

# Training Programmes

Accredited by:



**GAP**  
MANAGEMENT INSTITUTE  
*Aptum Efficiant Ad Vitam*



# 2025

[www.gapmanagementinstitute.org](http://www.gapmanagementinstitute.org)

## ABOUT

GAP Management Institute is an organisational development, capacity building and human resource skilling organisation that serves the African continent. Our training and skilling programs are experience based, offering participants a wide range of learning points in a challenging environment that enhances learning.

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## CONTENT

Learning has changed over time, the way we learn has increased to a million fold in comparison to our past. At Gap Management Institute, we have developed course materials and topics to make learning easy and interesting. The modules of all courses are delivered in various forms (e.g. video lectures, audio instruction, Real-Time Face to Face Interactions and animated features). These are geared towards creating learning in all spaces of human existence, on the move, or stationed in one place with a lot of activities taking place, e.g.

## PHILOSOPHY

Learning has changed over time, the way we learn has increased to a million fold in comparison to our past. At Gap Management Institute, we have developed course materials and topics to make learning easy and interesting. The modules of all courses are delivered in various forms (e.g. video lectures, audio instruction, Real-Time Face to Face Interactions and animated features). These are geared towards creating learning in all spaces of human existence, on the move, or stationed in one place with a lot of activities taking place, e.g.

**+256 393 240 183**



Keeping Your **SKILLS** Relevant,  
Making Your Career **FLOURISH**



# ABOUT US...

GAP Management Institute is an organisational development, capacity building and human resource skilling organisation that serves the African continent. Our training and skilling programs are experience based, offering participants a wide range of learning points in a challenging environment that enhances learning.



# TRAINING SCHEMES



## Kampala, Uganda Co-ordination Office

P.O.Box 28308 Kampala, Uganda  
Plot 892/ 7179 Opposite KIU  
Kansanga, Ggaba Road  
+256 393 240 183  
+256 752 085 818

HUMAN RESOURCE  
MGT, LEADERSHIP  
& ORGANISATIONAL  
DEVELOPMENT (HRL0D)

FINANCE  
MANAGEMENT,  
ACCOUNTING &  
AUDIT (FMAA)

PROCUREMENT,  
LOGISTICS & TRANSPORT  
MANAGEMENT (PLTM)

HEALTH, SAFETY,  
ENVIRONMENTAL  
MANAGEMENT  
AND SECURITY  
(HSEMS)

BUSINESS  
MANAGEMENT  
ENTREPRENEURSHIP  
SKILLS (BMES)

PROJECT  
MANAGEMENT (PM)

RECORDS & ICT  
MANAGEMENT  
(RITM)

COMMUNICATION  
CUSTOMER CARE  
AND PR (CPR)

SECRETARIAL  
& GENERAL  
ADMINISTRATION (SGA)

LAW, POLICY,  
GOVERNANCE AND  
LEGISLATIVE  
PROGRAMMES (LPGL)



[info@gapmanagementinstitute.org](mailto:info@gapmanagementinstitute.org)  
[www.gapmanagementinstitute.org](http://www.gapmanagementinstitute.org)

# COURSE COUNT...

Communications, Customer  
Care and Pr (CPR)



Finance Management, Accounting  
and Audit (FMAA)



Human Resource Management, Leadership &  
Organisational Development (HRLD)



Health, Safety, Environmental Management  
and Security (HSEMS)



Law, Policy, Governance and Legislative  
Programmes (LPGL)



Records and ICT Management (RITM)



Procurement, Logistics and Transport  
Management (PLTM)



Project Management (PM)



Secretarial and General Administration (SGA)



Business Management and  
Entrepreneurship Skills (BMES)



Capacity Building and Skilling Development (CBSD)



Public Health Management (CBSD)



Agriculture and Agri Business  
(AAB)



Digitalization, Marketing and  
Branding (DBI)



Business Model Innovation  
(BMI)



**GAP**  
MANAGEMENT INSTITUTE  
Global Advanced Professional



# OUR GAP MANAGEMENT INSTITUTE Africa's EdTech Ad Pioneers PHILOSOPHY...

Learning has changed over time, the way we learn has increased to a million fold in comparison to our past. At Gap Management Institute, we have developed course materials and topics to make learning easy and interesting. The modules of all courses are delivered in various forms i.e. video lectures, audio instruction, Real-Time Face to Face Interactions and animated features. These are geared towards creating learning in all spaces of human existence, on the move, or stationed in one place with a lot of activities taking place.





# Course fees rates...

Our courses range in fees depending on location and duration as per rates shown below;

**1 WEEK**  
Amount  
per Person  
1895 USD

**2 WEEKS**  
Amount  
per Person  
2995 USD

**3 WEEKS**  
Amount  
per Person  
3495 USD

**4 WEEKS**  
Amount  
per Person  
4195 USD

All prices are exclusive of any taxes. **Some Venues attract higher prices.**  
(North Africa, West Africa, Asia, U.A.E, Southern Africa)

The above rates are subject to change based on the number of participants and organisation has nominated for a particular course. We offer **customised/ Tailor made or in-house** Skilling and training programs basing on the client's or organisation's needs. Discounts are available for group trainings basing on the number of people to attend a particular course.

# Communication, Customer Care and PR (CCPR)

## Public Relations, Diplomacy and Office Etiquette

CCPR01



### VENUES

### DATE



Kampala, Uganda	27 Jan - 7 Feb, 2025
Arusha, Tanzania	21 April - 2 May, 2025
Arusha, Tanzania	17 - 28 Nov, 2025

## Execution of Strategic Meetings, Reporting and Support Activities

CCPR02



### VENUES

### DATE



Arusha, Tanzania	10 - 21 Mar, 2025
Mombasa, Kenya	16 - 27 June, 2025
Kampala, Uganda	1 - 12 Dec, 2025

## 21st Century Dynamics Public Relations and Interpersonal Skills

CCPR03



### VENUES

### DATE



Kampala, Uganda	7 - 25 April, 2025
Dubai, U.A.E	7 - 25 July, 2025
Arusha, Tanzania	15 Sept - 3 Oct, 2025

## Strategic Management, International Relations and Communication Skills

CCPR04



### VENUES

### DATE



Arusha, Tanzania	3 - 21 Feb, 2025
Kampala, Uganda	14 July - 4 Aug, 2025
Arusha, Tanzania	13 - 31 Oct, 2025

## Customer Care Service Management: The Formulation of Excellent Experiences

CCPR05



### VENUES

### DATE



Arusha, Tanzania	20 - 31 Jan, 2025
Mombasa, Kenya	1 - 12 Sept, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Public Relations & Corporate Communication

CCPR06



### VENUES

### DATE



Kampala, Uganda	17 - 28 Feb, 2025
Nairobi, Kenya	23 June - 4 July, 2025
Mombasa, Kenya	8 - 19 Dec, 2025



# Communication, Customer Care and PR (CCPR)

## Strategic Communication and Customer Care Service Management in the Public & Private Sector

CCPR07



VENUES

DATE



Arusha, Tanzania	5 - 16 May, 2025
Mombasa, Kenya	18 - 29 Aug, 2025
Kampala, Uganda	17 - 28 Nov, 2025

## 21st Century Dynamics Public Relations, Communication and Leadership Skills

CCPR08



VENUES

DATE



Kampala, Uganda	7 - 25 April, 2025
Dubai, U.A.E	7 - 25 July, 2025
Arusha, Tanzania	15 Sept - 3 Oct, 2025

## Protocol, International Relations & Communication Skills: Strategies for Success

CCPR09



VENUES

DATE



Arusha, Tanzania	3 - 21 Feb, 2025
Kampala, Uganda	14 July - 1 Aug, 2025
Arusha, Tanzania	13 - 31 Oct, 2025

## Customer Service Delivery and Communication Skills

CCPR10



VENUES

DATE



Arusha, Tanzania	13 - 24 Jan, 2025
Kisumu, Kenya	19 - 30 May, 2025
Kampala, Uganda	20 - 31 Oct, 2025



## Communication, Customer Care and PR (CCPR)

### Public Relations and Corporate Governance

CCPR11



#### VENUES

DATE



Kampala, Uganda	24 Marh - 4 April, 2025
Nairobi, Kenya	28 July - 8 Aug, 2025
Kampala, Uganda	1 - 12 Dec, 2025

### Strategic Communication and Public Relations

CCPR12



#### VENUES

DATE



Kisumu, Kenya	9 - 27 June, 2025
Kampala, Uganda	1 - 19 Sept, 2025
Arusha, Tanzania	10 - 28 Nov 2025

### 21st Public Relations Dynamics and Interpersonal Skills at the Work Place

CCPR13



#### VENUES

DATE



Mombasa, Kenya	20 Jan - 7 Feb, 2025
Arusha, Tanzania	8 - 26 Sept, 2025
Kampala, Uganda	10 Nov - 28 Nov, 2025

# Finance Management, Accounting & Audit (FMAA)

## Cash Management Analysis, Modelling and Forecasting

FMAA01



VENUES

DATE



Dar Es Salaam, Tanzania	19 - 30 May, 2025
Kampala, Uganda	18 - 29 Aug, 2025
Arusha, Tanzania	24 Nov - 5 Dec, 2025

## Risk Management, Internal Control & Fraud Detection

FMAA02



VENUES

DATE



Kampala, Uganda	27 Jan - 7 Feb, 2025
Arusha, Tanzania	16 - 27 June, 2025
Kampala, Uganda	22 Sept - 3 Oct, 2025

## Effective Budgeting, Cash Management and Cost Control

FMAA03



VENUES

DATE



Arusha, Tanzania	21 April - 9 May, 2025
Kampala, Uganda	4 - 22 Aug, 2025
Mombasa, Kenya	17 Nov - 5 Dec, 2025



## Best Practices in Financial Processes and Control & Cash Management

FMAA04



VENUES

DATE



Dubai, U.A.E	3 - 14 Mar, 2025
Kampala, Uganda	21 July - 1 Aug, 2025
Arusha, Tanzania	13 - 24 Oct, 2025

## Financial Management Analysis and Auditing

FMAA05



VENUES

DATE



Arusha, Tanzania	17 - 28 Mar, 2025
Arusha, Tanzania	15 - 26 Sept, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Strategic Financial Planning, Budgeting and Cost Control

FMAA06



VENUES

DATE



Dar Es Salaam, Tanzania	19 - 30 May, 2025
Kampala, Uganda	18 - 29 Aug, 2025
Arusha, Tanzania	24 Nov - 5 Dec, 2025

# Finance Management, Accounting & Audit (FMAA)

## Strategic Financial Planning, Budgeting and Analysis

FMAA07



**VENUES**

**DATE**



Dar Es Salaam, Tanzania	19 - 30 May, 2025
Kampala, Uganda	18 - 29 Aug, 2025
Arusha, Tanzania	24 Nov - 5 Dec, 2025

## International Financial Reporting Standards

FMAA08



**VENUES**

**DATE**



Kampala, Uganda	10 - 21 Mar, 2025
Arusha, Tanzania	23 June - 4 July, 2025
Mombasa, Kenya	1 - 12 Dec, 2025

## Financial Management and Accounting for Non- Finance Managers/Officers

FMAA09



**VENUES**

**DATE**



Arusha, Tanzania	20 - 31 Jan, 2025
Kampala, Uganda	11 - 22 Aug, 2025
Arusha, Tanzania	8 - 19 Dec, 2025

## International Public Sector Accounting Standards (IPSAS)

FMAA10



**VENUES**

**DATE**



Kampala, Uganda	6 - 17 Jan, 2025
Arusha, Tanzania	31 Mar - 11 April, 2025
Mombasa, Kenya	15 - 26 Sept, 2025

## Financial Reporting in Transition period, Migration To Accrual & Emerging Issues in Accounting Standards

FMAA11



**VENUES**

**DATE**



Arusha, Tanzania	27 Jan - 7 Feb, 2025
Mombasa, Kenya	7 - 18 April, 2025
Arusha, Tanzania	6 - 17 Oct, 2025

## Financial Analysis, Modeling and Forecasting

FMAA12



**VENUES**

**DATE**



Arusha, Tanzania	17 - 28 Mar, 2025
Arusha, Tanzania	15 - 26 Sept, 2025
Kampala, Uganda	3 - 14 Nov, 2025

**GAP**  
Ghana Accounting and Public Sector  
Accounting Standards



# Finance Management, Accounting & Audit (FMAA)

## Financial Accounting, Reporting and Presentation Techniques

FMAA13



VENUES

DATE



Dubai, U.A.E 5 - 16 May, 2025

Kampala, Uganda 1 - 12 Sept, 2025

## Best Practices in the Audit Function: Procedures & Control

FMAA14



VENUES

DATE



Kampala, Uganda 21 April - 2 May, 2025

Arusha, Tanzania 3 - 14 Nov, 2025

## Financial Performance Monitoring, Budgeting and Analysis

FMAA15



VENUES

DATE



Kampala, Uganda 13 - 24 Jan, 2025

Mombasa, Kenya 25 Aug - 5 Sept, 2025

## Financial Reporting, Risk Management and Corporate Governance

FMAA16



VENUES

DATE



Arusha, Tanzania 17 - 28 Feb, 2025

Dubai, U.A.E 6 - 17 Oct, 2025

Kampala, Uganda 8 - 19 Dec, 2025

# Human Resource Management, Leadership & OD (HRLOD)

## Strategic Performance Management & Evaluation

HRLOD01



### VENUES

### DATE



Kampala, Uganda	10 - 21 Feb, 2025
Arusha, Tanzania	18 - 29 Aug, 2025
Nairobi, Kenya	8 - 19 Dec, 2025

## Competency Development and Managerial Excellence for Professionals

HRLOD02



### VENUES

### DATE



Arusha, Tanzania	3 - 14 Feb, 2025
Mombasa, Kenya	21 July - 1 Aug, 2025
Kampala, Uganda	20 - 31 Oct, 2025

## Workplace Conflict Resolution and Negotiation Skills

HRLOD03



### VENUES

### DATE



Kampala, Uganda	12 - 23 May, 2025
Arusha, Tanzania	17 - 28 Nov, 2025

## Strategic Management & Corporate Governance

HRLOD04



### VENUES

### DATE



Kampala, Uganda	24 Feb - 7 Mar, 2025
Arusha, Tanzania	18 - 29 Aug, 2025
Mombasa, Kenya	8 - 19 Dec, 2025

## Human Resource Management and Development

HRLOD05



### VENUES

### DATE



Kampala, Uganda	20 - 31 Jan, 2025
Mombasa, Kenya	12 - 23 May, 2025
Arusha, Tanzania	1 - 12 Sept, 2025

## Strategic Management & Human Resource Planning

HRLOD06



### VENUES

### DATE



Mombasa, Kenya	7 - 25 April, 2025
Arusha, Tanzania	11 - 29 Aug, 2025
Kampala, Uganda	1 - 19 Dec, 2025



# Human Resource Management, Leadership & OD (HRL0D)

## Effective Coaching, Counselling and Mentoring Skills for Supervisors

HRL0D07



VENUES

DATE



Kampala, Uganda	24 Feb - 7 Mar, 2025
Dubai, U.A.E	16 - 27 June, 2025
Kampala, Uganda	13 - 24 Oct, 2025

## Public Sector Leadership Dynamics: Walking the Talk

HRL0D08



VENUES

DATE



Arusha, Tanzania	24 Mar - 4 April, 2025
Dubai, U.A.E	1 - 12 Sept, 2025
Kampala, Uganda	1 - 12 Dec, 2025

## Employee Performance Management & Analysis

HRL0D09



VENUES

DATE



Dubai, U.A.E	10 - 21 Mar, 2025
Arusha, Tanzania	16 - 27 June, 2025
Mombasa, Kenya	20 Oct - 31 Nov, 2025

## Employee Welfare, Wellness and Motivation Strategies

HRL0D10



VENUES

DATE



Kampala, Uganda	3 - 14 Feb, 2025
Nairobi, Kenya	18 - 29 Aug, 2025
Kampala, Uganda	24 Nov - 5 Dec, 2025

## Strategic Management & Organisational Development

HRL0D11



VENUES

DATE



Mombasa, Kenya	31 Mar - 11 April, 2025
Dubai, U.A.E	11 - 22 Aug, 2025
Arusha, Tanzania	1 - 12 Dec, 2025

## Effective Leadership Skills, Governance & Risk Management

HRL0D12



VENUES

DATE



Arusha, Tanzania	3 - 14 Mar, 2025
Kampala, Uganda	15 - 26 Sept, 2025
Arusha, Tanzania	1 - 12 Dec, 2025



## Effective HR Administration: Competency Development & Conflict Resolution in the Work Place

HRLOD13



VENUES

DATE



Mombasa, Kenya	10 - 28 Feb, 2025
Arusha, Tanzania	11 - 29 Aug, 2025
Kampala, Uganda	20 Oct - 7 Nov, 2025

## 21st Century Public Sector Dynamics and Change Management

HRLOD14



VENUES

DATE



Dubai, U.A.E	27 Jan - 7 Feb, 2025
Arusha, Tanzania	14 - 25 July, 2025
Kampala, Uganda	22 Sept - 3 Oct, 2025

## Effective Dynamics in the HR Profession

HRLOD15



VENUES

DATE



Arusha, Tanzania	3 - 14 Mar, 2025
Kampala, Uganda	22 Sept - 3 Oct, 2025

## Strategic Planning and Relationship Management in the Modern Work Environment

HRLOD16



VENUES

DATE



Arusha, Tanzania	5 - 16 May, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Public Investment Dynamics and Change Management

HRLOD17



VENUES

DATE



Arusha, Tanzania	27 Jan - 7 Feb, 2025
Arusha, Tanzania	7 - 18 July, 2025
Kampala, Uganda	22 Sept - 3 Oct, 2025

## Employee Welfare, Wellness and Motivation Strategies

HRLOD18



VENUES

DATE



Kampala, Uganda	3 - 14 Mar, 2025
Arusha, Tanzania	16 - 27 June, 2025

## Coaching, Mentoring and Training Skills for Administrators & Professionals.

HRL0D19



### VENUES

### DATE



Arusha, Tanzania	27 Jan - 7 Feb, 2025
Mombasa, Kenya	3 - 13 June, 2025
Kampala, Uganda	27 Oct - 7 Nov, 2025

## Best Practices in Change Management & Organization Agility: Building Change Agent

HRL0D20



### VENUES

### DATE



Nakuru, Kenya	20 Jan - 7 Feb, 2025
Arusha, Tanzania	23 June - 4 July, 2025
Kampala, Uganda	20 Oct - 31 Nov, 2025

## Leadership Skills and Governance Management (2weeks)

HRL0D21



### VENUES

### DATE



Kampala, Uganda	17 - 28 Mar, 2025
Dae Es Salaam, Tanzania	25 Aug - 5 Sept, 2025
Arusha, Tanzania	8 - 19 Dec, 2025

## Strategic Performance and Corporate Governance

HRL0D22



### VENUES

### DATE



Arusha, Tanzania	3 - 14 Mar, 2025
Kampala, Uganda	15 - 26 Sept, 2025
Arusha, Tanzania	1 - 12 Dec, 2025

## Effective HR Administration: Competency Development & Performance Management

HRL0D23



### VENUES

### DATE



Kisumu, Kenya	24 Mar - 4 April, 2025
Arusha, Tanzania	9 - 20 June, 2025
Mombasa, Kenya	1 - 12 Dec, 2025

# Health, Safety, Environment Management & Security ( HSEMS)

## Enviromental Management of HIV/AIDS at Workplace

HSEMS01



VENUES

DATE



Kampala, Uganda	3 -14 Feb, 2025
Mombasa, Kenya	29 Sept - 10 Oct, 2025

## Managing Occupational Health and Safety in the Workplace

HSEMS02



VENUES

DATE



Mombasa, Kenya	5 - 16 May, 2025
Arusha, Tanzania	1 - 12 Sept, 2025

## Environmental Impact Assessment

HSEMS03



VENUES

DATE



Arusha, Tanzania	17 - 28 Mar, 2025
Mombasa, Kenya	20 - 31Oct, 2025

## Best Practices in Security Planning and Management

HSEMS04



VENUES

DATE



Kampala, Uganda	19- 30 May, 2025
Arusha, Tanzania	22 Sept - 3 Oct, 2025

## Security Management, Planning and Asset Management

HSEMS05



VENUES

DATE



Nairobi, Kenya	7 - 18 April, 2025
Arusha, Tanzania	22 Sept - 3 Oct, 2025

## Supervisory and Safety Management Skills

HSEMS06



VENUES

DATE



Arusha, Tanzania	14 - 25 April, 2025
Mombasa, Kenya	18 - 29 Aug, 2025
Kampala, Uganda	8 - 19 Dec, 2025



**GAP**  
Sustainable Growth  
Partnership



# Health, Safety, Environment Management & Security ( HSEMS)

## Emergency Preparedness and Disaster Management

HSEMS07



### VENUES

### DATE



Kampala, Uganda 14 - 25 July, 2025

Arusha, Tanzania 6 - 17 Oct, 2025

## Environmental Management Systems and Auditing Programme

HSEMS08



### VENUES

### DATE



Kampala, Uganda 3 - 14 Mar, 2025

Mombasa, Kenya 27 Oct - 7 Nov, 2025

## Community Based Natural Resources Planning and Management

HSEMS09



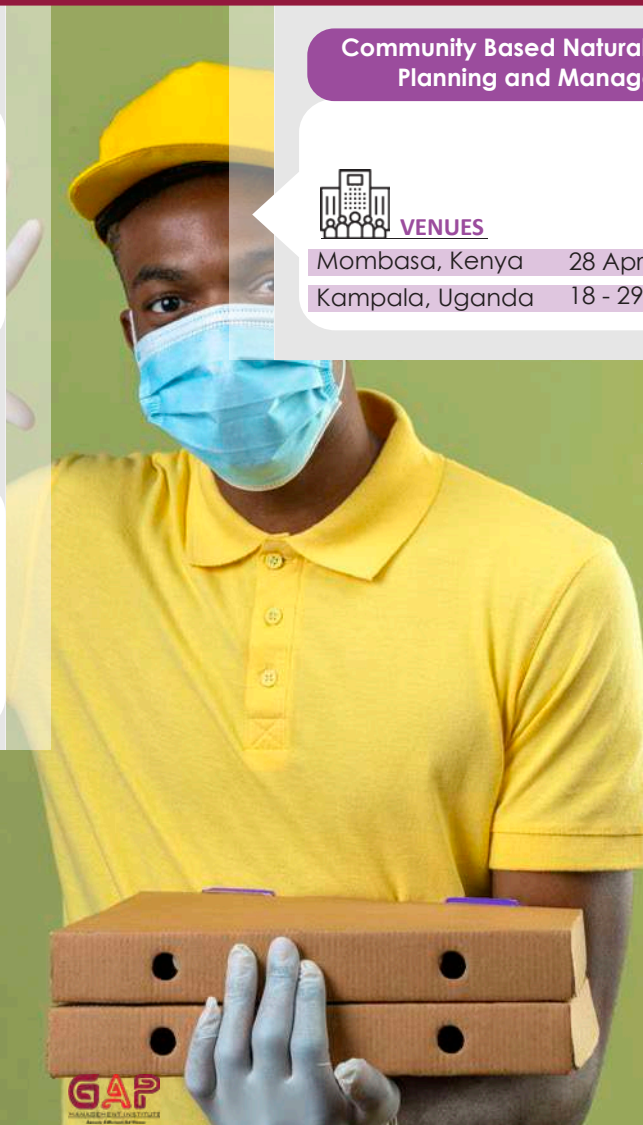
### VENUES

### DATE



Mombasa, Kenya 28 April - 9 May, 2025

Kampala, Uganda 18 - 29 Aug, 2025



**GAP**  
Ghana Agriculture Programme  
Ghana Agricultural Programme

# Law, Policy, Governance and Legislative Programmes (LPGL)

## Legal and Risk Management

LPGL01



VENUES

DATE



Kampala, Uganda 19 - 30 May, 2025

Arusha, Tanzania 1 - 12 Sept, 2025

## Writing Effective Legal Documentation and Commercial Contracts (1 Week)

LPGL02



VENUES

DATE



Arusha, Tanzania 21 - 25 April, 2025

Kampala, Uganda 25 - 29 Aug, 2025

## Contract Drafting, Negotiation and Management

LPGL03



VENUES

DATE



Mombasa, Kenya 14 - 25 April, 2025

Arusha, Tanzania 16 - 27 June, 2025

Kampala, Uganda 24 Nov - 5 Dec, 2025

## Employment Contract Drafting and Management (1 Week)

LPGL04



VENUES

DATE



Kampala, Uganda 10 - 14 Mar, 2025

Arusha, Tanzania 13 - 17 Oct, 2025

## Dispute Resolution Mechanism and Conflict Management

LPGL05



VENUES

DATE



Nairobi, Kenya 26 May - 6 June, 2025

Kampala, Uganda 3 - 14 Nov, 2025

## Supervisory and Safety Management Skills

LPGL06



VENUES

DATE



Arusha, Tanzania 23 June - 4 Jul, 2025

Nairobi, Kenya 24 Nov - 5 Dec, 2025

# Law, Policy, Governance and Legislative Programmes (LPGL)

## Accountancy for Lawyers

LPGL07



### VENUES

### DATE



Arusha, Tanzania 5 - 16 May, 2025

Kampala, Uganda 15 - 26 Sept, 2025

## Business and Legal Practice Management

LPGL08



### VENUES

### DATE



Kampala, Uganda 19 - 30 May, 2025

Arusha, Tanzania 18 - 29 Aug, 2025

## Understanding Client Business Processes

LPGL09



### VENUES

### DATE



Arusha, Tanzania 21 July - 1 Aug, 2025

Nairobi, Kenya 13 - 24 Oct, 2025

## Organisational Decision Making in the Legal Lens

LPGL10



### VENUES

### DATE



Arusha, Tanzania 24 Feb - 7 Mar, 2025

Kampala, Uganda 2 - 13 June, 2025



GAP



# Procurement, Logistics and Transport Management (PLTM)

## Best Practices in Stores Management and Inventory Control

PLTM01



### VENUES

### DATE



Kampala, Uganda	3 - 14 Mar, 2025
Arusha, Tanzania	16 - 27 June, 2025
Mombasa, Kenya	22 Sept - 3 Oct, 2025

## Best Practices in Procurement and Supplies Chain Management

PLTM02



### VENUES

### DATE



Kampala, Uganda	17 - 28 Mar, 2025
Arusha, Tanzania	20 - 31 Oct, 2025

## Contract Management and Negotiation Skills

PLTM03



### VENUES

### DATE



Kampala, Uganda	7 - 18 April, 2025
Arusha, Tanzania	18 - 29 Aug, 2025
Kampala, Uganda	1 - 12 Dec, 2025

## Contract Development, Negotiation Skills and Management

PLTM04



### VENUES

### DATE



Kampala, Uganda	7 - 18 April, 2025
Arusha, Tanzania	18 - 29 Aug, 2025
Kampala, Uganda	24 Nov - 5 Dec, 2025

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# Procurement, Logistics and Transport Management (PLTM)

## Public Procurement, Contract Management and Evaluation

PLTM05



### VENUES

### DATE



Arusha, Tanzania	24 Feb - 7 Mar, 2025
Kampala, Uganda	7 - 18 July, 2025
Dubai, U.A.E	20 - 31 Oct, 2025

## Logistics, Supply Management and Procurement

PLTM06

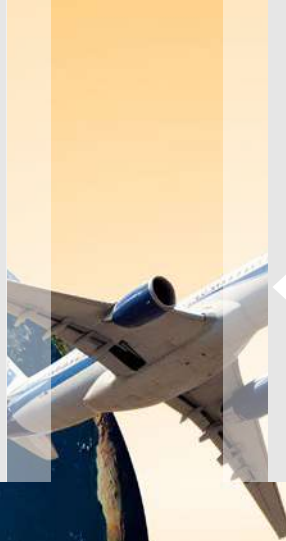


### VENUES

### DATE



Kampala, Uganda	17 - 28 Mar, 2025
Arusha, Tanzania	1 - 12 Sept, 2025



# Procurement, Logistics and Transport Management (PLTM)

## Defensive Driving and Fleet Management

PLTM07



VENUES

DATE



Mombasa, Kenya	11 - 29 Aug, 2025
Kampala, Uganda	17 Nov - 5 Dec, 2025

## Strategic Logistics Planning and Management

PLTM08



VENUES

DATE



Kampala, Uganda	17 - 28 Mar, 2025
Arusha, Tanzania	1 - 12 Sept, 2025

## Skills Enhancement for Corporate Drivers and Executive Chauffeurs

PLTM09



VENUES

DATE



Kampala, Uganda	3 - 14 Mar, 2025
Arusha, Tanzania	4 - 22 Aug, 2025
Kisumu, Kenya	24 Nov - 5 Dec, 2025

## Effective Stock Control & Supply Chain Management

PLTM10



VENUES

DATE



Arusha, Tanzania	27 Jan - 7 Feb, 2025
Kampala, Uganda	19 - 30 May, 2025
Mombasa, Kenya	13 - 24 Oct, 2025

## Essential Skills Management & Logistics Planning for Corporate Drivers & Executive Chauffeurs

PLTM11



VENUES

DATE



Arusha, Tanzania	10 - 28 Mar, 2025
Kampala, Mombasa	11 - 29 Aug, 2025
Mombasa, Kenya	1 - 29 Dec, 2025

## Drivers' Ethics, Customer Care and Communication Skills

PLTM12



VENUES

DATE



Kampala, Uganda	17 - 28 Mar, 2025
Arusha, Tanzania	6 - 17 Oct, 2025





# Procurement, Logistics and Transport Management (PLTM)

## Professional Etiquette, Protocol & Managing Service Delivery for Corporate Drivers & Office Assistants

PLTM13



### VENUES

### DATE



Arusha, Tanzania	10 - 28 Mar, 2025
Kisumu, Kenya	4 - 22 Aug, 2025
Kampala, Uganda	10 - 28 Nov, 2025

## Effective Skills for Enhancing Work Team Cohesion, Competency and Customer Service Delivery

PLTM15



### VENUES

### DATE



Arusha, Tanzania	24 Feb - 14 Mar, 2025
Kisumu, Kenya	16 June - 4 July, 2025
Kampala, Uganda	17 Nov - 5 Dec, 2025

## Driver's Ethics, Protocol & Customer Service Delivery: Providing World Class Services

PLTM14



### VENUES

### DATE



Kampala, Uganda	12 - 30 May, 2025
Arusha, Tanzania	6 - 24 Oct, 2025
Mombasa, Kenya	1 - 19 Dec, 2025



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# Project Management (PM)

## Project Management: The Emerging Trends of M & E

PM01



VENUES

DATE



Arusha, Tanzania	5 - 16 May 2025
Pretoria, South Africa	1 - 12 Sept, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Project Formulation, Designing and Management

PM02



VENUES

DATE



Arusha, Tanzania	17 - 28 Mar 2025
Mombasa, Kenya	20 - 31 Oct, 2025

## Project Planning and Management

PM03



VENUES

DATE



Arusha, Tanzania	16 - 27 June, 2025
Arusha, Tanzania	15 - 26 Sept, 2025
Kampala, Uganda	1 - 12 Dec, 2025

## Essential Project Management Skills for Non-Project Managers/Officers

PM04



VENUES

DATE



Kampala, Uganda	17 - 28 Feb, 2025
Arusha, Tanzania	18 - 29 Aug, 2025
Mombasa, Kenya	17 - 28 Nov, 2025

## Project Leadership Skills, Management and Communication

PM05



VENUES

DATE



Dubai, U.A.E	5 - 16 May, 2025
Arusha, Tanzania	18 - 29 Aug, 2025

## Essential Project Planning, Scheduling and Cost Management

PM06



VENUES

DATE



Arusha, Tanzania	24 Feb - 7 Mar, 2025
Pretoria, South Africa	1 - 12 Sept, 2025



# Project Management (PM)

## Project Financial Analysis & Monitoring

PM07



VENUES

DATE



Kampala, Uganda	24 Mar - 4 April, 2025
Arusha, Tanzania	29 Sept - 10 Oct, 2025

## Project Monitoring, Reporting and Cost Control

PM08



VENUES

DATE



Arusha, Tanzania	16 - 27 June, 2025
Pretoria, South Africa	8 - 19 Sept, 2025

## Project Management & Administration Skills for Senior Executives

PM09



VENUES

DATE



Dubai, U.A.E	5 - 16 May, 2025
Dar Es Salaam, Tanzania	18 - 29 Aug, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Project Planning, Budgeting and Cost Control

PM10



VENUES

DATE



Kampala, Uganda	15 - 25 April, 2025
Arusha, Tanzania	14 - 25 July, 2025
Arusha, Tanzania	1 - 12 Sept, 2025

## Project Management Skills: Critical Competencies and Strategies

PM11



VENUES

DATE



Arusha, Tanzania	24 - 7 Mar, 2025
Mombasa, Kenya	7 - 18 July, 2025
Arusha, Tanzania	4 - 15 Nov, 2025

## Project Management: Competencies & Managerial Skills

PM12



VENUES

DATE



Kampala, Uganda	14 - 25 April, 2025
Arusha, Tanzania	16 - 27 June, 2025
Arusha, Tanzania	13 - 24 Oct, 2025



### Project Monitoring, Analysis, Data Management and Report Writing Skills

PM13



#### VENUES

#### DATE



Kampala, Uganda	26 May - 6 June, 2025
Arusha, Tanzania	15 - 26 Sept, 2025
Mombasa, Kenya	24 Nov - 5 Dec, 2025

### Monitoring and Evaluation in Developmental Projects

PM14



#### VENUES

#### DATE



Mombasa, Kenya	19 - 30 May, 2025
Arusha, Tanzania	8 - 19 Sept, 2025



# Records & ICT Management (RITM)

## Electronic Documentation & Records Management Systems ( EDRMS)

RITM01



VENUES

DATE



Kampala, Uganda 24 Feb - 21 Mar, 2025

Arusha, Tanzania 7 - 1 Aug, 2025

Kampala, Uganda 3 - 28 Nov, 2025

## Advanced Electronic Documentation & Records Management Systems

RITM02



VENUES

DATE



Kampala, Uganda 5 - 23 May, 2025

Arusha, Tanzania 13 - 31 Oct, 2025

## Graphic Design Management

RITM03



VENUES

DATE



Kampala, Uganda 3 - 14 Mar, 2025

Kisumu, Kenya 9 - 20 June, 2025

Kampala, Uganda 1 - 12 Dec, 2025

## Electronic Records Management & Information Security

RITM04



VENUES

DATE



Arusha, Tanzania 24 Feb - 14 Mar, 2025

Arusha, Tanzania 7 - 25 July, 2025

Kampala, Uganda 10 - 28 Nov, 2025

## Database Administration and Management

RITM05



VENUES

DATE



Arusha, Tanzania 19 - 30 May, 2025

Kampala, Uganda 8 - 19 Dec, 2025

## Modern Technologies in Document Management & Electronic Archiving

RITM06



VENUES

DATE



Arusha, Tanzania 7 - 18 April, 2025

Kampala, Uganda 29 Sept - 10 Oct, 2025

# Records & ICT Management (RITM)

## Electronic Records Documentation & Information Technology

RITM07



VENUES

DATE



Arusha, Tanzania	24 Feb - 21 Mar, 2025
Arusha, Tanzania	7 - 25 July, 2025
Kampala, Uganda	10 - 28 Nov, 2025

## IT Strategy and Strategic Information Management

RITM08



VENUES

DATE



Arusha, Tanzania	10 - 21 Mar, 2025
Kampala, Uganda	4 - 15 Aug, 2025
Mombasa, Kenya	20 - 31 Oct, 2025

## Data Management & Software Development

RITM09



VENUES

DATE



Mombasa, Kenya	27 Jan - 7 Feb, 2025
Kampala, Uganda	11 - 22 Aug, 2025

## Data Science & Business Analytics

RITM10



VENUES

DATE



Kampala, Uganda	17 - 28 Feb, 2025
Arusha, Tanzania	2 - 13 June, 2025
Nairobi, Kenya	8 - 19 Dec, 2025

## Data Intelligence, Visualisation & Analysis: Emerging Trends in Management

RITM11



VENUES

DATE



Kampala, Uganda	24 Feb - 7 Mar, 2025
Mombasa, Kenya	19 - 30 May, 2025
Arusha, Tanzania	3 - 14 Nov, 2025

## Records Management Systems for Administrative Professionals

RITM12



VENUES

DATE



Kampala, Uganda	7 - 25 April, 2025
Arusha, Tanzania	4 - 22 Aug, 2025
Kampala, Uganda	10 - 28 Nov, 2025



# Secretarial Management & General Administration (SMGA)

## Management Skills and Office Dynamics for Administrative Professionals

SMGA01



VENUES

DATE



Kampala, Uganda	10 - 28 Feb, 2025
Mombasa, Kenya	12 - 30 May, 2025
Arusha, Tanzania	1 - 19 Sept, 2025
Arusha, Tanzania	1 - 19 Dec, 2025

## Management Development Programme for Executive/Personal Assistants

SMGA02



VENUES

DATE



Arusha, Tanzania	3 - 21 Mar, 2025
Mombasa, Kenya	4 - 22 Aug, 2025
Kampala, Uganda	17 Nov - 5 Dec, 2025

## Advanced Office Management & Effective Administration: The Professional Executive Assistants

SMGA03



VENUES

DATE



Kampala, Uganda	10 - 28 Feb, 2025
Mombasa, Kenya	30 June - 18 July, 2025
Kampala, Uganda	3 - 21 Nov, 2025

## Strategic Planning and Critical Success Skills for Office Managers/Administrators

SMGA04



VENUES

DATE



Dubai, U.A.E	17 - 28 Mar, 2025
Kampala, Uganda	4 - 15 Aug, 2025
Arusha, Tanzania	24 Nov - 5 Dec, 2025

## Supervisory & Strategic Management for Office Managers/Administrative Professionals

SMGA05



VENUES

DATE



Arusha, Tanzania	27 Jan - 14 Feb, 2025
Mombasa, Kenya	19 May - 6 June, 2025
Kampala, Uganda	27 Oct - 14 Nov, 2025

## Advanced Office Management & Effective Administration: Critical Competencies & Strategies

SMGA06



VENUES

DATE



Kisumu, Kenya	3 - 28 Mar, 2025
Arusha, Tanzania	2 - 27 June, 2025
Kampala, Uganda	6 - 31 Oct, 2025



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# Secretarial Management & General Administration (SMGA)

## Strategic Management Skills for Administrative Professionals

SMGA07



### VENUES

### DATE



Kampala, Uganda 17 Mar - 4 April, 2025

Mombasa, Kenya 9 - 27 June, 2025

Arusha, Tanzania 1 - 19 Sept, 2025

## Project Management Skills for Executive Assistants and Administrators

SMGA08



### VENUES

### DATE



Kampala, Uganda 14 - 25 April, 2025

Arusha, Tanzania 7 - 18 July, 2025

Arusha, Tanzania 8 - 19 Dec, 2025

## Protocol Management & International Relations for Executive Assistants/ Administrators

SMGA09



### VENUES

### DATE



Kampala, Uganda 12 - 30 May, 2025

Arusha, Tanzania 6 - 24 Oct, 2025

Mombasa, Kenya 1 - 19 Dec, 2025

## Strategic Planning and Critical Success Skills for Office Managers/Administrators

SMGA10



### VENUES

### DATE



Kampala, Uganda 17 - 28 Feb, 2025

Mombasa, Kenya 4 - 15 Aug, 2025

Arusha, Tanzania 10 - 21 Nov, 2025

## Personal Effectiveness & Administration Skills for Office Assistants & Front Officers

SMGA11



### VENUES

### DATE



Arusha, Tanzania 10 - 28 Mar, 2025

Kisumu, Kenya 4 - 22 Aug, 2025

Kampala, Uganda 10 - 28 Nov, 2025

## Finance Management, Retirement Planning and Execution

SMGA12



### VENUES

### DATE



Kampala, Uganda 12 - 23 May, 2025

Arusha, Tanzania 6 - 17 Oct, 2025



# Secretarial Management & General Administration (SMGA)

## Essential Customer Service Delivery, Communication Skills & Office Etiquette

SMGA13



### VENUES

### DATE



Arusha, Tanzania	3 - 14 Mar, 2025
Kisumu, Kenya	19 - 30 May, 2025
Kampala, Uganda	20 - 31 Oct, 2025

## Competency Development & Managerial Excellence for Administrative/Executive Assistants

SMGA14



### VENUES

### DATE



Pretoria, South Africa	10 - 21 Mar, 2025
Arusha, Tanzania	21 July - 1 Aug, 2025
Kampala, Uganda	3 - 14 Nov, 2025

## Reception and Front Office Management & Administration

SMGA15



### VENUES

### DATE



Mombasa, Kenya	3 - 14 Mar, 2025
Kampala, Uganda	7 - 18 July, 2025
Arusha, Tanzania	8 - 19 Dec, 2025

## Customer Service Strategy: Providing World Class Services

SMGA16



### VENUES

### DATE



Arusha, Tanzania	27 Jan - 7 Feb, 2025
Kisumu, Kenya	16 - 27 June, 2025
Kampala, Uganda	17 - 28 Nov, 2025

## Skills Enhancement and Customer Service Delivery for Personal/Executive Assistants

SMGA17



### VENUES

### DATE



Kisumu, Kenya	17 Feb - 7 Mar, 2025
Arusha, Tanzania	31 June - 11 July, 2025
Kampala, Uganda	20 - 31 Oct, 2025



### Strategic Management, Communication & Conflict Resolution for Administrative/ Personal Assistants

SMGA18



#### VENUES

#### DATE



Kisumu, Kenya	2 - 20 June, 2025
Kampala, Uganda	1 - 19 Sept, 2025
Arusha, Tanzania	17 - 28 Nov, 2025

### Key Skill for Work Team Cohesion, Competency and Performance

SMGA19



#### VENUES

#### DATE



Arusha, Tanzania	10 - 28 Mar, 2025
Kisumu, Kenya	21 July - 15 Aug, 2025
Kampala, Uganda	3 - 14 Nov, 2025

### Personal Effectiveness & Administration Skills for Administrative/ Executive Assistants

SMGA20



#### VENUES

#### DATE



Kampala, Uganda	24 Feb - 7 Mar, 2025
Kisumu, Kenya	5 - 16 May, 2025
Arusha, Tanzania	17 - 28 Nov, 2025



# Business Management and Entrepreneurship Skills (BMES)

## Business Organisations and their Environment: Work Culture

BMES01



### VENUES

### DATE



Kampala, Uganda	3 - 14 Mar, 2025
Mombasa, Kenya	16 - 27 June, 2025

## Sustainable Pension Investment Management

BMES02



### VENUES

### DATE



Arusha, Tanzania	17 - 28 Feb, 2025
Kisumu, Kenya	19 - 30 May, 2025
Kampala, Uganda	6 - 17 Oct, 2025

## Finance Management, Planning and Execution

BMES03



### VENUES

### DATE



Kampala, Uganda	21 April - 2 May, 2025
Arusha, Tanzania	22 Sept - 3 Oct, 2025

## Entrepreneurship Impression: Reflections, Ideas to Reality

BMES04



### VENUES

### DATE



Kampala, Uganda	24 Mar - 4 April, 2025
Arusha, Tanzania	21 July - 1 Aug 2025

## Entrepreneurship Skills: Planning and Execution

BMES05



### VENUES

### DATE



Arusha, Tanzania	17 - 28 Feb, 2025
Arusha, Tanzania	6 - 17 Oct, 2025



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# Business Management and Entrepreneurship Skills (BMES)

## Business Management: Aligning Business Brand and Work Behavior

BMES06



### VENUES

### DATE



Kampala, Uganda

17 - 28 Feb, 2025

Arusha, Tanzania

6 - 17 Oct, 2025

## Business Management and Entrepreneurial Skills : Critical Success Strategies and Tools

BMES07



### VENUES

### DATE



Kampala, Uganda

23 June - 4 July, 2025

Arusha, Tanzania

18 - 29 Aug, 2025

Arusha, Tanzania

8 - 19 Dec, 2025





# OTHER COURSE CATEGORIES

Large groups, we can **customise** the **Learning Experience** and they are subject to **group discounts on fees**.

Contact us for further details.

## Capacity Building and Skilling Development (CBSD)

- Diversity, Equity, and Inclusion: Best Practices for Managers
- Strategic Leadership: Impact, Change & Decision Making
- Accounting for Business Decision Making: Strategic Assessment & Control

## Public Health Management (PHM)

- Public Financial Management in Health Systems Strengthening
- Communication and Leadership Skills for Public Health Managers/Officers
- Organizational Decision Making in Health Sector
- Ethics and Intergirity in the Workplace
- Management of HIV/AIDS at Workplace
- Statistics and Data Analysis in Public Health

## Agriculture and Agri Business (AAB)

- Best Practices in Sustainable Agriculture
- Finance Management in Agriculture
- 21st Century Dynamics in Agriculture
- Agriculture and Beyond: Emerging Markets

## OTHER COURSE CATEGORIES

### Digitalization, Marketing and Branding (DBI)

- Cyber Roles, Processes and Operating System Security
- Strategic Marketing and Enterprise System Management
- Digital Transformation in Government Innovative Public Service to Deliver Effective Results
- System Administration and IT Infrastructure Management
- Digital Marketing & Management
- Strategic Marketing: Branding & Content Management
- Brand Management: Aligning Business, Brand & Behaviour



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## OTHER COURSE CATEGORIES

### Business Model Innovation (BMI)

- Business Analysis and Process Management
- Achieving Personal & Professional Success: Essential Strategies & Competencies
- Enterprenural Finance: Strategy and Innovation



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# SOME OF **OUR** LOCATIONS

ARUSHA



DUBAI



RWANDA



MALAYSIA



PRETORIA



KAMPALA



MOMBASA

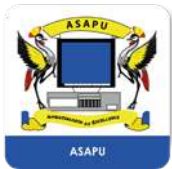


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## Some of Our Clients...



we are Social

Google (Gap Management Institute.org)



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