

ADMINISTRATION AND MANAGEMENT

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PA1	Administrative Procedure/Office Management	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PA2	Skills For Executive Secretaries & Personal Assistants	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PA3	Effective Communication skill	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PA4	Customer Care and Telephone Skills	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PA5	Planning and Resource Management	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PA6	Conflict Management	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PA7	Interpersonal Skills	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PA8	Effective Leadership Skills	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PA9	Modern Office Management Skills	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PA10	Stress and Time Management	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PA11	Organizational Development & Change Management	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20 - Oct 1	Nov 15 - 26
PA12	Effective Policy development and Policy Review	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PA13	Strategic Management	2	Jan 18 - 29	Apr 26 - May 7	Jul 19 - 30	Sep 6 - 17
PA14	Protocol, Diplomacy and International Relationships	2	Feb 15 - 26	May 3 - 14	Aug 23-Sep 3	Oct 11 - 22
PA15	Governance and Risk Management	2	Mar 22-Apr 2	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12


FINANCE AUDIT AND ACCOUNTING

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PF1	Public Financial Management	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PF2	Managing fraud and Corruption in Public sector	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PF3	Public Expenditure Management	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PF4	Budgeting and Budgetary Control	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PF5	Project Financial Management (Donor Funded)	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PF6	Cash & Treasury Management	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PF7	Improving Revenue Collection	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PF8	Linking Planning and Budgeting	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PF9	Addressing Weaknesses of Budgeting systems	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PF10	Improving Financial Management in Public Sector	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PF11	The Value of an Audit System	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20-Oct 1	Nov 15 - 26
PF12	Impact of Technology on Financial Management	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PF13	Financial Management (Donor Funds)	2	Jan 18 - 29	Apr 26-May 7	Jul 19 - 30	Sep 6 - 17
PF14	Financial Reporting	2	Feb 15 - 26	May 3 - 14	Aug 23-Sep 3	Oct 11 - 22
PF15	Value of Internal Auditing & Fraud Prevention	2	Mar 22-Apr 2	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12

PACIFIC DEVELOPMENT INSTITUTE

2021 CALENDAR

Accommodation
& Lodgement are
arranged upon request.



Training fees in
(US\$)

4 weeks 4200

3 weeks 3950

2 weeks 3450

GENERAL PROGRAMMES

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PG1	Sustainable Water Resource Management	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PG2	Energy Sector Project Management	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PG3	Value Chain Analysis	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PG4	Oilseeds Processing & Cluster Development	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PG5	Agriculture Extension Communication & ICT	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PG6	Occupational Health & Safety Management	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PG7	Marketing Management	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PG8	Hospital Management & Administration	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PG9	Parliamentary Administration & Protocol Management	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PG10	Board Members Orientation	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PG11	Governance and Risk	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20 - Oct 1	Nov 15 - 26
PG12	Records Management & Computer Skills	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PG13	Business Process Re-Engineering	2	Jan 18 - 29	Apr 26 - May 7	Jul 19 - 30	Sep 6 - 17
PG14	Stores and Warehousing Management	2	Feb 15 - 26	May 3 - 14	Aug 23-Sep 3	Oct 11 - 22
PG15	Logistics & Materials Management	2	Mar 22-Apr 2	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12

OTHER PROGRAMMES

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PO1	Tendering & Government Contracts Management	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PO2	Fleet management & Use of ICT	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PO3	PPP	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PO4	Telecom Mini MBA	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PO5	Assertive Communication	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PO6	Environmental Impact Assessment	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PO7	Management Skills for NGOs	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PO8	Public Relations & Public Image	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PO9	Public Speaking & Presentation Skills	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20 - Oct 1	Nov 15 - 26
PO10	Customer Care skills for office administrators	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PO11	Effective Public Financial Management	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PO12	Managing Performance & Motivation	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PO13	Unlocking Employee Engagement and Managing Change	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PO14	Sourcing & On Boarding New Employees	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PO15	Policy Implementation: Delivering Results	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PO16	The Complete Course on How to Supervise Public Sector	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24

PROJECT MANAGEMENT

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PP1	Project Procurement Management	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PP2	Project Planning Monitoring & Evaluation	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PP3	Project Management Reporting	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PP4	Project Appraisal and Feasibility Analysis	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PP5	Project Financial Management (Donor Funded)	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PP6	Contract Management in Projects	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PP7	Result Based Monitoring & Evaluation	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PP8	Project Quality Management	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PP9	Sector Wide Approach (SWAp) Project Management	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PP10	Monitoring and Evaluation in Projects	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PP11	Project Change Management	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20 - Oct 1	Nov 15 - 26
PP12	Project Risk Management	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PP13	Project Impact Assessment	2	Jan 18 - 29	Apr 26 - May 7	Jul 19 - 30	Sep 6 - 17
PP14	Project Proposal Writing	2	Feb 15 - 26	May 3 - 14	Aug 23-Sep 3	Oct 11 - 22
PP15	How to avoid Project Delays and cost Overruns	2	Mar 22-Apr 2	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12

HUMAN RESOURCE MANAGEMENT

Code	Course/Workshop Title	Weeks	Schedule 1	Schedule 2	Schedule 3	Schedule 4
			2021			
PH1	Human Resource Management for all Managers	2	Jan 11 - 22	Apr 5 - 16	Jul 19 - 30	Sep 13 - 24
PH2	Coaching & Mentoring for Performance	2	Feb 1 -12	May 3 - 14	Aug 2 - 13	Oct 4 - 15
PH3	Conflict Management	2	Mar 1 - 12	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12
PH4	Motivation (What makes people to enjoy work)	2	Apr 5 - 16	Jul 5 - 16	Oct 3 - 14	Dec 6 - 17
PH5	Performance Management	2	Jan 18 - 29	Apr 12 - 23	Jul 5 - 16	Sep 6 - 17
PH6	Team Building and Team management	2	Feb 15 - 26	May 17- 28	Aug 9 - 20	Oct 11 - 22
PH7	Training of Trainers (ToT)	2	Mar 8 - 19	Jun 14 - 25	Sep 13 - 24	Nov 8 - 19
PH8	Leadership Skills for Managers	2	Apr 12 - 23	Jul 12 - 23	Oct 13 - 24	Dec 6 - 17
PH9	Managing Change - People & Processes	2	Jan 25 - Feb 4	Apr 19 - 30	Jul 12 - 23	Sep 20 - Oct 1
PH10	Training & Development	2	Feb 8 - 19	May 10 - 21	Aug 16 - 27	Oct 18 - 29
PH11	Talent & Knowledge Management	2	Mar 15 - 26	Jun 21-Jul 2	Sep 20 - Oct 1	Nov 15 - 26
PH12	Creating a Conducive Work Environment	2	Apr 19 - 30	Jul 19 - 30	Oct 2 - 13	Dec 13 - 24
PH13	Human Resource Counseling & Employee welfare	2	Jan 18 - 29	Apr 26 - May 7	Jul 19 - 30	Sep 6 - 17
PH14	Strategic Human Resource Management	2	Feb 15 - 26	May 3 - 14	Aug 23-Sep 3	Oct 11 - 22
PH15	Pensions & Employee Benefits	2	Mar 22-Apr 2	Jun 7 - 18	Sep 6 - 17	Nov 1 - 12

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