



INTERNATIONAL DEVELOPMENT  
CENTRE FOR AFRICA



# 2018

Calendar of Courses



training

consultancy

research

[WWW.IDCA.CO.SZ](http://WWW.IDCA.CO.SZ)

# OUTLINE OF PROGRAMMES

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• GENDER AND PARTICIPATORY PROGRAMMES

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• FINANCE, ECONOMICS PROGRAMMES

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## APPLICATIONS:

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Use any of the following platforms to submit your application or enquiry.



### ONLINE

<http://www.idca.co.sz/admissions/apply>



### EMAIL

Download form, fill-in and send to  
[admissions@idca.co.sz](mailto:admissions@idca.co.sz) | [idca@realnet.co.sz](mailto:idca@realnet.co.sz)



### TELEPHONE

+268 2404 0748 | +268 2404 6968

- All programmes may be presented in-house anywhere in Africa
- Tailored programmes are available on request. Send your request to [admissions@idca.co.sz](mailto:admissions@idca.co.sz) or [idca@realnet.co.sz](mailto:idca@realnet.co.sz)
- All three and four week programmes include one week of practical computer applications.

## FEES STRUCTURE:

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### TUITION FEES

1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS
• US\$2,620	• US\$3,070	• US\$3,970	• US\$4,370

The cost for tuition covers:

- Course Design
- Course Delivery
- Wi-Fi Access
- Field Studies (where applicable)
- Training Materials (soft copies of modules, laptop, memory stick)

### ACCOMMODATION

The cost for accommodation covers:

- Bed, Breakfast and laundry for the specified duration

- ◆ Fees are subject to change without prior notification
- ◆ These fees are applicable only to the scheduled courses. Please request a quote for tailored training.

## AGRICULTURE AND ENVIRONMENTAL PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
AE01	Environmental Impact Assessment	09 Apr - 27 Apr 24 Sep - 12 Oct	3
AE02	Water Quality & Sanitation Management	12 Feb - 09 Mar 30 Jul - 24 Aug	4
AE03	Promoting Effective Agricultural Extension Methods	12 Feb - 02 Mar 30 Jul - 17 Aug	3
AE04	Extension Service Delivery & Management	12 Mar - 06 Apr 27 Aug - 21 Sep	4
AE05	Sustainable Agricultural Development	07 May - 01 Jun 22 Oct - 16 Nov	4
AE06	Management of Irrigation & Small Dam Services	07 May - 01 Jun 22 Oct - 16 Nov	4
AE07	Climate-Resilient Green Economy (CRGE)	Available on Request	

## GENDER AND PARTICIPATORY PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
GP01	Gender Development and Empowerment	12 Feb - 09 Mar 30 Jul - 24 Aug	4
GP02	Managing Gender Development Organizations	12 Mar - 06 Apr 22 Oct - 16 Nov	4
GP03	Participatory Methodology in Development	12 Mar - 06 Apr 27 Aug - 21 Sep	4
GP04	Women in Sustainable Rural Development	09 Apr - 04 May 24 Sep - 19 Oct	4
GP05	Management of Local Government Districts and Municipal Affairs	07 May - 01 Jun 22 Oct - 16 Nov	4
GP06	Women in Enterprise	28 May - 08 Jun 24 Sep - 05 Oct	2

# FINANCE, ECONOMICS PROGRAMS

CODE	PROGRAM TITLE	SCHEDULE	WEEKS
FA01	Auditing for Internal Auditors	08 Jan - 02 Feb 25 Jun - 20 Jul	4
FA02	Advanced Program on Analysis, Prevention and Detection of Corporate Fraud	12 Feb - 02 Mar 30 Jul - 17 Aug	3
FA03	Advanced Auditing	28 May - 15 Jun 24 Sep - 12 Oct	3
FA04	IT Auditing	09 Apr - 20 Apr 24 Sep - 05 Oct	2
FA05	Fraud Management	12 Mar - 23 Mar 27 Aug - 07 Sep	2
FA06	Financial Risk Management	07 May - 18 May 22 Oct - 02 Nov	2
FA07	Cash and Treasury Management	08 Jan - 19 Jan 25 Jun - 06 Jul	2
FA08	Financial Management in the Public Sector	12 Feb - 09 Mar 30 Jul - 24 Aug	4
FA09	Financial Management and Reporting for Senior Accountants	09 Apr - 04 May 24 Sep - 19 Oct	4
FA10	Governance Issues in Finance and Accounting	12 Feb - 23 Feb 30 Jul - 10 Aug	2
FA11	Best Practices in Public Expenditure Management	28 May - 22 Jun 22 Oct - 16 Nov	4
FA12	Finance for Non-Financial Managers	07 May - 01 Jun 22 Oct - 16 Nov	4
FA13	Financial Management and Disbursement	05 Feb - 16 Feb 23 Jul - 03 Aug	2
FA14	Pension Funds Management	09 Apr - 04 May 19 Nov - 14 Dec	4
FA15	Financial Analysis	29 Jan - 09 Feb 11 Jun - 22 Jun	2
FA16	Computer Assisted Financial Management	09 Apr - 20 Apr 06 Aug - 17 Aug	2
FA17	International Public Accounting Standards	28 May - 08 Jun 26 Nov - 07 Dec	2
FA18	Auditing of Donor Funded Projects	28 May - 08 Jun 24 Sep - 05 Oct	2
FA19	Credit Administration, Monitoring and Control	07 May - 01 Jun 22 Oct - 16 Nov	4
FA20	Socio-Economic Reforms & Privatization	12 Mar - 23 Mar 27 Aug - 07 Sep	2
FA21	Privatization & Downsizing Approaches	09 Apr - 20 Apr 24 Sep - 05 Oct	2
FA22	Macroeconomics and Modeling	07 May - 25 May 22 Oct - 09 Nov	3

## HUMAN RESOURCES PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
HRM01	Results Based Performance Appraisal Methods	08 Jan - 26 Jan 25 Jun - 13 Jul	3
HRM02	Human Resources & Performance Enhancement	12 Feb - 09 Mar 30 Jul - 24 Aug	4
HRM03	Computer Assisted Human Resources Management	12 Feb - 23 Feb 30 Jul - 10 Aug	2
HRM04	Consultancy & Advisory Services Management	12 Mar - 06 Apr 27 Aug - 21 Sep	4
HRM05	Managing the Training Function	09 Apr - 27 Apr 24 Sep - 12 Oct	3
HRM06	Labor Relations and Conflict Management	09 Apr - 20 Apr 24 Sep - 05 Oct	2
HRM07	Trainers and Educators Workshop	07 May - 01 Jun 22 Oct - 16 Nov	4
HRM08	Organization Restructuring and Change Management	07 May - 18 May 22 Oct - 02 Nov	2
HRM09	Developing Effective Performance Indicators	28 May - 15 Jun 19 Nov - 07 Dec	3

## PUBLIC RELATIONS PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
PR01	Effective Institutional Branding	08 Jan - 19 Jan 11 Jun - 22 Jun	2
PR02	Protocol and Security for VIPs	08 Jan - 26 Jan 25 Jun - 13 Jul	3
PR03	Basic Marketing and Business Skills	29 Jan - 02 Feb 11 Jun - 15 Jun	1
PR04	Media Training for Communicators	05 Feb - 23 Feb 11 Jun - 29 Jun	3
PR05	Customer Care and Public Relations	12 Mar - 23 Mar 27 Aug - 07 Sep	2

# LOGISTICS, PROCUREMENT PROGRAMS

CODE	PROGRAM TITLE	SCHEDULE	WEEKS
LM01	Fleet and Transport Management	08 Jan - 26 Jan 25 Jun - 13 Jul	3
LM02	Warehouse Operations and Management	05 Feb - 23 Feb 23 Jul - 10 Aug	3
LM03	Supply Chain Finance	12 Mar - 30 Mar 27 Aug - 14 Sep	3
LM04	Supply Chain Risk Management	09 Apr - 27 Apr 24 Sep - 12 Oct	3
LM05	Inventory Management	07 May - 25 May 22 Oct - 09 Nov	3
LM06	Strategic Sourcing	28 May - 15 Jun 24 Sep - 12 Oct	3
LM07	Advanced Supply Chain Management	25 Jun - 13 Jul 23 Jul - 10 Aug	3
LM08	Advanced Logistics and Facility Management	08 Jan - 26 Jan 25 Jun - 13 Jul	3
LM09	Advanced Procurement Management	12 Mar - 30 Mar 27 Aug - 14 Sep	3
LM10	Contract Implementation & Administration	09 Apr - 27 Apr 06 Aug - 17 Aug	3
LM11	Health & Safety in Logistics Environment	07 May - 18 May 22 Oct - 02 Nov	2
LM12	Evaluating & Rating Suppliers	28 May - 08 Jun 22 Oct - 02 Nov	2
LM13	Material Supply Chain Management	25 Jun - 13 Jul 23 Jul - 10 Aug	3
LM14	Warehousing & Distribution Management	05 Feb - 23 Feb 23 Jul - 10 Aug	3
LM15	Supply Chain Strategies for Competitiveness	25 Jun - 13 Jul 23 Jul - 10 Aug	3
LM16	World Bank Procurement of Advanced Goods and Consultancy Services	12 Mar - 06 Apr 27 Aug - 21 Sep	4
LM17	International Procurement for Donor Funded Projects	12 Mar - 06 Apr 27 Aug - 21 Sep	4
LM18	Purchasing and Supply Management	25 Jun - 20 Jul 23 Jul - 17 Aug	4
LM19	Transparency in Government Tendering and Selection of Consultants	08 Jan - 02 Feb 07 May - 01 Jun 27 Aug - 21 Sep	4



# MANAGEMENT DEVELOPMENT PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
MD01	Corporate Governance & Social Responsibility	08 Jan - 02 Feb 27 Aug - 21 Sep	4
MD02	Corporate Strategic Management for Development	08 Jan - 02 Feb 25 Jun - 20 Jul	4
MD03	Supervisory & Operations Management	08 Jan - 02 Feb 25 Jun - 20 Jul	4
MD04	Senior Management Development Program	12 Feb - 09 Mar 30 Jul - 24 Aug	4
MD05	Small Business Management	12 Feb - 02 Mar 30 Jul - 17 Aug	3
MD06	Small and Medium Enterprise Development	12 Mar - 06 Apr 24 Sep - 19 Oct	4
MD07	Policy Planning, Analysis, Development and Control of Government Officers	12 Mar - 30 Mar 27 Aug - 14 Sep	3
MD08	Effective Leadership Skills for Managers	09 Apr - 04 May 22 Oct - 16 Nov	4
MD09	Managing a Retirement Process	07 May - 18 May 26 Nov - 07 Dec	2
MD10	Report Writing Skills	28 May - 08 Jun 22 Oct - 02 Nov	2
MD11	Effective Presentation Skills	05 Feb - 09 Feb 11 Jun - 15 Jun	1
MD12	Performance Management	29 Jan - 09 Feb 11 Jun - 22 Jun	2
MD13	Business Process Reengineering	08 Jan - 26 Jan 26 Nov - 14 Dec	3
MD14	Team Building	02 Apr - 06 Apr 08 Oct - 12 Oct	1
MD15	Strategic Planning	07 May - 11 May 12 Nov - 16 Nov	1
MD16	Production & Operations Management	05 Feb - 09 Feb 20 Aug - 24 Aug	1

# PROJECT MANAGEMENT PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
PM01	Project Monitoring, Evaluation and Reporting	08 Jan - 02 Feb 07 May - 01 Jun 27 Aug - 21 Sep	4
PM02	Project Impact Assessment, Analysis and Outcome Evaluation	08 Jan - 26 Jan 25 Jun - 13 Jul	3
PM03	Monitoring & Evaluation of Community Development Projects	12 Feb - 09 Mar 28 May - 22 Jun 22 Oct - 16 Nov	4
PM04	Project Management	12 Mar - 30 Mar 24 Sep - 12 Oct	3
PM05	Results-Based Monitoring & Evaluation of Projects	09 Apr - 04 May 30 Jul - 24 Aug	4
PM06	Project Planning and Implementation	07 May - 01 Jun 19 Nov - 14 Dec	4
PM07	Project Planning, Analysis and Control	07 May - 01 Jun 19 Nov - 14 Dec	4
PM08	Project Proposal Writing & Fund Raising	29 Jan - 02 Feb 23 Jul - 27 Jul	1
PM09	Project Communication	05 Feb - 09 Feb 11 Jun - 15 Feb	1
PM10	Program Planning and Management	08 Jan - 02 Feb 25 Jun - 20 Jul	4
PM11	Managing Projects With Microsoft Project	12 Mar - 23 Mar 24 Sep - 05 Oct	2

# INFORMATION, COMMUNICATION AND TECHNOLOGY PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
IT01	Information Technology for Personal Assistants and Administrators – Level 1	08 Jan - 26 Jan 25 Jun - 13 Jul 24 Sep - 12 Oct	3
IT02	Information Technology for Personal Assistants and Administrators – Level 2	12 Feb - 02 Feb 30 Jul - 17 Aug 22 Oct - 09 Nov	3
IT03	Information Technology for Personal Assistants and Administrators – Level 3	12 Mar - 30 Mar 27 Aug - 14 Sep 19 Nov - 07 Dec	3
IT04	Information Technology for Managers	12 Feb - 02 Mar 30 Jul - 17 Aug 22 Oct - 09 Nov	3
IT05	Website Design & Development	12 Feb - 09 Mar 30 Jul - 24 Aug	4
IT06	Graphics Design for Non Designers	09 Apr - 27 Apr 24 Sep - 12 Oct	3
IT07	Basic Computer Skills	05 Feb - 09 Feb 23 Jul - 27 Jul	1
IT08	IT Security	02 Apr - 13 Apr 26 Nov - 07 Dec	2
IT09	Database Design, Implementation and Management	07 May - 01 Jun 08 Oct - 02 Nov	4
IT10	Management Information System	12 Mar - 06 Apr 27 Aug - 21 Sep	4
IT11	Electronic Records System Management	08 Jan - 02 Feb 25 Jun - 20 Jul	4
IT12	Data and Records Management and Retrieval	12 Feb - 09 Mar 30 Jul - 24 Aug	4
IT13	Managing Libraries and Information Resources Centers	09 Apr - 27 Apr 24 Sep - 12 Oct	3
IT14	Computerization of Records Management	07 May - 01 Jun 08 Oct - 02 Nov	4
IT15	Information, Education & Communication Management	21 May - 15 Jun 05 Nov - 30 Nov	4
IT16	Statistical Research Methods & Data Analysis	09 Apr - 20 Apr 22 Oct - 02 Nov	2

## SECRETARIAL AND ADMINISTRATION PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
SA01	Advanced Secretarial and Personal Assistants Program	08 Jan - 02 Feb 25 Jun - 20 Jul	4
SA02	Professional Executive Secretaries & Administrators	12 Feb - 09 Mar 30 Jul - 24 Aug	4
SA03	Management Development Program for Personal Assistants & Administrators	09 Apr - 04 May 24 Sep - 19 Oct	4
SA04	Office Administration and Business Methods	28 May - 22 Jun 19 Nov - 14 Dec	4

## GENERAL PROGRAMS

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CODE	PROGRAM TITLE	SCHEDULE	WEEKS
GP01	Heritage Conservation and Management	Available on Request	
GP02	Community Based Tourism	Available on Request	
GP03	Risk Analysis in Food and Health System	Available on Request	
GP04	HIV/AIDS in the Workplace	Available on Request	
GP05	Occupational Health and Safety at Work	Available on Request	
GP06	Private Sector Development	Available on Request	
GP07	Private-Public Partnerships (PPP)	Available on Request	



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