



MANAGEMENT DEVELOPMENT INSTITUTE (SWAZILAND)

COURSE AND FEE SCHEDULE

2015

OFFERING ACCREDITED TRAINING BY GROUP OF CAPACITY BUILDING EXPERTS



CODE	COURSE	DURATION	DATES
PM 400	Advanced Project Management	2 Weeks	12Jan-23Jan
PM 401	Project Management	2 Weeks	27Jul-07Aug
PM 402	Advanced Monitoring And Evaluation of Development Projects	2 Weeks	02Feb-20Feb
PM 403	Investment Analysis & Management of Projects	2 Weeks	13Jul-31Jul
PM 404	Advanced Project Formulation And Feasibility Studies	4 Weeks	19Jan-13Feb
PM 405	Estimating, Planning, Budgeting, Cost Control & Value Engineering	4 Weeks	19Jan-13Feb
PM 406	Advanced Estimating and Value Engineering Skills	2 Weeks	12Jan-23Jan
PM 407	Advanced Value Engineering Methods and Step-by-Step Implementation	2 Weeks	12Jan-23Jan
PM 408	Implementing the Pre-Award Phase of a Project or Major Procurement	3 Weeks	02Feb-20Feb
PM 409	Management of Fast Track Projects	3 Weeks	13Jul-31Jul
PM 410	Project Management in Non-Contractual Situations	3 Weeks	26Jan-13Feb
PM 411	Effective Planning & Scheduling Methodologies and Skills	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
PJR 400	Judicial Administration	3 Weeks	26Jan-13Feb
PJR 401	Judicial Ethics	2 Weeks	26Jan-06Feb
PJR 402	Responding to the Needs of Young People in the Criminal Justice System	2 Weeks	26Jan-06Feb
PJR 403	Parliamentary Administration	3 Weeks	26Jan-13Feb
PJR 404	Parliamentary Reporting	2 Weeks	26Jan-06Feb
PJR 405	Community Policing	3 Weeks	26Jan-13Feb

CODE	COURSE	DURATION	DATES
EPF 400	Methodology for Evaluating the Real Worth of Organizations	2 Weeks	12Jan-23Jan
EPF 401	Mergers & Acquisitions Strategies and Due Diligence Process	2 Weeks	26Jan-06Feb
EPF 402	Invoicing & Debt Collection Management	3 Weeks	26Jan-13Feb
EPF 403	International Financial Reporting Standards	2 Weeks	26Jan-06Feb
EPF 404	Managing Cash Flow	3 Weeks	26Jan-13Feb
EPF 405	Value for Money Auditing for Projects	3 Weeks	26Jan-13Feb
EPF 406	Accounting Principles for Microfinance Institutions	2 Weeks	26Jan-06Feb
EPF 407	Advanced Credit Management & Debt Recovery	2 Weeks	19Jan-13Feb
EPF 408	Credit Management & Debt Recovery	2 Weeks	12Jan-23Jan
EPF 409	Improving Operating efficiencies in Microfinance Institutions	2 Weeks	26Jan-06Feb
EPF 410	Lending Methodologies & Product Development	3 Weeks	02Feb-20Feb
EPF 411	Microfinance & Institutional Policy Development	2 Weeks	02Feb-20Feb
EPF 412	Sustainable Enterprise Development & management	3 Weeks	19Feb-27Feb
EPF 413	Strategic marketing for Microfinance Institutions	2 Weeks	12Jan-23Jan
EPF 414	Budgeting for Efficient Economic Management	2 Weeks	26Jan-06Feb
EPF 415	Debt & Fiscal Management	2 Weeks	26Jan-06Feb
EPF 416	Tax Management & Income Generation Strategies	3 Weeks	26Jan-13Feb
EPF 417	Investment Policy Development & Implementation	2 Weeks	26Jan-06Feb
EPF 418	Macroeconomics for Public Sector Managers	3 Weeks	26Jan-13Feb
EPF 419	Restructuring & Privatization of public enterprises	3 Weeks	26Jan-13Feb
EPF 420	Public Debt Management	2 Weeks	26Jan-06Feb
EPF 421	Managing the Audit Function	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
SIS 400	Industrial Security Training for Security Supervisors & Managers	2 Weeks	12Jan-23Jan
SIS 401	Corporate Security Training for Security Supervisors & Managers	2 Weeks	26Jan-06Feb
SIS 402	New IT Enabled Security Technologies	2 Weeks	26Jan-06Feb
SIS 403	Safety Auditing of Upstream Downstream Petroleum Installations	3 Weeks	26Jan-13Feb
SIS 404	Psycho-social Counseling Skills	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
PTLM 400	E-Procurement, Good and Best Procurement Practices	3 Weeks	26Jan-13Feb
PTLM 401	Advanced Training in Purchasing Management best Practices	2 Weeks	26Jan-06Feb
PTLM 402	Procurement Management Business Skills and best Practices	3 Weeks	26Jan-13Feb
PTLM 403	Prequalification of suppliers, service Providers and Contractors for key projects Psycho-Social Counseling Skills	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
GP 400	Corporate Governance	2 Weeks	12Jan-23Jan
GP 401	Project Management Approach to Corruption	2 Weeks	12Jan-23Jan
GP 402	Managing Operation in the Fight against Corruption Strategies	2 Weeks	12Jan-23Jan
GP 403	Public and Private Sector Corporate Governance	3 Weeks	02Feb-20Feb
GP 404	Combating Cyber Crime	2 Weeks	12Jan-23Jan
GP 405	Fraud Prevention and Detection Techniques	3 Weeks	02Feb-20Feb
GP 406	Ethics Management & Anti-Corruption Strategies	3 Weeks	19Feb-27Feb

CODE	COURSE	DURATION	DATES
PIT 400	Works Procurement and Management of consultants	4 Weeks	02Feb-27Feb
PIT 401	Procurement, Contracts & Tendering Management	3 Weeks	19Feb-27Feb
PIT 402	E-Procurement, Good and Best Procurement Practices	2 Weeks	12Jan-23Jan
PIT 403	Advanced Training in Purchasing Management best Practices	2 Weeks	12Jan-23Jan
PIT 404	Procurement Management Business Skills and best Practices	3 Weeks	19Feb-27Feb

CODE	COURSE	DURATION	DATES
SDM 400	Improving Local Public Services	2 Weeks	26Jan-06Feb
SDM 401	Maximizing Information: Implementing Records Management Systems	2 Weeks	12Jan-23Jan
SDM 402	Public Private Partnerships: Policy Issues and Options	3 Weeks	19Feb-27Feb

CODE	COURSE	DURATION	DATES
PSP 400	Developing Effective Policy: Analysis and Use of Evidence	2 Weeks	26Jan-06Feb
PSP 401	Translating Policy into Legislation	2 Weeks	26Jan-06Feb
PSP 402	Impact Assessment	2 Weeks	12Jan-23Jan
PSP 403	Results Based Management (RBM)	3 Weeks	19Feb-27Feb

CODE	COURSE	DURATION	DATES
EWWT 400	Management of Upstream & Petro-Chemical Plant	2 Weeks	26Jan-06Feb
EWWT 401	Renewable Energy procurement	2 Weeks	12Jan-23Jan
EWWT 402	Waste water treatment and reclamation technology and its practical management for Top Government, State & Regulatory Authority Officials	3 Weeks	19Feb-27Feb
EWWT 403	Environment Management for Top Government, State & Regulatory Authority Officials	2 Weeks	12Jan-23Jan
EWWT 404	Community based Natural Resources	2 Weeks	26Jan-06Feb
EWWT 405	Forest Sustainability and Land Use	2 Weeks	12Jan-23Jan
EWWT 406	Biodiversity Protection and Ecosystem	3 Weeks	26Jan-13Feb
EWWT 407	Environmental Management Systems & Auditing Programme	2 Weeks	26Jan-06Feb
EWWT 408	Climate Change & Policy Design	2 Weeks	26Jan-06Feb
EWWT 409	Environmental Impact Assessment Management	2 Weeks	12Jan-23Jan
EWWT 410	Environmental Planning for Sustainable development	2 Weeks	26Jan-06Feb
EWWT 411	Strategic Research & Development	4 Weeks	02Feb-27Feb

CODE	COURSE	DURATION	DATES
ERGD 400	Strategy, Design, Estimating, Implementation & Management	2 Weeks	26Jan-06Feb
ERGD 401	Water Desalination Plant Technology, Processes & Management	2 Weeks	26Jan-06Feb
ERGD 402	Boiler Tube Failures & Maintenance	2 Weeks	12Jan-23Jan
ERGD 403	Boiler Technology, Processes & Management	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
DCMS 400	Managing the CAD & Documentation Section	2 Weeks	12Jan-23Jan
DCMS 401	QA, Productivity Improvement, Standardization, Customization, Best Practices	2 Weeks	26Jan-06Feb
DCMS 402	CAD Technical Drawing Drafting & Planning Skills	2 Weeks	26Jan-06Feb
DCMS 403	For Engineers, Drafting Supervisors & Promising Draftsmen	2 Weeks	26Jan-06Feb
DCMS 404	Essential Work Process Understanding & Skills for New CAD Professionals	4 Weeks	19Jan-13Feb
DCMS 405	Digitization and Standardization of Engineering Drawings to Intelligence Enabled Specifications.	3 Weeks	19Feb-27Feb
DCMS 406	Management of Organizational Documentation Systems	3 Weeks	19Feb-27Feb
DCMS 407	Electronic Document Management System with Business Process Automation	2 Weeks	26Jan-06Feb
DCMS 408	Data Quality (DQ)	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
ICT 400	IT Infrastructure Management	2 Weeks	12Jan-23Jan
ICT 401	IT Infrastructure Management Contracts	2 Weeks	26Jan-06Feb
ICT 402	Practical Step-by-Step Methodology for Effective Software Testing	3 Weeks	26Jan-13Feb
ICT 403	Proactive Software Project Management	3 Weeks	26Jan-13Feb
ICT 404	Risk Management on IT Projects	2 Weeks	12Jan-23Jan
ICT 405	IT Contracts Drafting & Management	4 Weeks	02Feb-27Feb
ICT 406	Office Productivity Improvement Technologies & Implementation Strategies	3 Weeks	26Jan-13Feb
ICT 407	E-Technologies for Middle and Top Managers	3 Weeks	02Feb-20Feb
ICT 408	Advanced IT Control & Security	2 Weeks	26Jan-06Feb
ICT 409	Managing Information Technology	2 Weeks	12Jan-23Jan
ICT 410	Advanced Data and Records Management	3 Weeks	26Jan-13Feb
ICT 411	Website Design, Development & Publishing	3 Weeks	19Feb-27Feb
ICT 412	Management Information Systems (MIS)	2 Weeks	26Jan-06Feb
ICT 413	Geographical Information Systems (GIS)	2 Weeks	26Jan-06Feb
ICT 414	Advanced Information Technology for Managers	2 Weeks	12Jan-23Jan
ICT 415	Information Technology For Accountants and Auditors	3 Weeks	26Jan-13Feb
ICT 416	IT for Executive Assistants and Senior Secretaries	3 Weeks	02Feb-20Feb
ICT 417	Database Management Systems (DBMS)	4 Weeks	05-Jan-30Jan
ICT 418	Knowledge Management	3 Weeks	19Feb-27Feb
ICT 419	Windows 7 Operating System	4 Weeks	19Jan-13Feb

TUITION	BOARD & ACCOMMODATION
6 Weeks Course US\$ 6 200	6 Weeks Course US\$ 3 200
5 Weeks Course US\$ 5 700	5 Weeks Course US\$ 2 800
4 Weeks Course US\$ 4 000	4 Weeks Course US\$ 2 000
3 Weeks Course US\$ 3 600	3 Weeks Course US\$ 1 500
2 Weeks Course US\$ 3 200	2 Weeks Course US\$ 1 000
1 Week Course US\$ 2 800	1 Week Course US\$ 500

GENERAL INFORMATION

When you have identified a residential course that fits your requirements, contact Management Development Institute by telephone, fax, sms or email for additional information. It is of vital importance information that you furnish us with all your details for this enables us to properly arrange for your stay in the kingdom. In parallel several other processes should be started as necessary

- Passport application (if needed)
- Visa application
- Scholarship application
- Check air travel routes and availability

A letter of admission will be sent straight to you and an invoice showing the course fees if acceptable. Please do not set out for Management Development Institute if arrangements to cover the cost of your course are not finalized.

CODE	COURSE	DURATION	DATES
CDSM 400	Strategic Management of Innovation	2 Weeks	12Jan-23Jan
CDSM 401	Developing Balanced Scorecards and KPIs from Organisational Strategy	2 Weeks	26Jan-06Feb
CDSM 402	Business Process Outsourcing - Management Improvement Skills	2 Weeks	26Jan-06Feb
CDSM 403	Business Process Outsourcing - Management Skills	3 Weeks	26Jan-13Feb
CDSM 404	Implementing Business Process Improvement and Understanding Essential Quality Tools	2 Weeks	26Jan-06Feb
CDSM 405	Quality Assured Administration Management	3 Weeks	02Feb-20Feb
CDSM 406	Customer Satisfaction Improvement Action Planning	2 Weeks	12Jan-23Jan
CDSM 407	Implementing Quality Assurance & TQM in Service Departments or Industry	2 Weeks	12Jan-23Jan
CDSM 408	Cost Accounting Techniques & Skills for Businesses and Industries	3 Weeks	26Jan-13Feb

CODE	COURSE	DURATION	DATES
MBDS 400	Business Development Manager Skills Training	2 Weeks	12Jan-23Jan
MBDS 401	Networking for Business Success	2 Weeks	26Jan-06Feb
MBDS 402	Public Relations Management for Corporations	2 Weeks	26Jan-06Feb
MBDS 403	Sales & Marketing Manager Skills	3 Weeks	19Feb-27Feb
MBDS 404	Step-by-Step Understanding & Implementation of Customer Satisfaction Initiatives	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
MDP 400	Management Development Programme (MDP)	2 Weeks	12Jan-23Jan
MDP 401	Result Oriented Management	2 Weeks	26Jan-06Feb
MDP 402	Strategic Research & Development	3 Weeks	26Jan-13Feb
MDP 403	Management & Supervision Skills Training	2 Weeks	02Feb-20Feb
MDP 404	Strategic Management (SM)	2 Weeks	26Jan-06Feb
MDP 405	Leadership Skills for Women Supervisors	4 Weeks	02Feb-27Feb
MDP 406	Leadership Development Program (LPD)	3 Weeks	19Feb-27Feb
MDP 407	Management skills for District/Municipal Officers	4 Weeks	02Feb-27Feb
MDP 408	Management Development Programme (MDP)	2 Weeks	12Jan-23Jan
MDP 409	Strategic Management of Innovation	2 Weeks	26Jan-06Feb
MDP 410	Business Process Outsourcing & Management Performance Improvement skills	2 Weeks	26Jan-06Feb
MDP 411	Customer Satisfaction Improvement Action Planning	2 Weeks	12Jan-23Jan
MDP 412	Cost Accounting Techniques & Skills for Businesses and Industries	2 Weeks	26Jan-06Feb

CODE	COURSE	DURATION	DATES
MAO 400	Corporate Performance Measurement Methodology Workshop	2 Weeks	12Jan-23Jan
MAO 401	Effective Management Analysis and Operational Auditing	2 Weeks	26Jan-06Feb
MAO 402	Corporate Operational Audit Leadership Skills	3 Weeks	02Feb-20Feb
MAO 403	Organisational Risk Management Training	4 Weeks	05-Jan-30Jan
MAO 404	Strategic Management of Computer Based Accounting & Business Information System	2 Weeks	12Jan-23Jan
MAO 405	Operational Audit and Performance Evaluation of Process Production	2 Weeks	12Jan-23Jan
MAO 406	Operational Risk Management Training Program	3 Weeks	26Jan-13Feb
MAO 407	Operational Auditing & Corporate Operational Auditing skills	3 Weeks	26Jan-13Feb
MAO 408	Strategic Management of computer based Accounting & Business Information Systems (BIS)	4 Weeks	02Feb-27Feb
MAO 409	Operational Audit & Performance Evaluation of Process Production	2 Weeks	12Jan-23Jan
MAO 410	Advanced Operational Auditing & Management Effectiveness Analysis	4 Weeks	02Feb-27Feb
MAO 411	Operational Project Performance Evaluation Audit	2 Weeks	26Jan-06Feb
MAO 412	Corporate Audit Leadership Team Skills Development	3 Weeks	02Feb-20Feb

CODE	COURSE	DURATION	DATES
BP 400	Credit & Corporate Banking Management	2 Weeks	12Jan-23Jan
BP 401	Investment Banking & Portfolio Management	2 Weeks	26Jan-06Feb
BP 402	Asset Liability Management & Asset Securitization	3 Weeks	26Jan-13Feb
BP 403	Treasury & Foreign Exchange Management	3 Weeks	26Jan-13Feb

CODE	COURSE	DURATION	DATES
CP 400	Media Skills Development - Managing the Message	2 Weeks	12Jan-23Jan
CP 401	Strategic Communication	2 Weeks	26Jan-06Feb
CP 402	Crisis Management	3 Weeks	02Feb-20Feb

CODE	COURSE	DURATION	DATES
HRM 400	Cost Effective HR Development	2 Weeks	26Jan-06Feb
HRM 401	Coaching Manager Skills	2 Weeks	12Jan-23Jan
HRM 402	Human Resource Development Business Skills & Best Practice	2 Weeks	26Jan-06Feb
HRM 403	Developing Corporate Training Strategies	4 Weeks	02Feb-27Feb
HRM 404	Recruitment Business Skills & Best Practices	3 Weeks	26Jan-13Feb
HRM 405	Advanced Human Resources Management	3 Weeks	02Feb-20Feb
HRM 406	Balanced scorecard for human resource management	2 Weeks	26Jan-06Feb
HRM 407	Effective Negotiation Skills	2 Weeks	12Jan-23Jan
HRM 408	Good Governance and Leadership	2 Weeks	26Jan-06Feb
HRM 409	Human Resource development and implementation	2 Weeks	12Jan-23Jan
HRM 410	Integrating Organisational & Individual Performance management Systems	4 Weeks	02Feb-27Feb
HRM 411	Measuring human resource effectiveness	2 Weeks	26Jan-06Feb
HRM 412	Performance Appraisal techniques for Pas and Senior Executives	2 Weeks	12Jan-23Jan
HRM 413	Staff Performance, Appraisal and Evaluation Technique	3 Weeks	19Feb-27Feb

CODE	COURSE	DURATION	DATES
CLS 400	Drafting and Negotiating International Commercial Contracts	2 Weeks	26Jan-06Feb
CLS 401	Professional Liability Training Program	2 Weeks	12Jan-23Jan
CLS 402	Legal Secretary Training	3 Weeks	02Feb-20Feb
CLS 403	Contract Administration Claims Management	4 Weeks	19Jan-13Feb
CLS 404	Advanced Contract Management Using Quality Assurance Methodology	4 Weeks	05-Jan-30Jan
CLS 405	Build Operate Transfer Projects & Contracts	2 Weeks	26Jan-06Feb
CLS 406	Project and Commercial Dispute Resolution through Negotiations, Reconciliation & Arbitration	4 Weeks	02Feb-27Feb
CLS 407	Turkey Contract Administration	3 Weeks	26Jan-13Feb
CLS 408			