



## HUMAN RESOURCES AND GENERAL MANAGEMENT PROGRAM

Date: January - December 2020-2022  
(ALL PROGRAMMES AVAILABLE)

### DURATION and FEES:

1 week	<b>\$3,650</b>
2 weeks	<b>\$5,500</b>
3 weeks	<b>\$7,250</b>

COURSE CODE	COURSE TITLE	DURATION
GEDSD0001	Governance, Electronic Documentation and Service Delivery	1- 3 Weeks
MHRF01	Modernizing the Human Resource Function	1- 3 Weeks
ORCM02	Organizational Restructuring and Change Management	1- 3 Weeks
MSDPS03	Mode of Service Delivery in the Public Service	1- 3 Weeks
CCPR04	Customer Care and Public Relations	1- 3 Weeks
PFSGRI005	Pension Fund Strategies, Governance, Regulation and Investment	1- 3 Weeks
AHR05	Auditing Human Resources	1- 3 Weeks
MPSA06	Managing Partnership and Strategic Alliances	1- 3 Weeks
MTDF07	Managing the Training and Development Functions	1- 3 Weeks
SBSCD08	Strategic and Balance Score Card Development	1- 3 Weeks
MLSC09	Managing and Leading Strategic Change	1- 3 Weeks
CRM010	Customer Relationship Management	1- 3 Weeks
PA00101	Payroll Administration	1- 3 Weeks
SPM011	Strategic Planning Management	1- 3 Weeks
SSD012	Supervisory Skills Development	1- 3 Weeks
WPC013	Workforce Planning and Counseling	1- 3 Weeks
MPOD014	Managing Personnel for Organization Development	1- 3 Weeks
SCSD015	Successful Committee Skills Development	1- 3 Weeks
SP016	Competency-Based Succession Planning	1- 3 Weeks
ELSM017	Effective Leadership Skills for Managers	1- 3 Weeks
SWLD018	Strategic Women Leadership Development	1- 3 Weeks
PDMSM019	Policy Development and Management Skills for Managers	1- 3 Weeks
MLR020	Management/Labour Relation	1- 3 Weeks
RP021	Retirement Planning	1- 3 Weeks
ACTA022	Anti- Corruption and Transparency Awareness	1- 3 Weeks
RM023	Record Management	1- 3 Weeks



<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>DURATION</b>
CMWP024	Compliance Management in the Work Place	1- 3 Weeks
NOEEG025	Non-Oil Export for Economic Growth	1- 3 Weeks
STM026	Strategic Talent Management	1- 3 Weeks
PAF011	Performance Appraisal and Feedback	1- 3 Weeks