aspiring to rise to this level.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate knowledge of general management principles and concepts
- Apply general management principles and concepts in their day-to-day tasks
- Review systems and practices in their organizations with a view to improving efficiency
- Use the scientific problem solving method
- Use organizational media effectively
- Demonstrate positive interpersonal skills
- Relate to customers positively
- Use an electronic spreadsheet
- Use advanced features of Microsoft Word
- Use relevant graphic features of Microsoft Office



TRAINING OF TRAINERS

RATIONALE

IDM has been accredited by Botswana Qualifications Authority (BQA) to provide training of Trainers (TOT) to trainers in various organisations/companies based on the national qualifications requirements set. This programme equips trainers without teaching experience and/or qualifications with skills to train personnel appropriately. A Unit Standard based teacher training programme has been developed to be implemented with provision for Recognition of Prior Learning (RPL) or Recognition of Recent Competencies (RCC). That is, for those who have been training for some time and have attained certain skills, IDM in collaboration

with BQA would use their discretion; depending on the skills of the trainees to decide on the duration of the programme. This course is aimed at equipping those interested in being trainers with the requisite skills to carry out training in an effective manner participants on what consultancy entails, what a consultant does, and the correlations that exist between consultants and clients.

TARGET GROUP

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

STATEMENT OF LEARNING OUTCOMES

Cluster 1 - Lesson Planning and facilitation of training session

- Determine training methods and techniques
- Produce a lesson plan
- Develop learning materials
- Facilitate the lesson
- Evaluate training sessions

Cluster 2 - Assessment

- Produce assessment tools
- Assess candidates against standards

Cluster 3 - Key Skills to consider for the trainers course

- Demonstrate time management in the workplace
- Word process simple document
- Exchange information using electronic mail
- Search for information using web



TRANSPORT MANAGEMENT

RATIONALE

The growing complexity in the transport business environment demands effective transport planning in order to offer high quality services in terms of speed, scheduling, reliability, quality and cost. The current situation is predominantly characterized by abuse of transport resources, resulting in high operating costs. There is a need to reverse this trend and to add value to organizational operations. Hence the need to give the participants a sound understanding of the methods of managing transport in an effective and cost-effective manner.

The course provides knowledge and practical skills in transport management functions in a public or private sector organizational setting. The course is also intended to upgrade the skills and competencies of personnel charged with responsibilities for transport management.

TARGET GROUP

The course is for officers who are currently performing fleet and transport management functions. To be eligible for this course, candidates will normally have worked in the transport management field for a minimum of 3 years, and/or have a school leaving certificate.

STATEMENT OF LEARNING OUTCOMES

- Demonstrate knowledge of transport operations planning and scheduling
- Demonstrate knowledge of fleet selection and control
- Demonstrate knowledge of fleet maintenance
- Demonstrate knowledge of safety and health

- Demonstrate knowledge of security and loss control
- Demonstrate of regulatory framework
- Demonstrate knowledge of business applications in transport operations



STORES MANAGEMENT AND STOCK CONTROL

RATIONALE

Inventory management is a very important function that determines the monetary savings that an organisation can make by properly and professionally educating its staff on its importance. Every organization, from sales to manufacturing, aims to maintain optimum inventory levels to be able to meet demand and avoid outages or excess inventory that can adversely affect profits. Inventory is always being expended. Inventory management is a constant evaluation of the usage and supply of stock items and needs personnel to be properly trained to add value to the process of Inventory management and planning. This course

is designed to be a refresher course to storekeepers and give a fairly useful approach to keeping of inventory. It's also meant to demonstrative to warehouse managers as well as storekeepers the importance of managing inventory in lowering costs, waste and unmet demands and thereby contributing to the bottom-line of the enterprise.

TARGET GROUP

Supply chain management staff serving at differing levels of responsibility.

STATEMENT OF LEARNING OUTCOMES

- Explain ways in which demand can be affected (i.e. seasonal demand)
- Describe the different costs involved in holding stock
- Explain the different stock evaluation methods; LIFO, FIFO, average cost, standard cost, replacement
- Show an understanding of stock replenishment systems and the use of economic order quantities
- Understand the general design and arrangement of stores.



PURCHASING AND MATERIALS MANAGEMENT

RATIONALE

Public and private sector organizations have been experiencing substantial financial losses emanating from mismanagement of purchasing and stores. Purchasing and supply is now recognized as a value adding activity able to make considerable contribution to the bottom line. Organizations in the public and the private sectors are increasingly turning to professional supply chain measures and procedures to reduce costs and utilize internal resources efficiently. Consequently, it is important that purchasing and supply personnel are made aware of the measures designed to promote purchasing and

materials management as a critical function in organizations. The course provides knowledge and practical skills in purchasing and materials management functions in a public or private sector organizational setting. The course is also intended to upgrade the skills and competencies of personnel charged with responsibilities for purchasing and materials management.

TARGET GROUP

The course is for officers who are currently performing purchasing and materials management functions.

STATEMENT OF LEARNING OUTCOMES

- Purchasing and Materials administration
- Logistics and Materials management
- Purchasing techniques
- Specification and quality management
- Source selection
- Price management
- Time management
- Stock control techniques
- Legal applications in procurement management



PEER EDUCATION IN HIV & AIDS

RATIONALE

The HIV/AIDS epidemic in Botswana and the sub-region remains a health and socio-economic challenge. The results of sentinel surveillance studies show the need for consolidation of efforts to continue the fight against the epidemic. The rationale for this course therefore is to equip participants with the knowledge and skills of sharing and disseminating information on HIV/AIDS to their fellow employees effectively. It is an empowerment programme to allow participants realise the harm the epidemic has caused at individual, family, household, community and national level and to re-examine the individual's role

in contributing to the fight that His Excellency F.G. Mogae - President of the Republic of Botswana has since declared in 1998.

TARGET GROUP

All employees in need of basic awareness on HIV & AIDS.

STATEMENT OF LEARNING OUTCOMES

- Discuss and appreciate the psycho-socio and economic impact of the HIV/AIDS epidemic at all levels within the corporation and the country as a whole
- Explain the concept of peer education in HIV/AIDS
- Explain the basic facts in HIV/AIDS
- Explain the national programmes for HIV/AIDS and STIs control
- Explore societal issues related to HIV/AIDS
- Provide basic counselling and communication skills
- Describe and demonstrate life skills and practices that reduce the risk of HIV infection.



COUNSELLING IN THE WORKPLACE

RATIONALE

The anxiety created by both individuals and organisational demands on workers place a significant role in influencing the quality of employees' work life. The rapid pace of life brought about by constant technological changes and development are a real source of stress. The impact of this on productivity and overall organizational performance should not be underestimated. This dynamic and stressful environment within which organisations operate call for organisations to be physically, mentally, and spiritually supportive of their employees. The purpose of this course therefore, is to impart to participants the knowledge and

skills required of a workplace counsellor.

TARGET POPULATION

First line managers and supervisors.

STATEMENT OF LEARNING OUTCOMES

- Knowledge of counselling and counselling process
- Knowledge and ability to apply ethical principles of counselling
- Knowledge of identifying staff in need of counselling services
- Knowledge of change management
- Skills in counselling staff undergoing stress
- Skills in communicating sensitive organisational and personal news to staff
- Knowledge of developing a directory of service for referral of workers with various needs
- Knowledge of making referrals to relevant services to staff in need
- Knowledge of managing workplace counselling services
- Knowledge of teamwork in the work place.



ENTERPRENUERSHIP DEVELOPMENT

RATIONALE

Entrepreneurship is widely recognized as an important role player in achieving economic and social development, including employment creation, economic growth and poverty alleviation. This programme is therefore designed to impart entrepreneurial qualities to enable participants to survive in the business world. Participants of the programme will be equipped with competencies that include concepts, skills, practical applications and mental awareness, used by persons during the process of starting, operating and developing the growth of their enterprises.

TARGET POPULATION

- Start up
- SMMEs
- People with interest in business

STATEMENT OF LEARNING OUTCOMES

- Market and promote their business for people to purchase their goods and services.
- Maintain book of accounts for their business in order to keep track of their sales, costs, and profits.
- State laws, permits, taxes and other regulations required for their potential business.
- Define their business idea and people who will be who will be interested in their products through market research.
- Communicate with people persuasively and effectively to make them satisfied customers.
- Provide the best possible customer service in order make customers to keep coming back to the business.
- Manage people working for their business effectively so that they can positively contribute to the development and grow of it.
- Develop and maintain purchasing and supply policies that would lead to effective acquisition of goods and services for the business.



Centre For Continuing Professional Development (CCPD)

LIST OF IDM'S ACCREDITED SHORT PROGRAMMES

Certificate in Human Resources Management Full	Full Award @ Level 3
Finance for Non-finance Managers	Short Course @ Level 3
Stores Management & Control	Short Course @ Level 3
Purchasing & Materials Management	Short Course @ Level 3
Transport Management	Short Course @ Level 3
Working Capital Management	Short Course @ Level 2
Finance Management	Short Course @ Level 3
Financial Accounting & Control	Short Course @ Level 2
Government Accounting	Short Course @ Level 1
Management Training for Personal Assistants	Short Course @ Level 3
Public Relations	Short Course @ Level 2
Professional Business Writing	Short Course @ Level 3
The Art of Public Speaking	Short Course @ Level 2
Foundation Certificate in Records & Information Management	Full Award @ Level 1
Basic Computer Applications Skills	Short Course @ Level 3
Intermediate Spreadsheet (Excel)	Short Course @ Level 2
Intermediate Database	Short Course @ Level 2
Introduction to ACCPAC	Short Course @ Level 2
Public Administration	Short Course @ Level 3
Migration & Citizenship Control	Short Course @ Level 3
Counselling at the Workplace	Short Course @ Level 3
HIV & AIDS Counselling	Short Course @ Level 3
Peer Education in HIV & AIDS	Short Course @ Level 1
Occupational Health & Safety Management	Short Course @ Level 1

LIST OF IDM'S ACCREDITED SHORT PROGRAMMES


Food Safety & Hygiene Management	Short Course @ Level 1
Effective Clinical Supervision	Short Course @ Level 1
Nursing Unit Management	Short Course @ Level 3
Foundation Certificate in AAT (Foundation)	Full Award @ Level 1
Intermediate Certificate in AAT (Intermediate)	Full Award @ Level 2
NGO Certificate in Leadership	Short Course @ Level 3
NGO Certificate in Governance	Short Course @ Level 3
NGO Certificate in General Management	Short Course @ Level 3
NGO Certificate in Financial Management	Short Course @ Level 3
NGO Certificate in Project Management	Short Course @ Level 3
NGO Certificate in Resource Mobilization	Short Course @ Level 3
NGO Certificate in Mentoring	Short Course @ Level 3
Applied Health Management	Short Course @ Level 3
Archives Administration & Records Management	Short Course @ Level 3
International Advanced Certificate in Purchasing & Supply	Short Course @ Level 3
International Certificate in Purchasing & Supply	Short Course @ Level 3
Monitoring & Evaluation of HIV & AIDS Programmes	Short Course Level 3
Certificate in Vocational Education & Training	Short Course @ Level 3
Human Rights in Law Enforcement	Short Course @ Level 3
Training of Trainers	Short Course @ Level 3
Leadership Training in Inspection & Supervision of Education	Short Course @ Level 3
Leadership Development Management	Short Course @ Level 3
Supervisory Skills & Management Development	Short Course @ Level 3
Entrepreneurship Development	Short Course @ Level 3

For more information, please contact the CCPD office.



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