Human Resource Management

- *HR Skills for HR Administrators*
- *Basic HR Management*
- *Training of Trainers*
- *Coaching and Mentoring*
- *Writing HR Policies and Procedures*
- *Recruitment, Interviewing and Selection*
- *Job Analysis and Description, Job Evaluation and Grades*
- *Performance Management*
- *Identification and Analysis of Training Needs and Preparing Training Plan*

Interpersonal Skills and Self Development

- *Filing and Records Keeping*
- *Admin and Office Management*
- *Communication and Writing Skills*
- *Assertiveness and Self Confidence*
- *Planning and Organising Skills*
- *Problem Solving and Decision Making*
- *Effective Time Management*
- *Presentation Skills*

Public Sector Reform

- *Public Service Induction Programme*
- *Service Delivery in the Public Sector*
- *Effective Documents and Records Management*
- *Public Private Partnership (PPP): Policy Issues, Options and Success Factors*
- *PPP Technical Issues: Practitioner Workshop*
- *Managing Government and Diplomatic Protocol: Etiquette, Procedures and Logistics*
- *Management of Meetings*
- *Community Driven Development: Building Effective Local Services*
- *Integrated Border Management: Enhance Customs and Immigration Services*

Parliamentary

- *Parliament Administration*
- *Translating Policy into Legislation*
- *Legislative Drafting: A Blended Approach*

Monitoring and Evaluation Policies and Projects

- *Result Based Management*
- *Developing Strategic Skills for Organisational Development*
- *Project Cycle Management*
- *Monitoring and Evaluating Projects and Programmes*
- *Project Risk Management*
- *Evidence Based Policy: Analysis and Use of Evidence*
- *Impact Assessment and Evaluation*
- *Gender Mainstreaming and Analysis*

Accountability and Compliance

- *Effective Corporate Governance*
- *Government and Corporate Security Management*
- *Combating Fraud and Corruption*
- *Fraud Detection and Investigation*
- *Anti-Money Laundering (AML) and Financial Crime*

Financial Management and Procurement

- *Financial Management and Accounting for Nonfinancial Managers*
- *Public Financial Management: Planning and Control*
- *Risk Management and Internal Controls*
- *The Complete Procurement Cycle*
- *Managing Tenders, Specifications and Contracts*
- *Procurement Audit*
- *Store Management and Material Control*
- *Logistics and Physical Distribution Management*
- *Fleet Management*

Municipal Management Development

- Local Government Legislation
- Entrepreneurship and Business Development
- Strategic Management in Local Government
- Integrated development planning and management

Information and Communication Technology

- MS Project Software
- Database Management
- Spread Sheets
- Statistical Data Analysis
- Web Design
- IT Essential
- Multimedia
- Computer Programming
- Computer Networking
- Microsoft Office

Marketing and Communications

- Introduction to Marketing
- Public Relations and Public Speaking
- Digital Marketing
- Customer Care