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PDI CALENDAR FOR 2022

ADMINISTRATION & MANAGEMENT

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|--|-------|-----------------|---------------|--------------|-----------------|
| | | | 2022 | | 2022 | |
| PA1 | Administrative Procedure/Office Management | 2 | Jan 10 - 21 | Apr 4 - 15 | Jul 18 - 29 | Sep 12 - 23 |
| PA2 | Skills For Executive Secretaries & Personal Assistants | 2 | Jan 31 – Feb 11 | May 2 - 13 | Aug 1 - 12 | Oct 3 - 14 |
| PA3 | Effective Communication skill | 2 | Feb 28 – Mar11 | Jun 6 - 17 | Sep 5 - 16 | Oct 31 – Nov 11 |
| PA4 | Customer Care and Telephone Skills | 2 | Apr 4 - 15 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 - 16 |
| PA5 | Planning and Resource Management | 2 | Jan 17 – 28 | Apr 11 - 22 | Jul 4 - 15 | Sep 5 - 16 |
| PA6 | Conflict Management | 2 | Feb 14 - 23 | May 16- 27 | Aug 8 – 19 | Oct 10 - 21 |
| PA7 | Interpersonal Skills | 2 | Mar 7 - 18 | Jun 13 – 24 | Sep 12 - 23 | Nov 7 - 18 |
| PA8 | Effective Leadership Skills | 2 | Apr 9 - 20 | Jul 11 – 22 | Oct 10 - 21 | Dec 5 - 16 |
| PA9 | Modern Office Management Skills | 2 | Jan 24 - Feb 4 | Apr 18 - 29 | Jul 11 - 22 | Sep 19 – 30 |
| PA10 | Stress and Time Management | 2 | Feb 7 - 18 | May 9 - 20 | Aug 15 - 26 | Oct 17 – 28 |
| PA11 | Organizational Development & Change Management | 2 | Mar 14 - 25 | Jun 20-Jul 1 | Sep 19 – 30 | Nov 14 - 25 |
| PA12 | Effective Policy development and Policy Review | 2 | Apr 18 - 29 | Jul 18 - 29 | Oct 3 – 14 | Dec 12 – 23 |
| PA13 | Strategic Management | 2 | Jan 17 - 28 | Apr 25 –May 6 | Jul 18 – 39 | Sep 5 - 16 |
| PA14 | Protocol, Diplomacy and International Relationships | 2 | Feb 14 - 25 | May 2 - 13 | Aug 22-Sep 2 | Oct 10 – 21 |
| PA15 | Governance and Risk Management | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 - 18 |

PROJECT MANAGEMENT

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|--|-------|-----------------|---------------|----------------|-----------------|
| | | | 2022 | | 2022 | |
| PP1 | Project Procurement Management | 2 | Jan 10 - 21 | Apr 4 - 15 | Jul 18 – 29 | Sep 12 – 23 |
| PP2 | Project Planning Monitoring & Evaluation | 2 | Jan 31 – Feb 11 | May 2 - 13 | Aug 1 - 12 | Oct 3 - 11 |
| PP3 | Project Management Reporting | 2 | Feb 28 - Mar11 | Jun 6 - 17 | Sep 5 - 16 | Oct 31 – Nov 11 |
| PP4 | Project Appraisal and Feasibility Analysis | 2 | Apr 4 - 15 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 - 16 |
| PP5 | Project Financial Management (Donor Funded) | 2 | Jan 17 – 28 | Apr 11 - 22 | Jul 4 - 15 | Sep 5 - 16 |
| PP6 | Contract Management in Projects | 2 | Feb 14 - 25 | May 16- 27 | Aug 8 – 19 | Oct 10 - 21 |
| PP7 | Result Based Monitoring & Evaluation | 2 | Mar 7 - 18 | Jun 13 – 24 | Sep 12 – 23 | Nov 7 - 18 |
| PP8 | Project Quality Management | 2 | Apr 11 - 22 | Jul 11 – 22 | Oct 10 - 21 | Dec 5 - 16 |
| PP9 | Sector Wide Approach (SWAp) Project Management | 2 | Jan 24 - Feb 3 | Apr 18 - 29 | Jul 11 - 22 | Sep 19 –30 |
| PP10 | Monitoring and Evaluation in Projects | 2 | Feb 7 - 18 | May 9 - 20 | Aug 15 - 26 | Oct 17 – 28 |
| PP11 | Project Change Management | 2 | Mar 14 - 25 | Jun 20-jul 1 | Sep 19 – 30 | Nov 14 - 25 |
| PP12 | Project Risk Management | 2 | Apr 18 - 29 | Jul 18 - 29 | Oct 3 – 14 | Dec 12 - 23 |
| PP13 | Project Impact Assessment | 2 | Jan 17 - 28 | Apr 25 –May 6 | Jul 18 – 29 | Sep 5 - 16 |
| PP14 | Project Proposal Writing | 2 | Feb 14 - 22 | May 2 - 13 | Aug 22 - Sep 2 | Oct 10- 21 |
| PP15 | How to avoid Project Delays and cost Overruns | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 - 18 |

FINANCE, AUDIT & ACCOUNTING

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|---|-------|----------------|--------------|-------------|--------------|
| | | | 2022 | | 2022 | |
| PF1 | Public Financial Management | 2 | Jan 10 - 21 | Apr 4 - 15 | Jul 18 - 29 | Sep 12 - 23 |
| PF2 | Managing fraud and Corruption in Public sector | 2 | Jan 31 –Feb 11 | May 2 - 13 | Aug 1 - 12 | Oct 3 - 14 |
| PF3 | Public Expenditure Management | 2 | Feb 28 – Mar11 | Jun 6 - 17 | Sep 5 - 16 | Oct 31–Nov11 |
| PF4 | Budgeting and Budgetary Control | 2 | Apr 4 - 15 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 - 16 |
| PF5 | Project Financial Management (Donor Funded) | 2 | Jan 17 – 28 | Apr 12 - 22 | Jul 4 - 15 | Sep 5 - 16 |
| PF6 | Cash & Treasury Management | 2 | Feb 14 - 25 | May 16- 27 | Aug 8 – 19 | Oct 10 - 21 |
| PF7 | Improving Revenue Collection | 2 | Mar 7 - 18 | Jun 13 –24 | Sep 12 - 23 | Nov 7 - 18 |
| PF8 | Linking Planning and Budgeting | 2 | Apr 11 - 22 | Jul 11 – 22 | Oct 10 - 21 | Dec 5 - 16 |
| PF9 | Addressing Weaknesses of Budgeting systems | 2 | Jan 24 - Feb 3 | Apr 18 - 29 | Jul 11 - 22 | Sep 19–30 |
| PF10 | Improving Financial Management in Public Sector | 2 | Feb 7 - 18 | May 9 -20 | Aug 15 - 26 | Oct 17 – 28 |
| PF11 | The Value of an Audit System | 2 | Mar 14 - 25 | Jun 20-jul 1 | Sep19 - 30 | Nov 14 - 25 |
| PF12 | Impact of Technology on Financial Management | 2 | Apr 16 - 27 | Jul 18 – 29 | Oct 3 – 14 | Dec 12 - 23 |
| PF13 | Financial Management (Donor Funds) | 2 | Jan 17 - 28 | Apr25-May 6 | Jul 18 – 29 | Sep 5 - 16 |
| PF14 | Financial Reporting | 2 | Feb 14 - 25 | May 2 – 13 | Aug22-Sep2 | Oct 10 - 21 |
| PF15 | Value of Internal Auditing & Fraud Prevention | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 - 18 |

HUMAN RESOURCE MANAGEMENT

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|--|-------|----------------|---------------|----------------|-----------------|
| | | | 2022 | | 2022 | |
| PH1 | Human Resource Management for all Managers | 2 | Jan 10 – 21 | Apr 4 – 15 | Jul 18 - 29 | Sep 12 - 23 |
| PH2 | Coaching & Mentoring for Performance | 2 | Jan 31 - Feb11 | May 2 - 13 | Aug 1 - 12 | Oct 3 – 14 |
| PH3 | Conflict Management | 2 | Feb 28 - Mar11 | Jun 6 – 17 | Sep 5 - 16 | Oct 31 – Nov 11 |
| PH4 | Motivation (What makes people to enjoy work) | 2 | Apr 4 - 15 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 – 16 |
| PH5 | Performance Management | 2 | Jan 17 – 28 | Apr 11 – 22 | Jul 4 - 15 | Sep 5 - 16 |
| PH6 | Team Building and Team management | 2 | Feb 14 - 25 | May 16- 27 | Aug 8 – 19 | Oct 10 – 21 |
| PH7 | Training of Trainers (ToT) | 2 | Mar 7 - 18 | Jun 13- 24 | Sep 12 – 23 | Nov 7 - 18 |
| PH8 | Leadership Skills for Managers | 2 | Apr 11 - 22 | Jul 11 – 22 | Oct 10 – 21 | Dec 5 – 16 |
| PH9 | Managing Change – People & Processes | 2 | Jan 24 - Feb 3 | Apr 18 - 29 | Jul 11 – 22 | Sep 19 – 30 |
| PH10 | Training & Development | 2 | Feb 7 - 18 | May 9 – 20 | Aug 15 - 26 | Oct 17 – 28 |
| PH11 | Talent & Knowledge Management | 2 | Mar 14 - 25 | Jun 20-jul 1 | Sep 19 – 30 | Nov 14 – 25 |
| PH12 | Creating a Conducive Work Environment | 2 | Apr 16 - 27 | Jul 18 – 29 | Oct 3 – 14 | Dec 12 - 23 |
| PH13 | Human Resource Counseling & Employee welfare | 2 | Jan 17 - 28 | Apr 25 –May 6 | Jul 18 – 29 | Sep 5 – 16 |
| PH14 | Strategic Human Resource Management | 2 | Feb 14 - 25 | May 2 – 13 | Aug 22 - Sep 2 | Oct 10- 21 |
| PH15 | Pensions & Employee Benefits | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 - 18 |

Other Programs

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|--|-------|----------------|---------------|----------------|-----------------|
| | | | 2022 | | 2022 | |
| PG16 | Supply Chain Management | 2 | Jan 11 - 22 | Apr 4 - 15 | Jul 18 - 29 | Sep 12 - 23 |
| PG17 | Tendering & Government Contracts Management | 2 | Feb 1 -12 | May 2 - 13 | Aug 1 - 12 | Oct 3 – 14 |
| PG18 | Transport & Logistics Management | 2 | Mar 1 - 12 | Jun 6 - 17 | Sep 5 - 16 | Oct 31 – Nov 11 |
| PG4 | Fleet management & Use of ICT | 2 | Apr 5 - 16 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 – 16 |
| PG5 | PPP | 2 | Jan 17 – 28 | Apr 11 - 22 | Jul 4 - 15 | Sep 5 - 16 |
| PG6 | Telecom Mini MBA | 2 | Feb 14 - 25 | May 16- 27 | Aug 8 – 19 | Oct 10 – 21 |
| PG7 | Assertive Communication | 2 | Mar 7 - 18 | Jun 13 – 24 | Sep 12 - 23 | Nov 7 - 18 |
| PG8 | Environmental Impact Assessment | 2 | Apr 11 - 22 | Jul 11 – 22 | Oct 13 - 24 | Dec 5 – 16 |
| PG9 | Management Skills for NGOs | 2 | Jan 24 - Feb 3 | Apr 18 - 29 | Jul 11 - 22 | Sep 19 – 30 |
| PG10 | Public Relations & Public Image | 2 | Feb 7 - 18 | May 9 - 20 | Aug 15 - 26 | Oct 17 – 28 |
| PG11 | Public Speaking & Presentation Skills | 2 | Mar 14 - 25 | Jun 20-jul 1 | Sep 19 – 29 | Nov 14 - 25 |
| PG12 | Customer Care skills for office administrators | 2 | Apr 16 - 27 | Jul 18 - 29 | Oct 3 – 14 | Dec 12 – 23 |
| PG13 | Consumer Protection Skills | 2 | Jan 17 - 28 | Apr 25 –May 6 | Jul 18 – 29 | Sep 5 - 16 |
| PG14 | Utilities Management Skills | 2 | Feb 14 - 25 | May 2 - 13 | Aug 22 - Sep 2 | Oct 10 – 21 |
| PG15 | Models for Utilities Financing & Expansion | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 – 18 |

OTHER PROGRAMMES

| Code | Course/Workshop Title | Weeks | Schedule 1 | Schedule 2 | Schedule 3 | Schedule 4 |
|------|---|-------|----------------|---------------|--------------|-----------------|
| | | | 2022 | | 2022 | |
| PG16 | Effective Public Financial Management | 2 | Jan 10 - 21 | Apr 4 - 15 | Jul 18 - 29 | Sep 12 - 23 |
| PG17 | Productivity and Time Management | 2 | Jan 31 –Feb 11 | May 2 - 13 | Aug 1 - 12 | Oct 3 - 14 |
| PG18 | Managing Performance & Motivation | 2 | Feb 28 – Mar11 | Jun 6 - 17 | Sep 5 - 16 | Oct 31 – Nov 11 |
| PG19 | Unlocking Employee Engagement and Managing Change | 2 | Apr 4 - 15 | Jul 4 – 15 | Oct 3 - 14 | Dec 5 - 16 |
| PG20 | Sourcing & On Boarding New Employees | 2 | Jan 17 – 28 | Apr 11 - 22 | Jul 4 - 15 | Sep 5 - 16 |
| PG21 | Effective Policy Making | 2 | Feb 14 - 25 | May 16- 27 | Aug 8 – 19 | Oct 10 - 21 |
| PG22 | Policy Implementation: Delivering Results | 2 | Mar 7 - 18 | Jun 13 – 24 | Sep 12 - 23 | Nov 7 - 18 |
| PG23 | Procurement Cycle and Practice | 2 | Apr 11 - 22 | Jul 11 – 22 | Oct 13 - 24 | Dec 5 - 16 |
| PG24 | Management & Leadership Development | 2 | Jan 24 - Feb 3 | Apr 18 - 29 | Jul 11 - 22 | Sep 19 – 30 |
| PG25 | Cycle Executive Coaching and Mentorship Program | 2 | Feb 7 - 18 | May 9 - 20 | Aug 15 - 26 | Oct 17 – 28 |
| PG26 | Performance Measurement in Government | 2 | Mar 14 - 25 | Jun 20-jul 1 | Sep 19 – 29 | Nov 14 - 25 |
| PG27 | The Complete Course on How to Supervise Public Sector | 2 | Apr 16 - 27 | Jul 18 - 29 | Oct 3 – 14 | Dec 12 - 23 |
| PG28 | | 2 | Jan 17 - 28 | Apr 25 –May 6 | Jul 18 – 29 | Sep 5 - 16 |
| PG29 | | 2 | Feb 14 - 25 | May 2 - 13 | Aug 22-Sep 2 | Oct 10 – 21 |
| PG30 | | 2 | Mar 21-Apr 1 | Jun 6 - 17 | Sep 5 - 16 | Nov 7 - 18 |