

ABOUT

GAP Management Institute stands as a **premier training and capacity-building organization** dedicated to closing the **skills gaps** that professionals and learners possess through the deployment of **creative learning and training techniques**. With great attention to **practical detail**, the institute continuously **innovates and develops** training content that is relevant to the market, bringing transformational change at both **individual and organizational** levels.

2026

Unveiled By:



Training

PROGRAMMES



Visit www.gapmanagementinstitute.org



ABOUT *US..*



Visit www.gapmanagementinstitute.org

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.



SKILLS



TRAINING SCHEMES



Head Office: Kampala, Uganda

P.O.Box 28308 Kampala, Uganda
Plot 892/ 7179 Opposite KIU
Kansanga, Ggaba Road
+256 393 240 183
+256 774 835 009

HUMAN RESOURCE
MGT, LEADERSHIP
& ORGANISATIONAL
DEVELOPMENT (HRLD)

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
www.gapmanagementinstitute.org

COURSE COUNT...

www.gapmanagementinstitute.org

**Communications, Customer
Care and Pr (CPR)**



6

**Finance Management, Accounting
and Audit (FMAA)**



9

**Human Resource Management, Leadership &
Organisational Development (HRL0D)**



12

**Health, Safety, Environmental Management
and Security (HSEMS)**



16

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



18

**Records, Information Communication Technology &
System Management (RICTESM)**



29

**Procurement, Logistics and Transport
Management (PLTM)**



20

Project Management (PM)



26

Administration and Executive General Management (AEGM)



33

**Business Management and
Entrepreneurs Skills (BMES)**



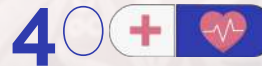
37

Capacity Building and Skilling Development (CBSD)



40

Public Health Management (CBSD)



40

**Agriculture and Agri Business
(AAB)**



40

**Digitalization, Marketing and
Branding (DBI)**



41

**Business Model Innovation
(BMI)**



42

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MANAGEMENT INSTITUTE
About Us | Contact Us



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.

OUR PHILOSOPHY...

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MANAGEMENT INSTITUTE
Agile, Efficient And Vision



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

Our Pricing & Value Proposition

GAP Management Institute's pricing structure reflects the comprehensive experience provided to participants: **Program Investment Structure:**

Program Duration

1 Week Program

2 Weeks Program

3 Weeks Program

4 Weeks Program

Price (USD)

\$1,895 per person

\$2,995 per person

\$3,895 per person

\$4,195 per person

Visit www.gapmanagementinstitute.org

Our courses range in fees depending on **location** and duration as per rates shown above.

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 & Office Etiquette

CCPR01



VENUES

DATE



Kampala, Uganda	26 Jan - 6 Feb, 2026
Arusha, Tanzania	20 April - 1 May, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Execution of Strategic Meetings, Reporting & Support Activities

CCPR02



VENUES

DATE



Arusha, Tanzania	9 - 20 May, 2026
Mombasa, Kenya	15 - 26 June, 2026
Kampala, Uganda	7 - 18 Dec, 2026

21st Century Dynamics Public Relations & Interpersonal Skills

CCPR03



VENUES

DATE



Kampala, Uganda	6 - 24 April, 2026
Dubai, U.A.E	13 - 31 July, 2026
Arusha, Tanzania	14 Sept - 2 Oct, 2026

Strategic Management, International Relations & Communication Skills

CCPR04



VENUES

DATE



Arusha, Tanzania	2 - 20 Feb, 2026
Kampala, Uganda	13 - 31 July, 2026
Arusha, Tanzania	12 - 30 Oct, 2026

Customer Care Service Management: The Formulation of Excellent Experiences

CCPR05



VENUES

DATE



Arusha, Tanzania	19 - 30 Jan, 2026
Mombasa, Kenya	11 - 22 May, 2026
Kampala, Uganda	2 - 13 Nov, 2026

Public Relations & Corporate Communication

CCPR06



VENUES

DATE



Kampala, Uganda	2 - 13 Feb, 2026
Nairobi, Kenya	22 June - 3 July, 2026
Mombasa, Kenya	30 Nov - 11 Dec, 2026



GAP

Communication, Customer Care and PR (CCPR)

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

CCPR07



VENUES

DATE



Arusha, Tanzania	4 - 15 May, 2026
Mombasa, Kenya	17 - 28 Aug, 2026
Kampala, Uganda	16 - 27 Nov, 2026

21st Century Dynamics Public Relations, Communication & Leadership Skills

CCPR08



VENUES

DATE



Kampala, Uganda	6 - 24 April, 2026
Dubai, U.A.E	20 - 31 July, 2026
Arusha, Tanzania	14 Sept - 2 Oct, 2026

Protocol, International Relations & Communication Skills: Strategies for Success

CCPR09



VENUES

DATE



Arusha, Tanzania	2 - 20 Feb, 2026
Kampala, Uganda	13 - 31 July, 2026
Arusha, Tanzania	5 - 23 Oct, 2026

Customer Service Delivery & Communication Skills

CCPR10



VENUES

DATE



Arusha, Tanzania	12 - 23 Jan, 2026
Kisumu, Kenya	18 - 29 May, 2026
Kampala, Uganda	19 - 30 Oct, 2026

GAP

Communication, Customer Care and PR (CCPR)

Public Relations & Corporate Governance

CCPR11



VENUES

DATE



Kampala, Uganda	23 Marh - 3 April, 2026
Nairobi, Kenya	27 July - 7 Aug, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Strategic Communication & Public Relations

CCPR12



VENUES

DATE



Naivasha, Kenya	11 - 29 May, 2026
Kampala, Uganda	7 - 25 Sept, 2026
Arusha, Tanzania	2 - 20 Nov 2026

21st Public Relations Dynamics & Interpersonal Skills at the Work Place

CCPR13



VENUES

DATE



Mombasa, Kenya	19 - 30 Jan, 2026
Arusha, Tanzania	3 - 14 Aug, 2026
Kampala, Uganda	16 - 27 Nov, 2026



Finance Management, Accounting & Audit (FMAA)

Revenue Collection & Debt Management

FMAA01



VENUES

DATE



Kampala, Uganda	9 - 20 Feb, 2026
Arusha, Tanzania	4 - 15 May, 2026
Mombasa, Kenya	2 - 13 Nov, 2026

Risk Management, Internal Control & Fraud Detection

FMAA02



VENUES

DATE



Kampala, Uganda	19 - 30 Jan, 2026
Arusha, Tanzania	1 - 12 June, 2026
Kampala, Uganda	21 Sept - 2 Oct, 2026

Effective Budgeting, Cash Management & Cost Control

FMAA03



VENUES

DATE



Arusha, Tanzania	2 - 13 March, 2026
Kampala, Uganda	3 - 14 Aug, 2026
Mombasa, Kenya	5 - 23 Oct, 2026

Best Practices in Financial Processes & Control & Cash Management

FMAA04



VENUES

DATE



Dubai, U.A.E	20 April - 1 May, 2026
Kampala, Uganda	20 - 31 July, 2026
Arusha, Tanzania	5 - 23 Oct, 2026

Financial Management Analysis & Auditing

FMAA05



VENUES

DATE



Arusha, Tanzania	23 Feb - 13 Mar, 2026
Arusha, Tanzania	14 - 25 Sept, 2026
Kampala, Uganda	2 - 20 Nov, 2026

Strategic Financial Budgeting & Cost Control

FMAA06



VENUES

DATE



Dar Es Salaam, Tanzania	4 - 15 May, 2026
Kampala, Uganda	17 - 28 Aug, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

GAP

Finance Management, Accounting & Audit (FMAA)

Strategic Financial Budgeting & Analysis

FMAA07



VENUES

DATE



Nairobi, Kenya	26 Jan - 6 Feb, 2026
Kampala, Uganda	19 - 30 Oct, 2026
Arusha, Tanzania	30 Nov - 11 Dec, 2026

International Financial Reporting Standards

FMAA08



VENUES

DATE



Kampala, Uganda	9 - 20 Mar, 2026
Dubai, U.A.E	15 - 26 June, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

Financial Management & Accounting for Non- Finance Managers/Officers

FMAA09



VENUES

DATE



Arusha, Tanzania	26 Jan - 6 Feb, 2026
Kampala, Uganda	17 - 28 Aug, 2026
Arusha, Tanzania	7 - 18 Dec, 2026

International Public Sector Accounting Standards (IPSAS)

FMAA10



VENUES

DATE



Kampala, Uganda	5 - 16 Jan, 2026
Arusha, Tanzania	13 - 24 April, 2026
Dubai, U.A.E	14 - 25 Sept, 2026

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

FMAA11



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Mombasa, Kenya	11 - 29 May, 2026
Dubai, U.A.E	2 - 13 Nov, 2026

Financial Analysis, Modeling & Forecasting

FMAA12



VENUES

DATE



Kampala, Uganda	2 - 13 Feb, 2026
Nairobi, Kenya	7 - 18 Sept, 2026
Arusha, Tanzania	9 - 20 Nov, 2026

Finance Management, Accounting & Audit (FMAA)

Financial Accounting, Reporting & Presentation Techniques

FMAA13



VENUES

DATE



Dubai, U.A.E 22 June - 3 July, 2026

Kampala, Uganda 19 - 30 Oct, 2026

Best Practices in the Audit Function: Procedures & Control

FMAA14



VENUES

DATE



Kampala, Uganda 26 Jan - 6 Feb, 2026

Arusha, Tanzania 7 - 18 Dec, 2026

Financial Performance Monitoring, Budgeting & Analysis

FMAA15



VENUES

DATE



Kampala, Uganda 20 April - 1 May, 2026

Mombasa, Kenya 24 Aug - 4 Sept, 2026

Financial Reporting: Risk Management & Corporate Governance

FMAA16



VENUES

DATE



Arusha, Tanzania 12 - 23 Feb, 2026

Dubai, U.A.E 20 - 31 July, 2026

Kampala, Uganda 2 - 13 Nov, 2026

Human Resource Management, Leadership & OD (HRLOD)

Strategic Management & Performance Evaluation

HRLOD01



VENUES

DATE



Kampala, Uganda	9 - 20 Feb, 2026
Arusha, Tanzania	17 - 28 Aug, 2026
Nairobi, Kenya	7 - 18 Dec, 2026

Competency Development & Managerial Excellence for Professionals

HRLOD02



VENUES

DATE



Arusha, Tanzania	12 - 23 Jan, 2026
Mombasa, Kenya	20 - 31 July, 2026
Kampala, Uganda	19 - 30 Oct, 2026

Workplace Conflict Resolution & Negotiation Skills

HRLOD03



VENUES

DATE



Kampala, Uganda	30 Mar - 3 April, 2026
Arusha, Tanzania	2 - 13 Nov, 2026

Strategic Management & Corporate Governance

HRLOD04



VENUES

DATE



Kampala, Uganda	26 Jan - 6 Feb, 2026
Dubai, U.A.E	10 - 21 Aug, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

Human Resource Management & Development

HRLOD05



VENUES

DATE



Kampala, Uganda	26 Jan - 6 Feb, 2026
Mombasa, Kenya	18 - 29 May, 2026
Arusha, Tanzania	21 Sept - 2 Oct, 2026

Strategic Management & Human Resource Planning

HRLOD06



VENUES

DATE



Mombasa, Kenya	30 Mar - 10 April, 2026
Arusha, Tanzania	3 - 14 Aug, 2026
Kampala, Uganda	30 Nov - 11 Dec, 2026



Human Resource Management, Leadership & OD (HRL0D)

Effective Coaching, Counselling & Mentoring Skills for Supervisors

HRL0D07



VENUES

DATE



Kampala, Uganda	19 - 30 Jan, 2026
Dubai, U.A.E	8 - 19 June, 2026
Kampala, Uganda	12 - 23 Oct, 2026

Public Sector Leadership Dynamics: Walking the Talk

HRL0D08



VENUES

DATE



Arusha, Tanzania	20 April - 1 May, 2026
Dubai, U.A.E	17 - 28 Aug, 2026
Kampala, Uganda	23 Nov - 4 Dec, 2026

21st Century Dynamics in Leadership & Management Skills

HRL0D09



VENUES

DATE



Arusha, Tanzania	16 - 27 Feb, 2026
Arusha, Tanzania	20 - 31 July, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

Corporate Governance: Building the Best Performing Teams

HRL0D10



VENUES

DATE



Kampala, Uganda	26 Jan - 6 Feb, 2026
Dubai, U.A.E	10 - 21 Aug, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

Strategic Management & Organisational Development

HRL0D11



VENUES

DATE



Mombasa, Kenya	30 Mar - 10 April, 2026
Arusha, Tanzania	3 - 14 Aug, 2026
Kampala, Uganda	30 Nov - 11 Dec, 2026

Effective Leadership Skills, Governance & Risk Management

HRL0D12



VENUES

DATE



Arusha, Tanzania	16 - 27 Feb, 2026
Arusha, Tanzania	20 - 31 July, 2026
Kampala, Uganda	7 - 18 Dec, 2026



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HUMAN RESOURCE MANAGEMENT
... Because Different All Means

Career Enhancement & Capacity Building for Modern Work Environment

HRLOD13



VENUES

DATE



Dar Es Salaam, Tanzania	26 Jan - 6 Feb, 2026
Arusha, Tanzania	4 - 15 May, 2026
Kampala, Uganda	19 - 30 Oct, 2026

21st Century Public Sector Dynamics & Change Management

HRLOD14



VENUES

DATE



Arusha, Tanzania	12 - 23 Jan, 2026
Mombasa, Kenya	20 - 31 July, 2026
Kampala, Uganda	19 - 30 Oct, 2026

Effective Dynamics in the HR Profession

HRLOD15



VENUES

DATE



Arusha, Tanzania	12 - 23 Jan, 2026
Kampala, Uganda	2 - 13 Nov, 2026

Strategic Planning & Relationship Management in the Modern Work Environment

HRLOD16



VENUES

DATE



Arusha, Tanzania	18 - 29 May, 2026
Kampala, Uganda	5 - 16 Oct, 2026

Public Investment Dynamics & Change Management

HRLOD17



VENUES

DATE



Arusha, Tanzania	26 Jan - 6 Feb, 2026
Arusha, Tanzania	27 July- 7 Aug, 2026
Kampala, Uganda	27 Oct - 7 Nov, 2026

Employee Welfare, Wellness & Motivation Strategies

HRLOD18



VENUES

DATE



Kampala, Uganda	5 - 16 Jan, 2026
Arusha, Tanzania	21 Sept - 2 Oct, 2026

Human Resource Management, Leadership & OD (HRL0D)

Coaching, Mentoring and Training Skills for Administrators & Professionals.

HRL0D19



VENUES

DATE



Arusha, Tanzania 26 Jan - 6 Feb, 2026

Mombasa, Kenya 13 - 24 July, 2026

Kampala, Uganda 14 - 25 Sept, 2026

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

HRL0D20



VENUES

DATE



Naivasha, Kenya 2 - 13 Mar, 2026

Arusha, Tanzania 17 - 28 Aug, 2026

Kampala, Uganda 23 Nov - 4 Dec, 2026

Leadership Skills & Governance Management (2weeks)

HRL0D21



VENUES

DATE



Arusha, Tanzania 20 April - 1 May, 2026

Dubai, U.A.E 17 - 28 Aug, 2026

Kampala, Uganda 23 Nov - 4 Dec, 2026

Strategic Performance & Corporate Governance

HRL0D22



VENUES

DATE



Kampala, Uganda 4 - 15 May, 2026

Arusha, Tanzania 19 - 30 Oct, 2026

Mombasa, Kenya 9 - 20 Nov, 2026

Effective HR Administration: Competency Development & Performance Management

HRL0D23



VENUES

DATE



Mombasa, Kenya 26 Jan - 6 Feb, 2026

Arusha, Tanzania 22 June - 3 July, 2026

Mombasa, Kenya 16 - 27 Nov, 2026

GAP

Health, Safety, Environment Management & Security (HSEMS)

Enviromental Management of HIV/AIDS at Workplace

HSEMS01



VENUES

DATE



Kampala, Uganda	2 - 13 Feb, 2026
Mombasa, Kenya	28 Sept - 9 Oct, 2026

Managing Occupational Health & Safety in the Workplace

HSEMS02



VENUES

DATE



Mombasa, Kenya	4 - 15 May, 2026
Arusha, Tanzania	7 - 18 Sept, 2026

Environmental Impact Assessment

HSEMS03



VENUES

DATE



Arusha, Tanzania	16 - 27 Mar, 2026
Mombasa, Kenya	19 - 30 Oct, 2026

Best Practices in Security Planning & Management

HSEMS04



VENUES

DATE



Kampala, Uganda	18 - 29 May, 2026
Arusha, Tanzania	21 Sept - 2 Oct, 2026

Security Management, Planning & Asset Management

HSEMS05



VENUES

DATE



Naivasha, Kenya	9 - 27 Feb, 2026
Arusha, Tanzania	21 Sept - 9 Oct, 2026

Supervisory & Safety Management Skills

HSEMS06



VENUES

DATE



Arusha, Tanzania	9 - 27 Mar, 2026
Mombasa, Kenya	10 - 28 Aug, 2026
Kampala, Uganda	30 Nov - 11 Dec, 2026



Health, Safety, Environment Management & Security (HSEMS)

Emergency Preparedness & Disaster Management

HSEMS07



VENUES

DATE



Kampala, Uganda 18 - 29 May, 2026

Arusha, Tanzania 2 - 13 Nov, 2026

Environmental Management Systems & Auditing Programme

HSEMS08



VENUES

DATE



Kampala, Uganda 19 - 30 Jan, 2026

Mombasa, Kenya 14 - 25 Sept, 2026

Community Based Natural Resources Planning & Management

HSEMS09



VENUES

DATE



Mombasa, Kenya 20 April - 1 May, 2026

Kampala, Uganda 17 - 28 Aug, 2026

GAP

Law, Policy, Governance and Legislative Programmes (LPGL)

Legal & Risk Management

LPGL01



VENUES

DATE



Kampala, Uganda 18 - 29 May, 2026

Arusha, Tanzania 7 - 11 Sept, 2026

Writing Effective Legal Documentation & Commercial Contracts (1 Week)

LPGL02



VENUES

DATE



Arusha, Tanzania 20 - 24 April, 2026

Kampala, Uganda 26 - 30 Oct, 2026

Contract Drafting, Negotiation & Management

LPGL03



VENUES

DATE



Mombasa, Kenya 19 - 30 Jan, 2026

Arusha, Tanzania 10 - 21 Aug, 2026

Kampala, Uganda 23 Nov - 4 Dec, 2026

Employment Contract Drafting & Management (1 Week)

LPGL04



VENUES

DATE



Kampala, Uganda 2 - 6 Mar, 2026

Arusha, Tanzania 7 - 11 Sept, 2026

Dispute Resolution Mechanism & Conflict Management

LPGL05



VENUES

DATE



Nairobi, Kenya 25 May - 5 June, 2026

Kampala, Uganda 2 - 13 Nov, 2026

Supervisory & Safety Management Skills

LPGL06



VENUES

DATE



Arusha, Tanzania 13 - 24 Jul, 2026

Nairobi, Kenya 7 - 18 Dec, 2026

Law, Policy, Governance and Legislative Programmes (LPGL)

Accountancy for Lawyers

LPGL07



VENUES

DATE



Arusha, Tanzania 9 - 20 Feb, 2026

Kampala, Uganda 7 - 18 Sept, 2026

Business & Legal Practice Management

LPGL08



VENUES

DATE



Kampala, Uganda 18 - 29 May, 2026

Arusha, Tanzania 7 - 18 Dec, 2026

Understanding Client Business Processes

LPGL09



VENUES

DATE



Arusha, Tanzania 18 - 29 May, 2026

Nairobi, Kenya 7 - 18 Dec, 2026

Organisational Decision Making in the Legal Lens

LPGL10



VENUES

DATE



Arusha, Tanzania 23 Feb - 6 Mar, 2026

Kampala, Uganda 1 - 12 June, 2026

Procurement, Logistics and Transport Management (PLTM)

Best Practices in Stores Management & Inventory Control

PLTM01



VENUES

DATE



Kampala, Uganda	2 - 13 Mar, 2026
Arusha, Tanzania	15 - 26 June, 2026
Mombasa, Kenya	21 Sept - 2 Oct, 2026

Best Practices in Procurement & Supplies Chain Management

PLTM02



VENUES

DATE



Kampala, Uganda	12 - 23 Jan, 2026
Arusha, Tanzania	12 - 23 Oct, 2026

Contract Management & Negotiation Skills

PLTM03



VENUES

DATE



Kampala, Uganda	2 - 13 Feb, 2026
Arusha, Tanzania	17 - 28 Aug, 2026
Kampala, Uganda	2 - 13 Nov, 2026

Contract Development, Negotiation Skills and Management

PLTM04



VENUES

DATE



Kampala, Uganda	6 - 17 April, 2026
Arusha, Tanzania	17 - 28 Aug, 2026
Kampala, Uganda	23 Nov - 4 Dec, 2026

Procurement, Logistics and Transport Management (PLTM)

Public Procurement, Contract Management & Evaluation

PLTM05



VENUES

DATE



Arusha, Tanzania	6 - 17 April, 2026
Kampala, Uganda	17 - 28 Aug, 2026
Arusha, Tanzania	23 Nov - 4 Dec, 2026

Logistics, Supply Management & Procurement

PLTM06



VENUES

DATE



Kampala, Uganda	4 - 15 May, 2026
Arusha, Tanzania	7 - 18 Sept, 2026



Procurement, Logistics and Transport Management (PLTM)

Strategic Logistics Planning and Management

PLTM07



VENUES

DATE



Kampala, Uganda	16 - 27 Mar, 2026
Arusha, Tanzania	24 Aug - 11 Sept, 2026

Skills Enhancement for Corporate Drivers and Executive Chauffeurs

PLTM08



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 20226
Arusha, Tanzania	12 - 30 Jan, 2026
Arusha, Tanzania	3 - 21 Aug, 2026
Kisumu, Kenya	23 Nov - 11 Dec, 2026

Defensive Driving and Fleet Management

PLTM09



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	12 - 30 Jan, 2026
Mombasa, Kenya	1 - 19 June, 2026
Kampala, Uganda	16 Nov - 4 Dec, 2026

Effective Stock Control & Supply Chain Management

PLTM10



VENUES

DATE



Arusha, Tanzania	26 Jan- 6 Feb, 2026
Kampala, Uganda	18 - 29 May, 2026
Mombasa, Kenya	12 - 23 Oct, 2026

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

PLTM11



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	12 - 30 Jan, 2026
Arusha, Tanzania	9 - 27 Mar, 2020
Kampala, Uganda	17 - 28 Aug, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

GAP
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INTEGRATION AND
PROGRESS

Procurement, Logistics and Transport Management (PLTM)

Drivers' Ethics, Customer Care and Communication Skills

PLTM12



VENUES

DATE



Arusha, Tanzania	23 Mar - 10 April, 2026
Naivasha, Kenya	8 - 26 June, 2026
Kampala, Uganda	12 - 30 Oct, 2026

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

PLTM13



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Naivasha, Kenya	6 - 24 July, 2026
Kampala, Uganda	2 - 20 Nov, 2026

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

PLTM14



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Kampala, Uganda	4 - 15 May, 2026
Arusha, Tanzania	20 - 31 July, 2026
Mombasa, Tanzania	7 - 18 Dec, 2026

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

PLTM15



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	23 Feb - 13 Mar, 2026
Kisumu, Kenya	15 June - 3 July 2026
Kampala, Uganda	16 Nov - 4 Dec, 2026

Personal Effectiveness & Administrative Skills for Corporate Drivers & Security Officers

PLMT16



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	16 Mar - 3 April, 2026
Kisumu, Kenya	14 Sept - 2 Oct, 2026
Kampala, Uganda	2 - 20 Nov, 2026

Best Practices in VIP Security Planning and Management

PLMT17



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Naivasha, Kenya	6 - 24 April, 2026
Arusha, Tanzania	7 - 25 Sept, 2026

Security Risk Assessment & Safety Management

PLMT18



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	11 - 29 May, 2026
Kampala, Uganda	12 - 30 Oct, 2026

Strategic Security Planning, Supervisory & Safety Management

PLMT19



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	12 - 30 Jan, 2026
Arusha, Tanzania	23 Mar - 10 April, 2026
Mombasa, Kenya	9 - 27 Nov, 2026

Security Management, Planning & Supervisory Skills

PLMT20



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Kampala, Uganda	30 Mar - 17 April, 2026
Naivasha, Kenya	10 - 28 Aug, 2026

VIP Security Formations, Environmental Screening & Supervisory Management

PLMT21



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Kampala, Uganda	12 - 30 Jan, 2026
Arusha, Tanzania	8 - 26 June, 2026
Kampala, Uganda	30 Nov - 18 Dec, 2026



Project Management (PM)

Project Management: The Emerging Trends of M & E

PM01



VENUES

DATE



Arusha, Tanzania	4 - 15 May 2026
Pretoria, South Africa	31 Aug - 11 Sept, 2026
Kampala, Uganda	9 - 20 Nov, 2026

Project Formulation, Designing & Management

PM02



VENUES

DATE



Arusha, Tanzania	16 - 27 Mar 2026
Mombasa, Kenya	19 - 30 Oct, 2026

Project Planning & Management

PM03



VENUES

DATE



Arusha, Tanzania	20 - 31 July, 2026
Arusha, Tanzania	14 - 25 Sept, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Essential Project Management Skills for Non-Project Managers/Officers

PM04



VENUES

DATE



Kampala, Uganda	23 Feb - 6 Mar, 2026
Arusha, Tanzania	17 - 28 Aug, 2026
Mombasa, Kenya	2 - 13 Nov, 2026

Project Leadership Skills, Management & Communication

PM05



VENUES

DATE



Dubai, U.A.E	18 - 29 May, 2026
Arusha, Tanzania	14 - 25 Sept, 2026

Essential Project Planning, Scheduling & Cost Management

PM06



VENUES

DATE



Arusha, Tanzania	26 Jan - 6 Feb, 2026
Pretoria, South Africa	29 June - 10 July, 2026

Project Management (PM)

Project Financial Analysis & Monitoring

PM07



VENUES

DATE



Kampala, Uganda	23 Mar - 3 April, 2026
Arusha, Tanzania	28 Sept - 9 Oct, 2026

Project Monitoring, Reporting & Cost Control

PM08



VENUES

DATE



Kampala, Uganda	13 - 24 April, 2026
Arusha, Tanzania	20 - 31 July, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Project Management & Administration Skills for Senior Executives

PM09



VENUES

DATE



Dubai, U.A.E	2 - 13 Mar, 2026
Dar Es Salaam, Tanzania	10 - 21 Aug, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Project Planning, Budgeting & Cost Control

PM10



VENUES

DATE



Kampala, Uganda	13 - 24 April, 2026
Arusha, Tanzania	20 - 31 July, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Project Management Skills: Critical Competencies & Strategies

PM11



VENUES

DATE



Dubai, U.A.E	2 - 13 Mar, 2026
Dar Es Salaam, Tanzania	10 - 21 Aug, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Project Management: Competencies & Managerial Skills

PM12



VENUES

DATE



Kampala, Uganda	13 - 24 April, 2026
Arusha, Tanzania	20 - 31 July, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Project Management (PM)

Project Monitoring, Analysis, Data Management & Report Writing Skills

PM13



VENUES

DATE



Kampala, Uganda 23 Feb - 6 Mar, 2026

Arusha, Tanzania 17 - 28 Aug, 2026

Mombasa, Kenya 2 - 13 Nov, 2026

Monitoring & Evaluation in Developmental Projects

PM14



VENUES

DATE



Mombasa, Kenya 18 - 29 May, 2026

Arusha, Tanzania 7 - 18 Sept, 2026

GAP

Records & ICT Management (RICTM)

Electronic Documentation & Records Management Systems (EDRMS)

RICTM01



VENUES

DATE



Kampala, Uganda	23 Feb - 20 Mar, 2026
Arusha, Tanzania	6 - 31 July, 2026
Kampala, Uganda	2 - 27 Nov, 2026

Advanced Electronic Documentation & Records Management Systems

RICTM02



VENUES

DATE



Kampala, Uganda	4 - 22 May, 2026
Arusha, Tanzania	12 - 30 Oct, 2026

Graphic Design Management

RICTM03



VENUES

DATE



Kampala, Uganda	2 - 13 Mar, 2026
Kisumu, Kenya	8 - 19 June, 2026
Kampala, Uganda	30 Nov - 11 Dec, 2026

Electronic Records Management & Information Security

RICTM04



VENUES

DATE



Arusha, Tanzania	19 Jan - 13 Feb, 2026
Arusha, Tanzania	6 - 31 July, 2026
Kampala, Uganda	2 - 27 Nov, 2026

Database Administration & Management

RICTM05



VENUES

DATE



Arusha, Tanzania	18 - 29 May, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Modern Technologies in Document Management & Electronic Archiving

RICTM06



VENUES

DATE



Arusha, Tanzania	6 - 24 April, 2026
Kampala, Uganda	28 Sept - 16 Oct, 2026



Records & ICT Management (RICTM)

Electronic Records Documentation & Information Technology

RICTM07



VENUES

DATE



Arusha, Tanzania 19 Jan - 13 Feb, 2026

Kampala, Uganda 1 - 26 June, 2026

Kampala, Uganda 2 - 27 Nov, 2026

IT Strategy & Strategic Information Management

RICTM08



VENUES

DATE



Arusha, Tanzania 9 - 20 Mar, 2026

Kampala, Uganda 17 - 28 Aug, 2026

Mombasa, Kenya 19 - 30 Oct, 2026

Data Management & Software Development

RICTM09



VENUES

DATE



Mombasa, Kenya 26 Jan - 6 Feb, 2026

Kampala, Uganda 10 - 21 Aug, 2026

Data Science & Business Analytics

RICTM10



VENUES

DATE



Kampala, Uganda 16 - 27 Feb, 2026

Arusha, Tanzania 22 June - 3 July, 2026

Nairobi, Kenya 7 - 18 Dec, 2026

Data Intelligence, Visualisation & Analysis: Emerging Trends in Management

RICTM11



VENUES

DATE



Kampala, Uganda 12 - 23 Jan, 2026

Mombasa, Kenya 11 - 22 May, 2026

Arusha, Tanzania 19 - 30 Oct, 2026

Records Management Systems for Administrative Professionals

RICTM12



VENUES

DATE



Kampala, Uganda 27 April - 15 May, 2026

Arusha, Tanzania 20 July - 7 Aug, 2026

Kampala, Uganda 16 Nov - 4 Dec, 2026



Records & ICT Management (RICTM)

Data Protection & Privacy Management

RICTM13



VENUES

DATE



Kampala, Uganda	16 - 27 Feb, 2026
Arusha, Tanzania	15 - 26 June, 2026
Arusha, Tanzania	2 - 13 Nov, 2026

Cyber Security Fundamentals for Public & Private Institutions

RICTM14



VENUES

DATE



Kampala, Uganda	2 - 20 Mar, 2026
Kampala, Uganda	3 - 21 Aug, 2026
Arusha, Tanzania	9 - 27 Nov, 2026

ICT Infrastructure & System Integration

RICTM15



VENUES

DATE



Kampala, Uganda	20 April - 1 May, 2026
Arusha, Tanzania	24 Aug - 4 Sept, 2026
Kampala, Uganda	23 Nov - 4 Dec, 2026

ICT for Climate Resilience & Early Warning Systems

RICTM16



VENUES

DATE



Mombasa, Kenya	11 - 22 May, 2026
Arusha, Tanzania	17 - 28 Aug, 2026
Kampala, Uganda	26 Oct - 6 Nov, 2026

ICT Project Management & Digital Transformation

RICTM17



VENUES

DATE



Kampala, Uganda	2 - 20 Mar, 2026
Mombasa, Kenya	8 - 19 June, 2026
Kampala, Uganda	30 Nov - 4 Dec, 2026

ICT Policy, Ethics & Governance

RICTM18



VENUES

DATE



Kampala, Uganda	19 - 30 Jan, 2026
Arusha, Tanzania	20 - 31 July, 2026
Dar Es Salaam, Tanzania	7 - 18 Dec, 2026

Records & ICT Management (RICTM)

Software Applications and Financial Systems

RICTM19



VENUES

DATE



Kampala, Uganda	23 Feb - 20 Mar, 2026
Arusha, Tanzania	6 - 31 July, 2026
Kampala, Uganda	2 - 27 Nov 2026

Secure Digital Democracy & Electoral Data Governance

RICTM20



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 2026
Mombasa, Kenya	11 - 22 May, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Securing Electoral Communications Platforms

RICTM21



VENUES

DATE



Kampala, Uganda	12 - 30 Jan, 2026
Mombasa, Kenya	11 - 22 May, 2026
Arusha, Tanzania	16 - 27 Nov, 2026

Electoral Risk Surveillance & Cyber Intelligence

RICTM22



VENUES

DATE



Arusha, Tanzania	16 - 27 Feb, 2026
Kampala, Uganda	22 June - 3 July, 2026
Arusha, Tanzania	7 - 18 Sept, 2026

Secretarial Management & General Administration (SMGA)

Management Skills & Office Dynamics for Administrative Professionals

SMGA01



VENUES

DATE



Kampala, Uganda	9 - 27 Feb, 2026
Mombasa, Kenya	11 - 29 May, 2026
Arusha, Tanzania	7 - 25 Sept, 2026
Arusha, Tanzania	30 Nov - 11 Dec, 2026

Management Development Programme for Executive/Personal Assistants

SMGA02



VENUES

DATE



Arusha, Tanzania	12 - 30 Jan, 2026
Mombasa, Kenya	3 - 21 Aug, 2026
Kampala, Uganda	16 Nov - 4 Dec, 2026

Advanced Office Management & Effective Administration: The Professional Executive Assistants

SMGA03



VENUES

DATE



Kampala, Uganda	2 - 20 Mar, 2026
Mombasa, Kenya	29 June - 17 July, 2026
Kampala, Uganda	2 - 20 Nov, 2026

Strategic Planning and Critical Success Skills for Office Managers/Administrators

SMGA04



VENUES

DATE



Dubai, U.A.E	16 - 27 Mar, 2026
Kampala, Uganda	3 - 14 Aug, 2026
Arusha, Tanzania	23 Nov - 4 Dec, 2026

Supervisory & Strategic Management for Office Managers/Administrative Professionals

SMGA05



VENUES

DATE



Arusha, Tanzania	26 Jan - 13 Feb, 2026
Mombasa, Kenya	18 May - 5 June, 2026
Kampala, Uganda	26 Oct - 13 Nov, 2026

Advanced Office Management & Effective Administration: Critical Competencies & Strategies

SMGA06



VENUES

DATE



Kisumu, Kenya	2 - 27 Mar, 2026
Arusha, Tanzania	1 - 26 June, 2026
Kampala, Uganda	5 - 30 Oct, 2026



Secretarial Management & General Administration (SMGA)

Strategic Management Skills for Administrative Professionals

SMGA07



VENUES

DATE



Kampala, Uganda	19 Jan - 6 Feb, 2026
Dubai, U.A.E	13 - 24 July, 2026
Arusha, Tanzania	7 - 25 Sept, 2026

Project Management Skills for Executive Assistants & Administrators

SMGA08



VENUES

DATE



Kampala, Uganda	16 - 27 Feb, 2026
Arusha, Tanzania	20 - 31 July, 2026
Arusha, Tanzania	7 - 18 Dec, 2026

Protocol Management & International Relations for Executive Assistants/ Administrators

SMGA09



VENUES

DATE



Kampala, Uganda	11 - 29 May, 2026
Arusha, Tanzania	5 - 16 Oct, 2026
Mombasa, Kenya	7 - 18 Dec, 2026

Strategic Planning & Critical Success Skills for Office Managers/Administrators

SMGA10



VENUES

DATE



Kampala, Uganda	9 - 20 Feb, 2026
Mombasa, Kenya	3 - 14 Aug, 2026
Arusha, Tanzania	23 Nov - 4 Dec, 2026

Personal Effectiveness & Administration Skills for Office Assistants & Front Officers

SMGA11



VENUES

DATE



Arusha, Tanzania	16 Mar - 3 April, 2026
Kisumu, Kenya	14 Sept - 2 Oct, 2026
Kampala, Uganda	2 - 20 Nov, 2026

Finance Management, Retirement Planning & Execution

SMGA12

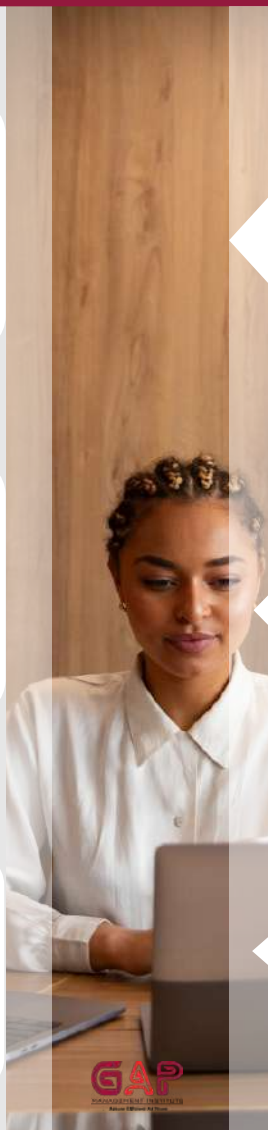


VENUES

DATE



Kampala, Uganda	12 - 23 Jan, 2026
Arusha, Tanzania	5 - 23 Oct, 2026



Secretarial Management & General Administration (SMGA)

Essential Customer Service Delivery, Communication Skills & Office Etiquette

SMGA13



VENUES

DATE



Arusha, Tanzania	23 Mar - 10 April, 2026
Naivasha, Kenya	8 - 26 June, 2026
Kampala, Uganda	12 - 30 Oct, 2026

Competency Development & Managerial Excellence for Administrative/Executive Assistants

SMGA14



VENUES

DATE



Pretoria, South Africa	12 - 30 Jan, 2026
Arusha, Tanzania	6 - 31 July, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Reception & Front Office Management & Administration

SMGA15



VENUES

DATE



Naivasha, Kenya	2 - 20 Mar, 2026
Kampala, Uganda	10 - 28 Aug, 2026
Arusha, Tanzania	30 Nov - 11 Dec, 2026

Customer Service Strategy: Providing World Class Services

SMGA16



VENUES

DATE



Arusha, Tanzania	26 Jan - 6 Feb, 2026
Kisumu, Kenya	15 - 26 June, 2026
Kampala, Uganda	16 - 27 Nov, 2026

Skills Enhancement & Customer Service Delivery for Personal/Executive Assistants

SMGA17



VENUES

DATE



Kisumu, Kenya	23 Feb - 6 Mar, 2026
Arusha, Tanzania	29 June - 3 July, 2026
Kampala, Uganda	19 - 23 Oct, 2026

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

SMGA18



VENUES

DATE



Dubai, U.A.E 1 - 19 June, 2026

Kampala, Uganda 21 Sept - 9 Oct, 2026

Arusha, Tanzania 2 - 20 Nov, 2026

Key Skill for Enhancing Work Team Cohesion, Competency & Performance

SMGA19



VENUES

DATE



Dubai, U.A.E 19 - 30 Jan, 2026

Kisumu, Kenya 25 May - 12 June, 2026

Kampala, Uganda 16 Nov - 4 Dec, 2026

Personal Effectiveness & Administration Skills for Administrative/ Executive Assistants

SMGA20



VENUES

DATE



Arusha, Tanzania 16 Mar - 3 April, 2026

Kisumu, Kenya 14 Sept - 2 Oct, 2026

Kampala, Uganda 2 - 20 Nov, 2026



Business Management and Entrepreneurship Skills (BMES)

Business Organisations & their Environment: Work Culture

BMES01



VENUES

DATE



Kampala, Uganda	2 - 13 Mar, 2026
Mombasa, Kenya	15 - 26 June, 2026
Arusha, Tanzania	5 - 16 Oct, 2026

Key Skills in Sustainable Pension Investment Management

BMES02



VENUES

DATE



Arusha, Tanzania	16 - 27 Feb, 2026
Kisumu, Kenya	18 - 29 May, 2026
Kampala, Uganda	5 - 16 Oct, 2026

Finance Management, Retirement Planning & Execution

BMES03



VENUES

DATE



Kampala, Uganda	20 April - 8 May, 2026
Arusha, Tanzania	3 - 21 Aug, 2026
Kampala, Uganda	30 Nov - 18 Dec, 2026

Pension Communication, Education & Investment Strategies

BMES04



VENUES

DATE



Kampala, Uganda	26 Jan - 13 Feb, 2026
Arusha, Tanzania	1 - 19 June 2026
Kampala, Uganda	7 - 25 Sept 2026

Key Skills in Retirement Planning, Design & Implementation

BMES05



VENUES

DATE



Arusha, Tanzania	2 - 20 Feb, 2026
Arusha, Tanzania	10 - 28 Aug, 2026
Kampala, Uganda	30 Nov - 18 Dec 2026



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Business Management and Entrepreneurship Skills (BMES)

Business Management: Aligning Business Brand & Work Behavior

BMES06



VENUES

DATE



Kampala, Uganda 16 Mar - 3 Feb, 2026

Arusha, Tanzania 13 - 31 July, 2026

Retirement Planning, Management & Execution

BMES07



VENUES

DATE



Kampala, Uganda 20 April - 8 May, 2026

Arusha, Tanzania 3 - 21 Aug, 2026

Kampala, Uganda 30 Nov - 18 Dec, 2026

Pre-Retirement Management: Financial Planning & Analysis

BMES08



VENUES

DATE



Arusha, Tanzania 19 Jan - 13 Feb, 2026

Mombasa, Kenya 4 - 29 May, 2026

Kampala, Uganda 7 Sept - 2 Oct, 2026



Business Management and Entrepreneurship Skills (BMES)

Pension Investment Strategies & Finance Management

BMES09



VENUES

DATE



Kampala, Uganda	2 - 20 Mar, 2026
Mombasa, Kenya	8 - 26 June, 2026
Arusha, Tanzania	9 - 27 Nov, 2026

Business Management and Entrepreneurial Skills : Critical Success Strategies & Tools

BMES10



VENUES

DATE



Arusha, Tanzania	13 - 24 April, 2026
Naivasha, Kenya	6 - 17 July, 2026
Kampala, Uganda	7 - 18 Dec, 2026

Retirement Planning, Communication & Investment Strategies

BMES11



VENUES

DATE



Kampala, Uganda	2 - 13 Feb, 2026
Arusha, Tanzania	18 - 29 May, 2026
Mombasa, Kenya	19 - 30 Oct, 2026

Pension and Retirement Fund Management: Governance, Regulations & Investments

BMES12



VENUES

DATE



Arusha, Tanzania	2 - 20 Mar, 2026
Arusha, Tanzania	8 - 26 June, 2026
Kampala, Uganda	9 - 27 Nov, 2026



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 & 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

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

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 Integrity in the Workplace
- Management of HIV/AIDS at Workplace
- Statistics and Data Analysis in Public Health

OTHER COURSE CATEGORIES

Digitalization, Marketing & 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



OTHER COURSE CATEGORIES

Business Model Innovation (BMI)

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



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