

Training Calendar for Zimbabwe 2012

| Programme | Dates Harare | Dates: Bulawayo |
|--|----------------|-----------------|
| Team Building | 16-17 Feb | 8-9 March |
| Performance Management | 15-16 March | 22-23 March |
| Emotional Intelligence | 29-30 March | 26-27 March |
| Public Sector Finance Management | 4-6 April | 25-27 April |
| Public Sector Supply Chain Management Compliance | 25-27 April | 2-4 May |
| Occupational Health & Safety | 9-11 May | 16-18 May |
| Train the Trainer Programme | 14-16 May | 21-23 May |
| HR & labour Relations | 7-11 May | |
| Talent Management and Succession Planning | 30 may- 1 June | TBA |
| Forensic Accounting and Fraud investigation | 30-1 June | |
| Emotional Intelligence for Women in Leadership | 14-15 June | 21-22 June |
| Executive Strategic Leadership | 4-6 July | |
| People Management | 12-13 | |
| Project management MasterClass | 1-3 August | |
| Customer Relationship Mangement | 30-31August | |
| Women Gender and Empowerment Programme | | |

NGOs

| Programme | Harare dates | BYO dates |
|--|---------------------------------|-------------|
| Disaster ,Relief and Emergency management | 14-16 March | 21-23 March |
| 4 th Fundraising, Sponsorship and resource Mobilisation MasterClass | 26-27 April 27-28 September | 7-8 June |
| Home Based Care Programme | 28-30 May HRE, MTR, BYO, MSV | |
| Human Rights Programme | 23-25 July | |
| Disaster ,Relief and Emergency management | 14-16 March | |
| Advanced Monitoring and Evaluation | 13-15 June | |
| Grant Management | 26-27 April | 3-4 May |

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| NGO Financial Management | 22-24 August | 29-31 August |
| Integrated HIV Aids Prevention, Care and Treatment | 17-21 September | 24-28 September |
| Field Research and Field Work | 3-5 October | 10-12 October |
| NGO Corporate Governance and Financial Oversight | 15-17 October | 22-24 October |
| Strategic Planning | 7-9 November | 14-16 November |

Mining, Safety and Security

| | Harare Dates | Bulawayo |
|------------------------|---------------------|-----------------|
| SHEQ | 7-9 March | 25-27 July |
| Safety REP | 21-23 March | 28-30 May |
| Accident Investigation | 4-6 April | |
| Mine Risk Management | 9-11 April | |
| Ergonomics | 26-27 April | |
| Fire Fighting | 7-9 May | 9-11 April |
| First Aid | | |
| Confined Spaces | | |

Banking & Finance

| Programme | Dates – Harare |
|--|-----------------------|
| Investment analysis and portfolio management | 13-16 March |
| Project Management | 24-27 April |
| Advanced excel for finance | 18-18 May |
| Bank Fraud | 6-8 June |

Secretarial and Administration

| Programme | Dates and Venue |
|--|--|
| Grooming, Image and Deportment | 23-24 February- Harare |
| Protocol, Etiquette and Diplomacy Programme | 7-9 March – Kadoma Ranch Hotel |
| Development Programme for Office Professionals | 7-11 May – one week Residency Programme – Masvingo |

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| Winter School Events, Meetings, Minute taking & Office Protocol | 13-15 June- Nyanga |
| Project Management for Office Professionals | 18-20 July – Harare |
| PA Excellence Programme | 2-3 August- Mazoe |
| 3 rd Master secretarial Programme | 5-6 September – Harare & Bulawayo |
| 2 Secretaries day | 7 September- Harare & Bulawayo |

Local government Programmes

| Programme | Date Harare | Bulawayo & other |
|---|-----------------|---------------------|
| Service Delivery Programme | 28-30 March | 4-6 April |
| Community Development | 25-27 April | 2-4 May |
| Local economic development | 9-11 May | |
| Waste management | 16-18 May | 21-23 May |
| Disaster Management | 28-30 May | 6-8 June |
| Environmental Management | 13-15 June | 20-22 June |
| Rural development Programme | 27-29 June | 4-6 July |
| Water works and water purification | 11-13 July | 18-20 July |
| Roads rehabilitation Programme | 25-27 July | 1-3 August |
| Revenue enhancement & Debtor Collection | 22-24 August | 29-31 August |
| | 5-7 September | 12-14 September |
| | 19-21 September | |
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