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FEBRUARY - MAY 2025 TRAINING CALENDAR

TRAINING VENUES: Swakopmund, Windhoek, Otjiwarongo, Oshakati

Delegates can choose one of the above venues for training workshops. We also offer in-house training for a minimum of 4 delegates.

COURSE TITLE	DATES
MICROSOFT OFFICE COURSES	
Microsoft Excel Beginners course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Excel Intermediate course	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate
Microsoft Excel Advanced course	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
Microsoft Excel For Beginners to Intermediate Level	3 days: 1-5 delegates (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)
Microsoft Excel For Intermediate to Advanced Level	5 days: 1-5 delegates (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)
Microsoft Excel PowerPivot Training	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
Microsoft Excel Interactive with Dashboard	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
Microsoft Office Word Beginner	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Office Word Intermediate	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate

Microsoft Office Word Advanced	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
Microsoft Office Powerpoint Beginner	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+ delegates: N\$2500 per delegate
Microsoft Office Powerpoint Intermediate	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate
Microsoft Office Powerpoint Advanced	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+ delegates: N\$2999 per delegate
Microsoft Outlook Beginners course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Outlook Advanced course	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate
Microsoft Access Beginners course	2 days: 1-5 delegates: N\$ 3500 , 5-9 delegates: N\$2999 per delegate, 10+delegates: N\$2500 per delegate
Microsoft Access Intermediate course	2 days: 1-5 delegates: N\$ 3999 , 5-9 delegates: N\$3500 per delegate, 10+delegates: N\$2999 per delegate
Microsoft Access Advanced course	3 days: 1-5 delegates: N\$ 4999 , 5-9 delegates: N\$4500 per delegate, 10+delegates: N\$3999 per delegate
MICROSOFT OFFICE AND COMPUTER SKILL COURSES [5 days: 1-5 persons (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)]	
Microsoft Visio	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Basic Computer Skills and Windows Fundamentals	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Microsoft Access Beginners to Advanced level	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Microsoft Excel Beginners to Advanced level	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Basic Microsoft office all in one Package	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Advanced Microsoft office all in one Package	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May

Microsoft Project Training	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
MANAGEMENT ACCOUNTING & PASTEL ACCOUNTING COURSES [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]	
Sage Pastel Introduction to Bookkeeping	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
SAP Training	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Sage Pastel Partner Intermediate	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Sage Pastel Partner Advanced	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Sage Pastel Payroll Administration	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Skills in Cost and Management Accounting	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Management Accounting Level 1	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Management Accounting Level 2	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Advanced Financial Management in the Public Sector - Planning, Implementation, Reporting and Analyses	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Taxes and Business Strategy:	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Introduction to Financial and Managerial Accounting	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Business Analysis Using Financial Statements	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Business Strategy & Reporting Workshop	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Zero Based Budgeting and Cost Management Workshop	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Fundamentals of Value Added Tax	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Mastering Company Tax Techniques for Optimizing Tax Burden	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May

Determining and Analysing Company Tax Result	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Management Choices to Optimize Taxation	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Understanding Tax System	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Tax Focus on Namibian Tax Symposium (Basic VAT, ITAS Information, Income Tax, Employee Pay and Taxes)	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Accounts Payable: Basic to Advanced Skills	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Basic to Advanced Tax Analysis and Revenue	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Tax Training Workshop (Tax Topics on Tourism & other entertainment related businesses, Tax Framework for Farmers, Tax Relevance for Retailers, Tax Principles for Property Developers/Construction Industry, Tax Management for Millennials)	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
GRAPHIC DESIGN AND WEB DESIGN COURSES [3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]	
CorelDRAW for Beginners	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
CorelDRAW for Intermediate & Advanced	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Graphic Design Fundamentals	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe After Effects 2D	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe Premiere Basic Video Editing	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe Captivate	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe Dreamweaver	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe Photoshop	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May

Adobe InDesign	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Adobe Illustrator	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
ADVANCED IT COURSES [5 days:N\$14999 per delegate]	
Check Point Certified Security Administrator	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Check Point Certified Security Administrator and Engineering	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Check Point Multi-Domain Security Management with Virtual System Extension	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Interconnecting Cisco Networking Devices Part 1	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Interconnecting Cisco Network Devices Part 2	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing Cisco IP Routing	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing Cisco IP Switched Networks	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Troubleshooting and Maintaining Cisco IP Networks	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
IPv6 Fundamentals Design, and Deployment	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing Cisco Edge Network Security Solutions	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing Cisco IOS Network Security	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing and Configuring Cisco Identity Service Engine Secure Solutions	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May
Implementing Cisco Identity Services Engine for Wireless Engineers	3-7 Feb, 3-7 March, 31 March-4 Apr, 28 Apr-2 May, 5-9 May

Cisco Unified Wireless Networks	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Cisco Data Center Unified Computing	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing the Application Control Engine Service Module	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Introducing Cisco Data Center Networking	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Introducing Cisco Data Center Technologies	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Cisco Data Center Application Services	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Cisco Data Center Unified Computing	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Designing Cisco Data Center Unified Computing	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Troubleshooting Cisco Data Center Unified Computing	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Cisco Unified Communications Security	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vSphere: Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vSphere: Design Workshop	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware NSX : Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vSphere: Troubleshooting Workshop	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware Horizon View: Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vRealize Automation: Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vCenter Site Recovery Manager: Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
VMware vCenter Operations Manager: Advanced Usage & Dashboard Design	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May

VMware vCenter Configuration Manager: Install, Configure, Manage	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Virtualizing Enterprise Desktops and Apps	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Deploying Windows Desktops and Enterprise Applications	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Administering System Center Configuration Manager and Intune	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced Automated Administration with Windows PowerShell	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Fundamentals of Windows Server Infrastructure	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Active Directory Services with Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Networking with Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Storage and High Availability with Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Administering the Web Server (IIS) Role of Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Deploying Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Installing and Configuring Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Administering Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Configuring Advanced Windows Server Services	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Designing and Implementing a Server Infrastructure	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing an Advanced Server Infrastructure	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing a Desktop Infrastructure	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Desktop Application Environments	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Upgrading Your Skills to MCSA Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May

Virtualizing Enterprise Desktops and Apps	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Deploying Windows Devices and Enterprise Apps	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Managing Enterprise Devices and Apps using System Center Configuration Manager	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Managing Windows Environments with Group Policy	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Windows PowerShell Scripting and Toolmaking	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Networking with Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Server Virtualization with Windows Server Hyper-V and System Center	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Configuring and Administering Hyper-V in Windows Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing and Managing Microsoft Server Virtualization	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Planning and Designing Microsoft Virtualization Solutions	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Designing and Deploying Messaging Solutions with Microsoft Exchange Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Configuring, Managing and Troubleshooting Microsoft Exchange Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced Solutions of Microsoft Exchange Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Core Solutions of Microsoft Exchange Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Introduction to Installing & Managing Exchange Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced Solutions of SharePoint	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Developing Microsoft SharePoint Server Core Solutions	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Developing Microsoft SharePoint Server Advanced Solutions	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Upgrading your End User Skills to SharePoint	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 Power User	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Introduction to SharePoint for Collaboration and Document	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 End User	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 Site Collection and Site Administration	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Microsoft SharePoint Server for the Site Owner/Power User	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 Search Inside Out	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 Business Intelligence	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
PowerPivot, Power View and SharePoint Business Intelligence Center for Analysts	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SharePoint 2013 End User Level I	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced SharePoint Business Intelligence	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
PowerShell for SharePoint	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May

Visualizing Data with SharePoint, Report Builder, PowerPivot and PowerView with NO CODE	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Basic SharePoint Server Branding	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
The 14 SharePoint Server Collection and Site Templates	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Creating and Sharing Interactive Dashboards with PowerPivot, Power View and SharePoint Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Administering Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Developing Microsoft SQL Server Databases	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing a Data Warehouse with Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Implementing Data Models and Reports with Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Designing Database Solutions for Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Designing Business Intelligence Solutions for Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
SQL Server Reporting Services	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Administering Microsoft SQL Server	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Programming Fundamentals of Web Development	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Introduction to HTML5	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced Windows Store App Development Using HTML5 and JavaScript	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Programming in C#	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Essentials of Developing Windows Store Apps Using C#	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Advanced Windows Store App Development Using C#	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Developing ASP .NET MVC 4 Web Applications	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Developing Windows Azure and Web Services	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Software Testing with Visual Studio	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May
Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	10-14 Feb, 10-14 March, 7-11 Apr, 28 Apr-2 May, 12-16 May

Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Developing Web Applications with Microsoft Visual Studio	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Developing Data Access Solutions with Microsoft Visual Studio	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
HTML5 Programming	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Fundamentals of XAML and Microsoft Expression Blend	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Developing Rich Internet Applications Using Silverlight 4	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Administering Team Foundation Server	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Windows Azure Solutions with Microsoft Visual Studio	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Managing Projects with Project Server	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA IT Fundamentals	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA A+ Part II	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA A+ Bootcamp	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA CDIA+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Cloud+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Mobility+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Mobile App Security+ Android Edition	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Mobile App Security+ iOS Edition	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Network+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Linux+ powered by LPI	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Project+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Security+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Server+	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Storage+ Powered by SNIA	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Cloud Essentials	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
CompTIA Advanced Security Practitioner	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Red Hat System Administration I	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
-Red Hat System Administration II	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
JBoss Application Administration I	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
JBoss Application Administration II	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
JBoss Enterprise Application Development I	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris ZFS Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May

System Administration for the Oracle Solaris OS Part 1	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
System Administration for the Oracle Solaris OS Part 2	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris 10 Performance Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Configuring Security on the Oracle Solaris Operating System	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris System Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris Advanced System Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Transition to Oracle Solaris	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris ZFS Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris Zones Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Unix and Linux Essentials	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris Security Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris Network Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Solaris ZFS Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Admin Workshop I	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Performance Tuning DBA Release 2	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Data Guard Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database SQL Tuning Workshop	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Advanced PL SQL	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Managing Oracle on Linux for DBAs	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database New Features for Administrators	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Install and Upgrade Workshop	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Administration Workshop	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Backup and Recovery Workshop	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Admin, Install and Upgrade Accelerated	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Managing Multitenant Architecture	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Data Guard Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database SQL Tuning for Developers	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Introduction to SQL	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Program with PL/SQL	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database SQL and PL/SQL Fundamentals	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Oracle Database Admin Workshop I	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
MySQL for Database Administrators	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
MySQL for Developers	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Developing Applications with the Java EE Platform	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java SE 7 Develop Rich Client Applications	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May

Java SE Fundamentals	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java SE Programming	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java Performance Tuning and Optimization	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java ME Develop Applications for Mobile Phones	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Architect Enterprise Applications with Java EE	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java EE 6 Develop Web Applications with JSF	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java EE 6 Develop Business Components with JMS & EJBs	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java EE 6 Develop Database Applications with JPA	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java EE 6 Develop Web Components with Servlets and JSPs	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java EE 6 Develop Web Services with JAX-WS and JAX-RS	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java SE 8 New Features	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java SE 8 Fundamentals	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Java SE 8 Programming	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Drupal	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Wordpress Content Management System	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
System Implementation Essentials	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
OpenCMS	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
ICT Skills & Basic Computer Hardware Programme	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
HTML 5	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Linux development and Programming	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Linux System Administration	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May

SOFT SKILL COURSES [5 days: 1-5 delegates (N\$ 6999), 5-9 delegates (N\$6500 per delegate), 10+ delegates (N\$5999 per delegate)]

[3 days: 1-5 persons (N\$ 4999), 5-9 delegates (N\$4500 per delegate), 10+ delegates (N\$3999 per delegate)]

Drivers/Messenger Development Course	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Leadership and Change Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Managing Poor Performance, Absenteeism, ill health and Injury at work	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Elementary Statistics & Excel for statistical data analysis	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Cash Flow Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Advanced Recruitment, Selection and interviewing skills	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Financial reporting course	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Effective Procurement Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May

Business Succession Planning	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Employee Engagement	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Customer Care & Telephone Etiquette	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Effective Stock Control Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Team Building	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Advanced Secretaries and PA's Workshop	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Internal Auditing	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Rural Livelihood Improvement Strategies and Entrepreneurship	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Policy Analysis for Senior Manager	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Effective Communication and Listening Skills	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Advanced Project Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Time and Stress Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Management of Local Government Finance	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Confidence and Assertiveness	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Public Procurement and Management using Pastel	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Professional Secretarial and administrative Skills	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Youth Leadership Development and empowerment	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Anger and Conflict Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Cleaning, Hygiene, workplace health for cleaners	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Professional Minute taking and report writing skills	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Successfully Managing People	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Emotional Intelligence	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Management of Risk Foundation	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Supply Chain Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Strategic Leadership Development Programme	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Leadership Development for Women Leaders in Government	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Leadership Innovation and Change Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Financial Management for NGOs	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Information Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May
Computerized Public Sector Financial Management	17-21 Feb, 17-21 March, 14-18 Apr, 28 Apr-2 May, 19-23 May

Finance and Budgeting for Non Finance Managers	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
International Financial Reporting Standards (IFRS)	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Training of Trainers (TOT)	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Professional Office Administration	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Skills for Executive Assistants	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Change Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
HR policy development and implementation	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Professional Development Programme for Secretaries	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Workplace Counseling and employee welfare Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Effective Communication, Negotiation and Presentation Skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Modern Executive Secretaries And PAs Including Protocol and Diplomacy	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Talent Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Natural resources development and environment protection	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Executive Strategy Setting, Implementation and Monitoring	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Natural Disasters and Floods Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Corporate Governance for Senior Executives	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Public Sector Financial Management and control	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Management Accounting Techniques	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Interpretation and Analysis of Financial Statement	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Bookkeeping and Basic Accountancy for Administrative Professionals	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Assertiveness & Self Confidence	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Data and records Management Programme for Secretaries	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Time and Stress Management for Managers	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Measuring HR effectiveness	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Health Centre Administration and Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Revenue Collection Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Strategic Logistics: Planning and Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Budgeting and Budgetary Control	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Coaching and Mentoring Skills for Leaders	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May

Mastering leadership and management skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Corporate Planning and Strategic Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Effective Minute Taking and Professional Report Writing Skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Effective Team Building and Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Management Skills for Private Secretaries & Personal Assistants	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Computerized Accounting Systems	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Recruitment and Selection	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Electronic Records Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Public Speaking and Presentation Skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Revenue Collection Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Computerised Fixed Assets Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Emotional Intelligence	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Cleaning, Hygiene, workplace health	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Computerized Project Planning and Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Effective Monitoring & Management of Warehouses	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Switchboard Operations, Speed Typing and Data Entry Skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Defensive Driving Skills for Safety	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Personal Productivity	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Project Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Bookkeeping Fundamentals	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Communicating Across Cultures	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Professional and Business Writing Skills	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Performance Management and Appraisals	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Disaster Risk Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Statistics Using SPSS	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Intermediate Statistics Using SPSS	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
SPSS Statistics Essential Training	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Data Management & Statistical Analysis Using SPSS	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Introduction to Longitudinal Analysis Using SPSS	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May

Organizational development & Training Needs Analysis	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
HIV/AIDS Workplace Health	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Entrepreneurial Marketing & Sales Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Business Strategy and Planning	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Budgeting & Financial Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Business Process Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Advanced Co-operative and Mentorship Programme	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Effective Enterprise Risk Management	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Building Sustainable Traffic for Business Growth	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Creativity & Entrepreneurship	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Building and Leading Effective Teams	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May
Financial Analysis for Decision Making	24-28 Feb, 24-28 March, 21-25 April, 28 Apr-2 May, 26-30 May

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1. **IN-HOUSE AND ON-SITE CUSTOMISED TRAINING**-Vtech ITS develop customized in-house and on-site training programmes through participatory training needs.

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