



TRAINING CALENDAR 2020



HRD Africa
Leadership. Development. Capacity Building.

www.hrdafricagroup.com



OUR COMMITMENT TO SUPERIOR QUALITY AND CONTINUOUS IMPROVEMENT

WE CONTINUE TO BUILD OUR RELATIONSHIPS WITH:

1. INDUSTRY PARTNERS:

On specific interventions we will take you to your Related Industry Partner for engagements and sight visits.

2. PRODUCT SPECIALIST INDUSTRY LEADERS

With our growing pool of product suppliers you will have direct access to the latest industry developments like Oracle's Taleo Human Capital Management Systems and many more.

A. HUMAN RESOURCES MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Organisation and Manpower Planning and Forecasting	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A101
2	Developing an Effective Human Resource Strategy	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A102
3	Competencies - Design, Development and Implementation	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A103
4	Workforce Development Strategies and Framework	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A104
5	HR Strategy Development and Execution	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A105
6	Strategic HR Planning, Recruitment and Selection	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A106
7	E-Recruitment Best Practices and Technologies	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A107
8	Building High Performance Human Resource Departments	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A108
9	Essential HR Practices for Managers, Team Leaders and Supervisors	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A109
10	Advanced Human Resource Business Partner (HRBP) Practices	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A110
11	The HR Balanced Scorecard and HR Performance Measurement and Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A111
12	Creating Value Through HR and the Role of HR Analytics	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A112
13	Critical Human Resource Skills for Line Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A113
14	Managing Employee Compensation and Benefits Effectively	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A114
15	Remuneration Design and Management Strategies	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A115
16	Human Resources KPIs - Benchmarking HR Performance	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A116

A. HUMAN RESOURCES MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
17	Developing a Performance Partnership Between Line Management and HR Department	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A117
18	Critical Human Resource Practices for HR Practitioners	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A118
19	HR Management Strategies to Support Organisational Change	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A119
20	Building People Capability	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A120
21	Internal Training as a Strategic Learning and Development Tool	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A121
22	Learning and Development Strategies, Policies and Procedures	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A122
23	Knowledge Management - How to Create an Effective Learning Organisation	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A123
24	Conducting Effective Structured Interviews and Recruitment Practise	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A124
25	Team Building Workshops for Departments and Organisations	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A125
26	Advanced Human Resource Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A126
27	HR Automation Strategy Development and Implementation	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Maputo/ Dubai	HRD_A127
28	Leading Strategic HR Transformation	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A128
29	Career Development and Succession Planning	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A129
30	Continuous Employee Development and Empowerment	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A130
31	Employee Engagement and Retention Strategies and Framework	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A131

A. HUMAN RESOURCES MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
32	Building Performance Management Systems and Framework	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A132
33	HR Leadership - Competencies for Exceptional Performance	1 Week	Mar 02 - Mar 06; May 04 –May 08; Jul 06 – Jul 10; Sep 07 –Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A133
34	Advanced Skills Audit and Inventory Matrix Development	1 Week	Jan 13 – Jan 17; Mar 16 - Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A134
35	Employee Welfare Management and Workplace Counselling	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A135
36	Grievance Handling and Human Resource Management	1 Week	Mar 02 - Mar 06; May 04 –May 08; Jul 06 – Jul 10; Sep 07 –Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A136
37	Conducting Disciplinary Investigations in Human Resource Management	1 Week	Jan 13 – Jan 17; Mar 16 - Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A137
38	Advanced Trauma Support in Human Resource Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A138
39	Skills for Diversity Management and Sexual Harassment in The Workplace	1 Week	Mar 02 - Mar 06; May 04 –May 08; Jul 06 – Jul 10; Sep 07 –Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A139
40	Advanced Fraudulent Documents Verification in Human Resource Management	1 Week	Jan 13 – Jan 17; Mar 16 - Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A140
41	Effective Payroll Administration and Payroll Integrity Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A141
42	Budgeting and Finance For Human Resource Personnel	1 Week	Mar 02 - Mar 06; May 04 –May 08; Jul 06 – Jul 10; Sep 07 –Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A142
43	Training the Trainer	1 Week	Jan 13 – Jan 17; Mar 16 - Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A143
44	Workplace Learning Facilitation Framework and Skills for Managers	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A144
45	Effectively Managing The Training Function in the Workplace	1 Week	Mar 02 - Mar 06; May 04 –May 08; Jul 06 – Jul 10; Sep 07 –Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A145
46	Building Internal Training Systems, Strategies and Practices	1 Week	Jan 13 – Jan 17; Mar 16 - Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A146
47	Using Survey Methods and The Employee Barometer for Organisational Success	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A147

A. HUMAN RESOURCES MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
48	Industrial Relations Management	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A148
49	Human Resource Management and Strategic Recruitment	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A149
50	People Management Skills in HR Projects	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A150
51	Effective Performance Management - Setting Objectives and Conducting Appraisals	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A151
52	Managing Employee Performance, Behaviour and Attitudes	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A152
53	Training Department Managers to Train	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A153
54	Critical Recruitment and Interviewing Skills Programme	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A154
55	Talent Acquisition and Effective Recruitment Strategies	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A155
56	Talent Management, Succession Planning and Strategic Human Resource Management	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A156
57	Developing and Integrated Talent Management Plan of Action (Program)	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A157
58	Labour Relations and Conflict Management	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A158
59	Human Resources Management and Performance Appraisal	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A159
60	Performance Management For An Effective Public Sector	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A160
61	Strategic Human Resource Management	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A1361
62	Auditing HR Processes	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A162
63	Policy Development for Human Resource Management	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A163
64	Curriculum Design, Development and Evaluation	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_A164

B. EXECUTIVE DEVELOPMENT, LEADERSHIP AND MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Programme in Advanced Strategic Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B101
2	Mastering Communication, Negotiation and Presentation Skills	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B102
3	Managing Managers for Results	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B103
4	Board Leadership and Development	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B104
5	Advanced Leadership Development Programme	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B105
6	Integrated Corporate Strategy Development for Organisational Success	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B106
7	Scenario Planning and Strategic Thinking	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B107
8	Building High Performance Teams	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B108
9	Mastering Strategy Design and Execution	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B109
10	Organisation Transformation and Strategic Change	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B110
11	Leadership and Supervisory Skills Development	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B111
12	Coaching and Counselling for Improved Strategic Performance	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B112
13	Confronting The Public Sector Challenge Through Critical Thinking, Leadership and Effective Teams	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B113
14	The Balanced Scorecard and Organisational Performance Measurement and Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B114
15	Policy Analysis, Development and Implementation for Organisational Success	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B115
16	Authority, Accountability and Responsibility for Public Sector Success	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B116

B. EXECUTIVE DEVELOPMENT, LEADERSHIP AND MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
17	Innovation, Creativity and Foresight as Strategic Imperatives for Public Sector Success	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B117
18	Critical Skills for Management Accountants	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B118
19	Leadership and Managerial Skills of a Successful Line Manager	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B119
20	Advanced New Public Administration and Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B120
21	Strategic Leadership Skills for Managers in The Public Sector	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B121
22	Public Relations Management in the Public Sector	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B122
23	Restructuring and Organisational Change Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B123
24	Corporate Governance and Organisational Stewardship in The Public Sector	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B124
25	A Strategic Approach to Effective Risk Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B125
26	Competency Development for Success In The Public Sector	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B126
27	Leadership and Team Development for Managerial Success	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B127
28	Challenge, Nature and Best Practise in Change Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B128
29	Leadership and Managerial Skills for a Successful Supervisor (Front Line Leadership)	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B129
30	Designing, Implementing and Managing Effective Anti-Corruption Strategies	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B130
31	Designing, Implementing and Managing Effective Anti-Fraud Strategies	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B131
32	Coaching and Counselling as a Strategic Leadership Tool	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B132

B. EXECUTIVE DEVELOPMENT, LEADERSHIP AND MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
33	Enhancing Local Government Service Delivery	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B133
34	Advanced Stakeholder Relations Management	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B134
35	Public-Private Partnerships Management	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B135
36	Effective Project Design, Implementation and Management	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B136
37	Financial Management For Local Authorities	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B137
38	Finance for Non-Finance Managers	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B138
39	Managing and Developing People	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B139
40	Leadership In Local Government	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B140
41	Confronting The Leadership Challenge For Senior Managers In The Public Service	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B141
42	Departmental Policy Development	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B142
43	Departmental Strategy Development	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B143
44	Project Management for Managers and Team Leaders	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B144
45	Strategic Management and Corporate Governance	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B145
46	Strategic Planning and Effective Strategy Execution in the Public Sector	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B146
47	Corporate Governance and Ethics	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B147
48	Project and Risk Management Methods	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B148

B. EXECUTIVE DEVELOPMENT, LEADERSHIP AND MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
49	Results-Based Monitoring and Evaluation for Organisational Performance	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B149
50	Leadership and Management Skills Development for Teachers	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B150
51	Quality Assurance and Control	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_B151



C. SECRETARIAL, SUPPORT STAFF AND ADMINISTRATIVE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Organising and Behavioural Skills for Administrative Professionals, Executive Secretaries and PAs	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C101
2	The Highly Productive and Effective Administrator	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C102
3	Advanced Documents and Records Management Compliance	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C103
4	Administration and Office Management – Best Practices and Technologies	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C104
5	Computer -Based Office Administration and Organisation	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C105
6	SharePoint Implementation Best Practices – From Design to Integration	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C106
7	E -Library Management Techniques	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C107
8	Communication and Planning Skills for Administrative Professionals	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C108
9	Time Management and Personal Effectiveness	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C109
10	Effective Planning and Management of Events	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C110
11	Management Development Programme for Secretaries and Administrators	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C111
12	Reception and Front Desk Management Skill	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C112
13	Advanced Data and Records Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C113
14	Foundation Skills for Executive Secretaries and Personal Assistants	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C114
15	Advanced Skills for Executive Secretaries and Personal Assistants	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C115
16	Customer Relations Management for Secretaries and Personal Assistants	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C116

C. SECRETARIAL, SUPPORT STAFF AND ADMINISTRATIVE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
17	Information Technology Skills Development for Executive Secretaries and Personal Assistants	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C117
18	Effective Minute Taking, Report Writing and Proper Record Keeping	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C118
19	Programme in Time and Stress Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C119
20	Business, Protocol and E-Mail Etiquette	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C120
21	Programme in Business Law	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C121
22	Stakeholder Relations Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C122
23	Advanced Front Desk and Receptionist Skills	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C123
24	Foundation Skills for Secretarial and Personal Assistants Programme	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C124
25	Advanced Secretarial and Personal Assistants Programme	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C125
26	Office Manners, Etiquette and Protocol for Secretaries and Personal Assistants Programme	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C126
27	Managerial Skills for Secretaries, Personal Assistants and Administrative Staff	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C127
28	Project Management Skills for Secretaries, Personal Assistants and Administrative Staff	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C128
29	Office Management and Effective Administrative Skills	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C129
30	Advanced Skills for Office Cleaners, Tea and Refreshments Staff	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C130
31	Advanced Skills for Messengers, Drivers and Courier Drivers	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_C131

D. HEALTH MANAGEMENT AND HIV/AIDS PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Management of HIV/AIDS in the Workplace	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D101
2	Research, Monitoring and Evaluation of HIV/AIDS Programmes	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D102
3	HIV/AIDS Management Systems	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D103
4	HIV/AIDS Care and Counselling	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D104
5	Occupational Health and Safety Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D105
6	Employee Wellness, Health Management and Planning	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D106
7	Developing a Project Plan for an Advocacy Campaign on HIV and AIDS	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D107
8	Mainstreaming of HIV and AIDS into Community Development and Outreach	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D108
9	Mobilising Community Members for HIV Prevention and Healthy Lifestyles	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D109
10	Conducting Quality Assurance on Male Circumcision Social Programmes	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D110
11	Leadership for Health and Welfare Managers and Team Leaders	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_D111

CONTINUOUS IMPROVEMENT



E. MARKETING, PUBLIC RELATIONS AND COMMUNICATIONS PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	eMarketing Essentials	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E101
2	Integrated Communications Strategy for The Public Sector	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E102
3	Crisis Communication and Media Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E103
4	Communications and The Change Management Process in The Public Sector	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E104
5	Public Sector Communication for Organisational Goals Success	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E105
6	Public Relations Management and Civil Society	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E106
7	Building and Sustaining Strong Public Sector Brands	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E107
8	Effective Social Media Management and Graphic Design	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E108
9	Marketing Development, Implementation and Management in The Public Sector	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E109
10	Conceptualisation, Development and Successful Implementation of Public Sector Public Relations Plans	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E110
11	Marketing, Administration and Operations in Exhibitions Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E111
12	Leadership, Management and Operational Skills for Events Managers and Events Coordinators	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E112
13	Modern Marketing Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E113
14	Creative Writing for Corporate Communication	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E114
15	Script Writing For Corporate Communication	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E115

E. MARKETING, PUBLIC RELATIONS AND COMMUNICATIONS PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
16	Effective Business English Programme	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E116
17	English Language Basics Programme	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E117
18	Developing and Implementing a Market Orientation Approach in The Public Sector	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E118
19	Developing Customer Centric Public Sector Organisations and Departments	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E119
20	Public Relations and Media Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E120
21	Public Relations and The Speech Writing Process	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E121
22	Effective Integrated Sustainability and Integrated Reporting	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E122
23	Effective Integrated Annual Report Planning and Writing	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E123
24	High Impact Corporate Communications and Reputation Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_E124

F. COMMUNITY, GENDER AND DEVELOPMENT PROGRAMMES

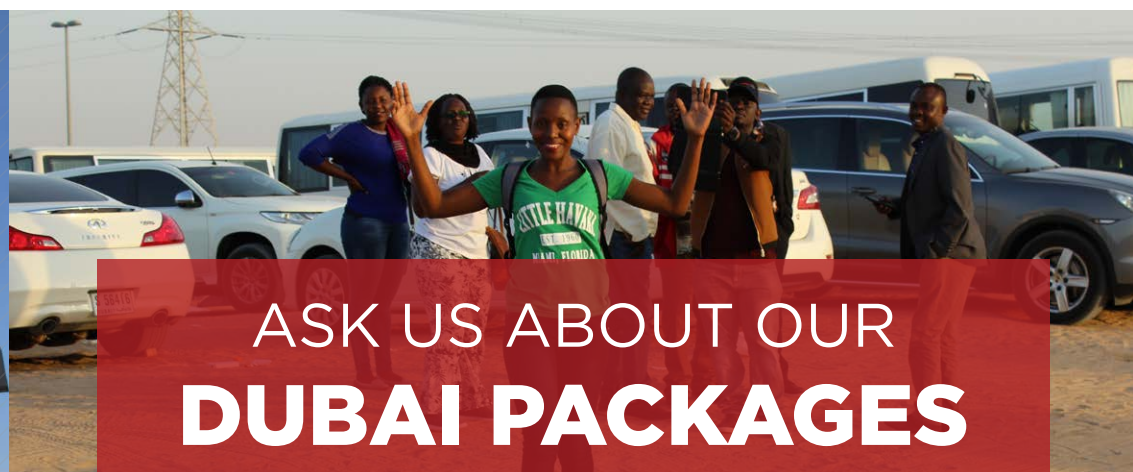
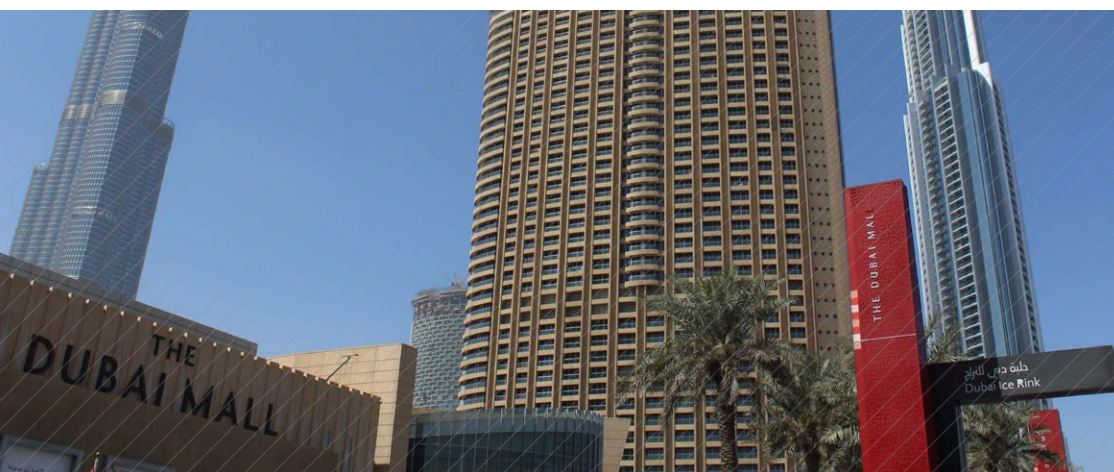
	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Integrated Sustainable Community Development Strategies	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F101
2	Integrated Sustainable Rural Development	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F102
3	Women Empowerment, Gender Issues and Sustainable Development	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F103
4	Training to Equip The Gender Trainer	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F104
5	Community Capacity Building	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F105
6	Developing Effective Leadership Development Programmes for Rural Women	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F106

F. COMMUNITY, GENDER AND DEVELOPMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
7	Public Relations Management for Development Projects	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F107
8	Research Strategies for Sustainable Rural Development	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F108
9	Monitoring and Evaluation of Developmental Projects	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F109
10	Human Rights Approach to Development	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F110
11	Finance and Project Management for Non-Profit Organisations	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F111
12	Conflict Resolution and Management in Development Issues	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F112
13	Environmental Considerations and Management in Projects	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F113
14	Advanced Survey Methods and Social Statistics in Development	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F114
15	Project Management for Donor Funded Projects	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F115
16	Building A Successful Non-Governmental Community Organisation	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F116
17	Development for Development Practitioners	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F117
18	Gender Mainstreaming Strategies in Community Development	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F118
19	Land Acquisition, Involuntary Resettlement and Rehabilitation	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_F119
20	The Balanced Scorecard for Non-Profit, Non-Governmental, and Public Entities	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$3,390	Johannesburg/ Mbabane/ Dubai	HRD_F120

G. RESEARCH, ORGANISATIONS AND SOCIETY PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Introduction to Survey Methods and Social Statistics	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_G101
2	Advanced Survey Methods and Social Statistics	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_G102
3	Comparative Research Design and Comparative Methods	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_G103
4	Corruption from The Grassroots - A Research Approach	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Maputo/ Dubai	HRD_G104
5	Research Utilisation and Impact Programme	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_G105
6	Democracy and Public Opinion as a Foundation for Public Programs	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_G106
7	Professional Skills for Research Leaders	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Maputo/ Dubai	HRD_G107
8	Business and Management Research Methodology	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Maputo/ Dubai	HRD_G108



H. CONSTRUCTION, ENVIRONMENT AND CRISIS MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Building and Construction Inspectors Programme	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H101
2	Introduction to Building Construction Principles, Materials, Methods and Systems	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H102
3	Advanced Building Construction Principles, Materials, Methods and Systems	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H103
4	Construction and Property Development, Property Evaluation and Property Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H104
5	Construction Skills Development: Leadership, Planning, Management and Supervisory Skills	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H105
6	Managing Projects and People in Construction	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H106
7	Contractor Management in Construction	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H107
8	Project Management Fundamentals for Construction Professionals	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H108
9	Principles of Construction Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H109
10	Managing the Construction Process Using Different Project Management Tools	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H110
11	Construction Economics and Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Maputo/ Dubai	HRD_H111
12	Architectural Technology and Construction Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H112
13	Environmental Auditing	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H113
14	Disaster Contingency Planning and Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H114
15	Health, Safety and Environmental Management Systems	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H115

H. CONSTRUCTION, ENVIRONMENT AND CRISIS MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
16	Environmental Awareness and Concepts of Environmental Control	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H116
17	Emergency Response Planning	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H117
18	Crisis Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H118
19	Facilities Management Programme	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H119
20	Construction Project Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_H120

I. REGULATORY BODIES, INVESTIGATIONS AND COMPLIANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Foundation Investigative Interviewing	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I101
2	Advanced Investigative Skills	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I102
3	Advanced Regulatory Training Programme	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I103
4	Strategic Planning for Regulatory Bodies	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I104
5	The Regulatory Framework, Pathways and Operations	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I105
6	Children and Mobile Technology and The Role of Regulatory Bodies	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I106
7	Mobile Technologies Regulation for Socio-Economic Development	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I107
8	Professional Development Programme for Inspectors	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I108
9	Mobile Money for Financial Inclusion and its Regulation	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I109

I. REGULATORY BODIES, INVESTIGATIONS AND COMPLIANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
10	Principles of Mobile Privacy and Regulation	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I110
11	Competition in Mobile Technologies and Regulatory Interventions	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I111
12	Economic, Legal and Political Issues in Regulation	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_I1112

J. FINANCE, ACCOUNTING, AUDIT, TAX AND GOVERNANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Data Analysis, Dashboard Reporting and Financial Modeling with Excel	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J101
2	International Financial Reporting Standards (IFRS)	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J102
3	Accounts Payable, Accounts Receivable and Credit Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J103
4	Effective Cash Flow Management, Budgeting and Analysis	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J104
5	Effective Budgeting, Forecasting, Cost Control and Financial Analysis	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J105
6	Effective Cost Management and Cost Control	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J106
7	Asset and Fleet Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J107
8	Effective Committees in The Public Sector	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J108
9	Ethics for Government Auditors	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J109
10	Internal Performance Evaluation and Reporting	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J1010
11	Performance Management in Terms of Public Finance Management Act	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J111
12	Preparing Annual Financial Statements	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J112

J. FINANCE, ACCOUNTING, AUDIT, TAX AND GOVERNANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
13	Developing a Financial Strategy	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J113
14	Preventing, Detecting and Managing Fraud	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J114
15	Public Finance for Non-Finance Managers	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J115
16	REAL (Revenue, Expenditure, Assets and Liabilities) Management in Public Finance	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J116
17	Project Finance in the Public Sector	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J117
18	Enterprise Risk Management Strategies (ERM)	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J118
19	Technical Auditing Of Development Projects	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J119
20	Financial Management and Disbursement of Donor Funded Projects	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J120
21	Financial Reporting and Auditing of Donor Projects	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J121
22	Financial Management, Budgeting and Payroll Administration	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J122
23	Value for Money and Performance Auditing in the Public Sector	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J123
24	Public Asset Management: Financial Control and Accountability	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J124
25	Risk Management Strategies, Policies and Corporate Governance	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J125
26	Internal Audit and Role of Oversight Committees and the Board	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J126
27	Governance and Risk Management in the Public Sector	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J127
28	Strategic And Operational Planning For Successful Public Service Budgeting	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J128

J. FINANCE, ACCOUNTING, AUDIT, TAX AND GOVERNANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
29	Financial Control and Accountability	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J129
30	Financial Management For Executive Public Managers	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J130
31	Infrastructure Delivery Management: Planning, Budgeting And Procurement	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J131
32	Professional Practice Framework for Internal Auditors	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J132
33	Budget Expenditure Control In The Public Service	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J133
34	Fundamentals of Forensic Auditing	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J134
35	International Public Sector Accounting Standards (IPSAS), Financial Statement Fraud and Governance	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J135
36	Advanced Skills in International Financial Reporting Programme	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J136
37	Financial and Accounting Principles for Public Institutions	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J137
38	Effective Budgeting, Cost Control and Cost Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J138
39	Results-Based Monitoring and Evaluation for Organisational Performance	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J139
40	Basic Programme in Tax and Customs Management	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J140
41	Advanced Programme in Tax and Customs Management	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J141
42	SADC Customs Clearing and Freight Forwarding Programme	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J142
43	Fundamentals of Revenue Forecasting and Tax Analysis	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J143
44	Advanced Revenue Forecasting and Tax Analysis	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J144

J. FINANCE, ACCOUNTING, AUDIT, TAX AND GOVERNANCE PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
45	International Taxation and Tax Treaties	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J145
46	Modernising Tax Administration	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J146
47	Fundamentals of Value-Added-Tax, Excise and Customs	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J147
48	Advanced Value-Added-Tax, Excise and Customs	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/Mbabane/ Maputo/Dubai	HRD_J148
49	Tax Policy and Administration	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J149
50	Fiscal Decentralisation and Local Taxation	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J150
51	Programme In IT Auditing	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J151
52	Introductory Tax Research	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J152
53	Principles and Practical Application of Taxation	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J153
54	Interviewing Skills for Fraud Investigators and Auditors	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_J154



SUPERIOR QUALITY

K. PROCUREMENT MANAGEMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Public Private Partnerships	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K101
2	Purchasing and Supply Chain Management	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K102
3	Contract Management and Dispute Resolution	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K103
4	Management of Stores and Inventory	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K104
5	Audit of Procurement and Contracts Processes	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K105
6	Effective and Seamless Public Procurement and Tendering	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K106
7	Procurement Management in World Bank Financed Projects	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K107
8	Procurement Management for World Bank Donor Funded Project	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K108
9	Effective Approaches in the Prevention of Procurement Fraud	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K109
10	International Purchasing Management	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K110
11	Auditing the Procurement Processes	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K111
12	Asset Maintenance and Management	1 Week	Feb 10 - Feb 14; Apr 13 - Apr 17; June 15 - June 19; Aug 10 - Aug 14; Oct 12 - Oct 16; Dec 14 - Dec 18	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K112
13	Effective Tender Preparation and Evaluation Techniques	1 Week	Mar 02 - Mar 06; May 04 -May 08; Jul 06 - Jul 10; Sep 07 -Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/ Mbabane/ Dubai	HRD_K113

L. LOCAL GOVERNMENT PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Development Programme for Local Government	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/Mbabane/Maputo/Dubai	HRD_L101
2	Integrated Community Building	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_L102
3	Local Government Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_L103
4	Development and Management of Local Government	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_L104
5	Local Government and Municipal Administration	2 Weeks	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/Mbabane/Maputo/Dubai	HRD_L105
6	Effective Municipal and Local Government Financial Management	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_L106
7	Labour Inspection and Enforcement	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_L107
8	Effective Community Relations Management	2 Weeks	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/Mbabane/Maputo/Dubai	HRD_L108

M. ICT/COMPUTER PROGRAMMES

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Fundamentals of Microsoft Office	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_M101
2	Advanced Microsoft Office	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_M102
3	Managing Projects with MS Projects	1 Week	Mar 02 – Mar 06; May 04 – May 08; Jul 06 – Jul 10; Sep 07 – Sep 11; Nov 09 – Nov 13; Dec 07 – Dec 11	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_M103
4	Developing Professional Dashboards Using Microsoft Excel	1 Week	Jan 13 – Jan 17; Mar 16 – Mar 20; May 18 – May 22; Jul 13 – Jul 17; Sep 14 – Sep 18; Nov 16 – Nov 20	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_M104
5	Mastering Microsoft Access for Effective Use on Databases	1 Week	Feb 10 – Feb 14; Apr 13 – Apr 17; June 15 – June 19; Aug 10 – Aug 14; Oct 12 – Oct 16; Dec 14 – Dec 18	US\$2,490	Johannesburg/Mbabane/Dubai	HRD_M105

M. ICT/COMPUTER PROGRAMMES

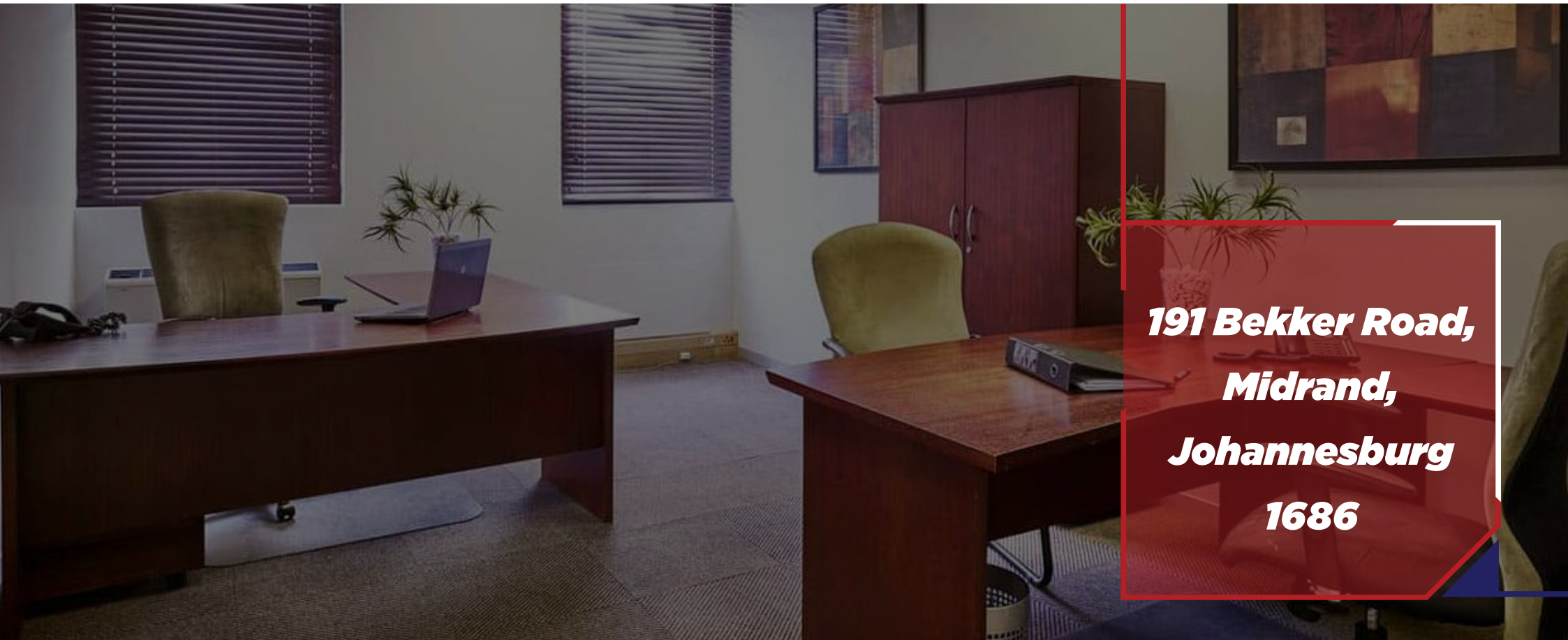
	Programme Name	Duration	Dates	Fees	Venue	Programme Code
6	Understanding and Mastering the Internet	1 Week	Mar 02 - Mar 06; May 04 - May 08; Jul 06 - Jul 10; Sep 07 - Sep 11; Nov 09 - Nov 13; Dec 07 - Dec 11	US\$2,490	Johannesburg/Mbabane/ Dubai	HRD_M106
7	Effective Social Media Strategy and Management	1 Week	Jan 13 - Jan 17; Mar 16 - Mar 20; May 18 - May 22; Jul 13 - Jul 17; Sep 14 - Sep 18; Nov 16 - Nov 20	US\$2,490	Johannesburg/Mbabane/ Dubai	HRD_M107

N. PROFESSIONAL ENGLISH PROGRAMMES (FOR PORTUGUESE, FRENCH AND AIRCRAFT STAFF)

	Programme Name	Duration	Dates	Fees	Venue	Programme Code
1	Fundamentals of Professional English for Portuguese Speakers	4 Weeks	Jan 07 - Jan 31; Mar 02 - Mar 27; May 04 - May 29; Jul 06 - July 31; Sep 07 - Oct 02; Nov 02 - Nov 27	US\$5,420	Johannesburg	HRD_N101
2	Advanced Professional English for Portuguese Speakers	4 Weeks	Feb 03 - Feb 28; Apr 06 - May 01; Jun 01 - Jun 26; Aug 03 - Aug 28; Oct 05 - Oct 30; Nov 23 - Dec 18	US\$5,420	Johannesburg	HRD_N102
3	Fundamentals of Professional English for French Speakers	4 Weeks	Jan 07 - Jan 31; Mar 02 - Mar 27; May 04 - May 29; Jul 06 - July 31; Sep 07 - Oct 02; Nov 02 - Nov 27	US\$5,420	Johannesburg	HRD_N103
4	Advanced Professional English for French Speakers	4 Weeks	Feb 03 - Feb 28; Apr 06 - May 01; Jun 01 - Jun 26; Aug 03 - Aug 28; Oct 05 - Oct 30; Nov 23 - Dec 18	US\$5,420	Johannesburg	HRD_N104
5	Fundamental Professional English for Airline Cabin Crew	3 Weeks	Jan 07 - Jan 31; Mar 02 - Mar 27; May 04 - May 29; Jul 06 - July 31; Sep 07 - Oct 02; Nov 02 - Nov 27	US\$5,420	Johannesburg	HRD_N105
6	Advanced Professional English for Airline Cabin Crew	4 Weeks	Feb 03 - Feb 28; Apr 06 - May 01; Jun 01 - Jun 26; Aug 03 - Aug 28; Oct 05 - Oct 30; Nov 23 - Dec 18	US\$5,420	Johannesburg	HRD_N106
7	Fundamental Professional English for Airline Pilots	4 Weeks	Jan 07 - Jan 31; Mar 02 - Mar 27; May 04 - May 29; Jul 06 - July 31; Sep 07 - Oct 02; Nov 02 - Nov 27	US\$5,420	Johannesburg	HRD_N107
8	Advanced Professional English for Airline Pilots	4 Weeks	Feb 03 - Feb 28; Apr 06 - May 01; Jun 01 - Jun 26; Aug 03 - Aug 28; Oct 05 - Oct 30; Nov 23 - Dec 18	US\$5,420	Johannesburg	HRD_N108
9	Fundamental Professional English for Airport Ground Staff	4 Weeks	Jan 07 - Jan 31; Mar 02 - Mar 27; May 04 - May 29; Jul 06 - July 31; Sep 07 - Oct 02; Nov 02 - Nov 27	US\$5,420	Johannesburg	HRD_N109
10	Advanced Professional English for Airport Ground	4 Weeks	Feb 03 - Feb 28; Apr 06 - May 01; Jun 01 - Jun 26; Aug 03 - Aug 28; Oct 05 - Oct 30; Nov 23 - Dec 18	US\$5,420	Johannesburg	HRD_N110

NOTE:

1. The above represents our core offering. Should you not find what you are looking for please do contact us and we will sure be able to assist. **We have a pool of SETA Accredited Program Designers, Moderators, Facilitators, Assessors, and Professionals** at our disposal.
2. **ALL Courses are available in 2 and 3 week options** depending on client needs.
3. **In-House training options are available for all courses** and are subject to a reduced rate.



**191 Bekker Road,
Midrand,
Johannesburg
1686**



EMAIL:

training@hrdafricagroup.com

info@hrdafricagroup.com

CONTACT:

RD Stewart (+27)83 392 3892

rob@hrdafricagroup.com

www.hrdafricagroup.com